



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		VIVEK COLLEGE OF COMMERCE
Name of the head of the Institution		Dr. Vijetha S. Shetty
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02228744058
Mobile no.		9821871849
Registered Email		principal@vivek-college.org
Alternate Email		drvijethashetty1@gmail.com
Address		Vivek College Road, Siddharth Nagar, Goregaon West
City/Town		Mumbai
State/UT		Maharashtra
Pincode		400104

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Prof. CA Shrikant Marathe
Phone no/Alternate Phone no.	919820822897
Mobile no.	9969014512
Registered Email	maratheshrikant@yahoo.com
Alternate Email	iaqcvivek@vivek-college.org

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://www.vivek-college.org/Uploads/VES/AQAR%202018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.vivek-college.org/Uploads/VES/Academic%20Calendar%2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	72.50	2004	28-Feb-2004	27-Feb-2009
1	B	2.59	2010	28-Mar-2010	27-Mar-2015

6. Date of Establishment of IQAC	01-Aug-2010
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Enhancing Teaching Learning Skills	13-Dec-2019 1	25
Smt. A.A. Saraswati Memorial Lecture on	11-Jan-2020 1	300
Speech on Padmashree Dr. V.S. Wakankar	18-Feb-2020 1	68
International Symposium Prospects of Higher Education in Russia	04-Feb-2020 1	75
Overcome Covid-19 Pandemic Through Nuances Of Life	29-May-2020 1	815
Choosing Happiness - Finish Anxiety And Fear	08-Jun-2020 1	24
Gender Sensitization & Legal Implications - Day1 (Eve Teasing & Teens)	11-Jun-2020 1	71
Gender Sensitization & Legal Implications - Day2 (Domestic Violence Pre & Post Covid-19)	12-Jun-2020 1	71
Heart To Heart Talk By Alumni On Their Journey From Classroom To Boardroom	13-Jun-2020 1	125
Webinar on Bloom's Taxonomy	19-Jun-2020 1	24
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NA	NIL	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)	
<p>1. IQAC encouraged Teachers and Students to be focussed for the Objectives to be achieved in organization of the events. 2. Activities of ECell were strengthened. 3. Employability Enhancement for the students was promoted through certificate courses. 4. MoUs were entered into with new Institutions too for conduct of activities. 5. Placement Drives were encouraged.</p>	

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year
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Plan of Action	Achivements/Outcomes
To start with the Bridge Course in Mathematics and Statistic for F.Y.B.Com students especially those who had not opted for the subject of Mathematics Statistic at HSC level.	The Bridge Course was conducted in both the terms of the Year 201920.
To organize International Symposium for making the students inquisitive and knowledgeable about the cultural status and educational avenues prevailing globally.	International Symposium "Prospects of Higher Education in Russia" was held on 4th February 2020.
To organize activities for parents of the learners.	Parents of the Acedemic prize winner students were invited for the Prize Distribution Function and were felicitated
To motivate students and staff to enroll for Swayam Course so as to make them employable.	The promotion of Swayam Course was done.
To establish Yoga Centre within the premises and start with certificate programme in Yoga education as a natural advancement of initiatives taken in prior years for attending yoga education courses with outside organization.	Yoga Center was established in the college premises in accordance with MOU with Ambika Yoga Kutir. The conduct of certificate course in Yoga education was also commenced.
To commence the startup projects under the umbrella of E Cell (the Incubation Centre) in the college established in the year 2018-19.	Several initiatives were taken by the E Cell.The participation of the students was overwhelming.Our College team of students was selected in the final round of Quiz Competition for students organized by IIT Mumbai.

To conduct the activities to commemorate 150th year of birth anniversary of Mahatma Gandhi, Father of the Nation.	The course on Gandhian Studies was conducted. The programme of breakless speeches on Mahatma Gandhi was organized.
To Celebrate the Anniversaries/Commemoration days of the National Leaders.	Several Anniversaries/Commemoration days of the National Leaders were commemorated.
To organize all the existing activities of College conducted every year with enhanced scope for the development of the students in the field of Sports, Singing, Instrumental Music, Dramatics, Folk Arts, Fine Arts, Literary Skills, Leadership Skills, Event Management, Life Skills, etc.	In all the areas, the efforts were made for securing the achievements. Prizes and achievements in some of the areas were remarkable.
To organize activities for Social Awareness and Gender Sensitization.	Activities were conducted . During pandemic too, these issues were handled and webinars were organized.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>College Development Committee (CDC)</td> <td>26-Dec-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Development Committee (CDC)	26-Dec-2020
Name of Statutory Body	Meeting Date				
College Development Committee (CDC)	26-Dec-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	10-Mar-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	We have Partial MIS. Library Management System, Office Automation and Attendance System for Staff is computerised. The software packages such as Tally.ERP for financial accounting, Package for Students' Examination Results, MICM package for students' attendance, Salary Preparation Package are possessed and strictly used.				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

We follow the University prescribed curriculum and arrangements of terms. We have ensured the effective curriculum delivery through the planning and implementation as follows: Annual Academic Calendar is prepared at the beginning of Academic Year as per the notification of the University of Mumbai in respect of the span of both the Terms of the Academic Year. It is strictly followed as per the University Circulars on Arrangement of Terms to complete the syllabus and conduct of examinations on time. Academic Calendar is prepared for the year and the same is followed. See link : https://drive.google.com/file/d/1j01sMNu0DQq4u3DEVQucDpm-NrZ3_oyJ/view?usp=sharing The Prospectus is prepared mentioning details for each course/subjects for all the programmes. Students are informed about the syllabus at the beginning of each Semester along-with instructions to be followed for the Practical/Project-Work. For syllabus see link https://drive.google.com/file/d/1irGou_yaaieTP-Rj3yhClmjXvNWZA5Vr/view?usp=sharing The workload of each course is specified as per regulation and Departmental meetings are held to discuss the subjects, topics, workload distribution and the teaching methods to be applied. See Link : https://drive.google.com/drive/folders/1JZX_5pEMlnRi08YiAZLLnVX3jwohoznc?usp=sharing Teaching Plans were prepared by all the teachers for both terms separately. For Teaching Plans See link : https://drive.google.com/drive/folders/1oHZi4WRli_F615ZISIPGD34MZ1w7UMhW?usp=sharing Teaching methods were decided to take care of slow learners. The teachers provide personal mentoring for slow learners, by additional explanations and notes whenever possible. Theory, Practical and Tutorial Classes were held according to the Time-table and batches formed as per University guidelines. For Time - Tables See link : <https://drive.google.com/drive/folders/1lfeyzluuFJfeusSg0IEY6JphDLVqXMq?usp=sharing> The College website is updated regularly informing the dates of Orientation, PTA, examination, dates and related information The use of ICT in the classroom is pre-decided by individual teachers, aiming to make the teaching- learning process more learner- centric. It helps the faculty substitute the conventional Class Room Teaching with ICT tools like Edmodo, Google Classroom, WhatsApp Group, etc to make teaching learning more effective. In order to make teaching effective, teachers are encouraged to participate in Faculty Development Programmes. Teachers were deputed to attend workshops organized by other colleges and the Management ensured that proper resources are made available for the teachers' participation in the workshops. Teachers conduct guest lectures in other colleges as subject experts. The teachers adopted various teaching methods such as problem-solving method, experiential learning method, participative learning method and suitable amendments therein depending upon the need. Distribution of Synoptic notes/intimation of Topic/ where ever required helped the students to grasp effectively. Teachers are appointed as Syllabus committee members in Board of Studies University of Mumbai and in Autonomous colleges. See Link : <https://drive.google.com/drive/folders/14alHa9WYWWEvIrF07WqKZPsMxo8xzOj1?usp=sharing> The remedial lectures/guidance lectures are conducted as per the need. For details of remedial lectures, see link pls refer to 5.1.2 See Link : <https://drive.google.com/drive/folders/1YdG6Va-FVsIsXaJGbIRMUWKQPFwENCiG?usp=sharing> It is ensured that the planning for the project work/Educational trips for students is arranged and assessed. Students are encouraged to enrolled for SWAYAM c Exhibition of Factory Models (Factory) by the students to understand the functioning and challenges under factory law. For Details See Link <https://drive.google.com/file/d/1iFdg8YXrCLdMMY6VTEgRmogsb>

6T0-Uds/view?usp=sharing BAMMC students were taken to National Museum Institute. For Details See link :

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Japanese Speaking Course (2 batches of 6 days each)	40	18/05/2020	12	To encourage the students to pursue global career. get more opportunities if you speak the language.	Learning a new language especially Japanese can open up a whole new world of literature, movies, music, games, animation etc.
English Speaking Course (2 batches of 10 days each)	43	19/08/2019	20	English Speaking course can be beneficial for everyday life -- professionally, educationally or for personal reasons as most of our students are from vernacular medium.	English courses can be helpful for improving your fluency in speaking, polishing their writing skills and targeting specific skills you need for a particular social or professional environment.
Tally Course	70	15/10/2019	30	Enabling commerce students to be trained for employability along with graduation.	It equips the students with taxation knowledge, auditing , accounting ,stock evaluation, banking etc.
Competitive exam for UPSC/SPSC	42	20/12/2020	1	Preparation for selection into government services/	It helps to understand quantitative, logical ,mathematical, current

Course in Financial markets	69	02/12/2019	8	MBA and staff selection. It will help in making a career in Financial Planning Advisory, Business Development Executive, Mutual Fund Specialist, Equity Derivatives Acquisition Executives.	affairs issues. Financial markets course provides a c omprehensive overview, systematic evaluation of bonds, stock, and money.
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	BAMMC	10/05/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	B.Com (Commerce)	01/06/2019
BCom	B.Com (Management Studies)	01/06/2019
BSc	B.Sc. (Information Technology)	01/06/2019
BCom	B.Com (Accounting and Finance)	01/06/2019
BCom	B.Com (Banking and Insurance)	01/06/2019
BCom	B.Com (Financial Market)	01/06/2019
BA	BMM (Old Programme)	01/06/2019
BA	BAMMC (Multimedia and Mass Communication) - (Revised Programme in place of BMM)	01/06/2019
MCom	M.Com (Accountancy)	01/06/2019
MCom	M.Com (Management)	01/06/2019
MSc	M.Sc. (Information Technology)	01/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	264	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Gandhian Study	16/01/2020	62
Yoga course	23/07/2019	61
Leadership certificate	21/01/2020	33
Disaster Management	21/08/2019	26
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	BFM (SEM 6 – PROJECT)	34
BCom	BCOM (SEM 1 & 2 – FOUNDATION COURSE)	508
BCom	BCOM (SEM 3 & 4 – FOUNDATION COURSE)	431
BCom	BCOM (SEM 3 & 4 – COMPUTER SYSTEMS & APPLICATION)	60
BCom	BCOM (SEM 5 & 6 – COMPUTER SYSTEMS & APPLICATION)	30
BSc	BSCIT (SEM 6 – PROJECT)	36
BCom	BMS (SEM 6 – PROJECT)	68
BA	BMM (SEM 5 – PROJECT)	39
BCom	BAF (SEM 6 – PROJECT)	70
BCom	BBI (SEM 6 – PROJECT)	58
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
In the academic year 2019-20, We collected feedback from five stakeholders

i.e., Students, Teachers, Parents, Alumni and Employers via ICT platform. According to the feedback received on syllabus and curriculum, the following conclusions were derived : ? Majority of the teachers feel that the syllabus is lengthy and needs to be revised on regular intervals to match the industry expectations. ? Apart from regular lectures, teachers need to put extra efforts for weak learners, slow learners and advanced learners. ? Most of the students feel that more use of ICT will help them to understand the syllabus in a better way. ? Students also expressed that guidance lectures by industry experts would enhance their knowledge. ? Alumni have good opinions about the overall functioning of the college and are willing to guide our students in all possible ways. ? Most of the parents expressed that the college should conduct more extra curricular activities and field trips for their wards. ? Employers feel that the students need to be trained for few months before any serious assignment is given. If the curriculum incorporates practical training then it will make them more confident to handle any assignment from day one. Action taken by the college : ? Teachers teaching the respective subjects at SY and TY level have drafted the necessary changes required in the syllabus and have submitted to the chair. ? Teachers make use of ICT platforms like ppt, pdf, Google classrooms, Edmodo, Microsoft Teams, Zoom and Google Meet. ? Remedial lectures are conducted for weaker and slow learners. ? Advanced learners are encouraged to participate in various competitions and present research papers. ? Techno-Serve conducts classes to train the TY students on how to develop communication skills and make them job ready. ? Teachers attend FDP and seminars to equip with the changes in the syllabus. ? Teachers are invited as moderators, subject experts in other colleges and they are also members of syllabus committee. ? Teachers are encouraged to pursue research work for self-growth. ? Students are encouraged to enroll for SWAYAM Courses. ? Field trips to BSE / industrial visits are arranged. ? Skill Enhancement courses like Tally, Competitive Examinations course, Japanese and English speaking courses are conducted to enhance student's employability skills. ? Students are encouraged to organize exhibitions and ppt presentation to build up confidence and team spirit. ? College has a tie-up with IIT Powai to enhance entrepreneurship skills in the students through E-cell activities. ? Students are encouraged to use N-list facilities provided by Library. ? The alumni are invited to share their industrial experience and guide our students. ? The PTA meet is arranged and the Parents are informed about their ward's attendance and performance. ? Under the guidance of B.Sc.I.T teachers, the TYIT students designed the Vivek College website which is currently in use.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	FYBCOM	530	719	508
BCom	FYBMS	72	196	70
BSc	FYBSC IT	72	118	67
BCom	FYBAF	72	216	68
BCom	FYBBI	72	98	60
BCom	FYBFM	60	59	48
BA	FYBAMMC	60	82	59
MCom	MCOM - ACCT	168	93	90
MCom	MCOM - MGMT	96	85	75

BCom	FYBCOM	530	719	508
BCom	FYBMS	72	196	70
MSc	MSC IT	20	51	15
BSc	FYBSC IT	72	118	67
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2282	378	32	Nil	4

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
32	27	5	24	1	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has a set up, for mentoring the students through the Mentor/ Class teacher arrangement for every division of Aided as well as self financing sections. The promotion of the spirit of self improvement for becoming a better student and a better citizen and moreover, a better human being is attempted through the interactions with the students. The structure set for this purpose is each division has one guardian teacher who overviews and ensures the adherence of the process laid down. The guardian/mentor teacher interacts with students and tries to understand the career aspiration of the student, the challenges faced by them with regard to his/her educational/career goal achievement and try to give guidance. Functions of the mentor teachers: 1. Motivate the student to take studies seriously and guide them with various examination requirements and encourage them to pursue higher studies and guide them with library resources for enriching their study material. 2. Mentor teachers interact with the student to the slow learners to provide them guidance in respect of how to study, how to memories the contents, how to overcome various challenges faced by them , availability of bridge course in mathematics and language proficiency courses. 3. The advance learners are directed by the teachers to pursue add on courses and participate in co-curricular and research cell activities. 4. Understand student's career aspiration and guide them to various job opportunities or entrepreneurial opportunities depending on their interest, ability, market prospect. To support the students, need for career guidance mentor teacher suggests proper workshop/guidance lecture to the career guidance cell. 5. Mentor teacher also encourages the student to open and share their concern areas with regard to exam phobia, mental health, academic stress, family relation, financial situation etc. Depending on the gravity of the situation, mentor teacher refers the student to the counselor appointed by the college. Counsellor is also informed by the teachers about the students requiring her Counselling. 6. For the overall development college believes in students' participation in sports and extra-curricular activities. Mentor teacher encourages student to unleash their potential in the areas of outdoor and indoor games, literature, arts and culture, research, social work through NSS, etc. 7. The mentor teachers took up the additional responsibility of informing the students with regard to precautions to be taken during early covid pandemic days of the calendar year 2020. 8. Three national and internationals webinars were conducted during the pandemic times to overcome the anxiety and fear amongst the Students. The queries/doubts raised by the students on this issue were handle effectively by the speakers. 9. 'A Heart-to-Heart Talk' webinar was

conducted by the alumni to inform and motivate the Students about their Journey from classroom to boardroom.
10. The mentor teachers counselled the Students who were going through a psychological trauma or depression during the pandemic lockdown period and tried to provide financial and mental support to them.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2660	32	1:83

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
36	32	1	6	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Prof. Anuja Narvankar	Assistant Professor	SET, STATE ELIGIBILITY TEST
2020	Prin. Dr. Vijetha Shetty	Principal	Social Action Award, A National NGO committed to Health, Education Development
2020	Dr. Neelu Khosla	Lecturer	Best Paper Presentation Award for a Research Paper titled Reconciliation in Afghanistan: RIC Efforts presented in the 2nd International Conference on Empirical and Theoretical Research (ICETR-2020) organized online on June 4-5, 2020
2020	Prof. Prabhakar Musam	Assistant Professor	Social Action Award, IDF

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

BCom	2M00155	Sem V (TYBMS)	28/11/2019	06/01/2020
BCom	2M00153	Sem III (SYBMS)	14/10/2019	15/11/2019
BCom	2M00151	Sem I (FYBMS)	18/10/2019	15/11/2019
BCom	2C00145	Sem V (TYBCOM)	18/10/2019	22/11/2019
BCom	2C00143	Sem III (SYBCOM)	30/09/2019	14/11/2019
BCom	2C00141	Sem I (FYBCOM)	14/10/2019	15/11/2019
BCom	2C00142	Sem II (FYBCOM)	16/04/2020	04/08/2020
BCom	2C00144	Sem IV (SYBCOM)	16/04/2020	04/08/2020
BCom	2C00146	Sem VI (TYBCOM)	13/10/2020	29/10/2020
BCom	2M00154	Sem IV (SYBMS)	16/03/2020	28/08/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The CBCS evaluation pattern is continued to be followed in the current year 2019-2020. The evaluation patterns as per the guidelines of the University consisting of evaluation of internal test, project work, assignments, presentations and semester end examination were strictly followed. Qualified External examiners evaluated the students' project (viva-voce), in the concerned courses. During the academic year 2019-2020 Coding system was followed for odd Semester-End examinations. Separate arrangements for the physically challenged students are made, additional time is allowed to them and their answer books are marked with "PWD" stamp as per the University norms. The answer books are evaluated under Centralized Assessment Program (CAP) within the college premises. The moderation of the assessed answer books is carried out by the moderators from other colleges. The results were processed after complying with all the rules, guidelines and ordinances as directed by the University. The answer books are revalued/reassessed in cases where the students apply for the same. The Unfair Means Inquiry Committee conducts enquiry in cases reported and such cases are appropriately dealt with as per the University ordinances. Due to unavoidable pandemic situation the proctored examination were conducted online for the last semesters of the UG and PG programmes. These examinations were based on Multiple Choice Question pattern, as per the guidelines of the University. To ensure smooth conduct of the online examination, the institution had hired the professional services of 'MICM India Pvt Ltd.' A module wise repository of questions were prepared for each course and questions were selected randomly from each module. The examinations of Semester-II and Semester-IV of UG programmes were conducted partially before the lockdown and could not be conducted for some papers after the lockdown. In the papers where examination could be conducted, the better performance of the students achieved in the previous semester and the second term end examination, was declared to be the performance of the second term examination. In cases where the examination could not be conducted, the performance of the students in the previous term was carried forward, including the failed results.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

On the basis of the academic calendar issued by the University of Mumbai, The Academic calendar for the college is prepared Heads of the department, coordinators, examination committee and principal discuss and decide tentative dates of internal and practical examination. Based on the said calendar, the examination committee prepares a tentative schedule of examination for all the programmes. Students Council and various activity associations plan their respective activities, like sports day, annual day, Intercollegiate events and all other activities in alignment with the academic calendar . The institution publicises these tentative schedules to the student and parent during the orientation program at the beginning of the academic year and also through the communication on the college website. All HODs ensure that the syllabus is properly taught and completed with revision before the semester end examination. This year the even semesters i.e the second term examinations were impacted because of COVID-19 lockdown. The College level even semester end examinations were partially conducted in the college prior to the pandemic and the remaining examinations could not be conducted. These students were promoted to the next semester adhering to the University guidelines, and subsequently the results were declared. Proctored online examination were conducted for semester VI - under graduates and semester IV - post graduates' students. The questions in the paper were Multiple Choice based. The Examination Time Table was prepared in consultation with the cluster head. The mark list were forwarded to the University on time and the results were declared by the University. The time table and the statistics of the Students appearing for the Examination and the absentees were daily updated and informed to the cluster heads.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://vivek-college.org/academic.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1S01124	MSc	MSCIT	14	13	92.86
2C00534	MCom	MCOM –MGMT	58	57	98.28
2C00534	MCom	MCOM – ACCT	126	121	96.03
4O00156	BA	TYBMM	39	39	100
2C00256	BCom	TYFM	34	34	100
2C00346	BCom	TYBBI	58	56	96.55
2C00456	BCom	TYBAF	70	68	97.14
1S00256	BSc	TYBSCIT	36	35	97.22
2M00156	BCom	TYBMS	68	64	94.12
2C00146	BCom	TYBCOM	362	309	85.36

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the

questionnaire) (results and details be provided as weblink)

<https://vivek-college.org/Uploads/VES/Students%20Feedback%20Report%202019-20.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	University of Mumbai	0.45	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Art of Writing A Minor Research Proposal (Online Research Workshop)	Research Cell	17/06/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Grassy: The Smart Solar Grass Cutter Robot	Mr. Gopi Nadar of TY BSc IT and Mr. Poojary Suraj of TY B.Sc IT	University of Mumbai Avishkar Research Convention 2019-20	24/12/2019	Zonal Level of University of Mumbai
Tech Helmet: The Smart Helmet	Mr. Gopi Nadar of T.Y.B.Sc IT	S.M.Shetty College of Science Arts and Management	14/09/2019	National Level
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Commerce	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	3	Nil
National	Business Communication	1	Nil
National	Economics	3	Nil
National	Foundation Course	1	Nil
International	Commerce	1	Nil
International	Environmental Studies	2	Nil
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Environmental	2
Management	1
Commerce	1
Business communication	1
Commerce	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2020	0	NIL	Nil
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
A Study of Financial Behaviour and Literacy amongst the college students of mumbai	Dr.Vijetha Shetty J.B.Thomas	GRA Multidisciplinary International Gram I Journals	2019	Nil	Nil	Vivek College of Commerce
Preference of Advertisements	Dr.Vijetha Shetty	Study of Indian Pledge	2020	Nil	Nil	Vivek College of Commerce

sing Appeals for an effective social advertisement s - A Youth Perception	Manisha Naik	Names				
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	64	150	37	271
Presented papers	4	4	Nill	Nill
Resource persons	1	1	Nill	Nill

[View File](#)

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Election Duty	Mumbai Police	2	21
Rally on Road Safety	Government of Maharashtra	2	53
Setting up of Library	Mumbai University	2	10
Teaching in balwadi	Prayas	2	156
Ganapati Immersion Event	Mumbai Police	2	51
Students Manager (SM)	DLLE	5	11
Population Education Club (PEC)	DLLE	5	20
Status of Women in The Society (SWS)	DLLE	5	148
Career Project (CP)	DLLE	5	53
Annaporna Project (APY)	DLLE	5	84

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Street Play Competition	UDAAN-Street Play	University of Mumbai	13
Poster Making Competition	UDAAN-Poster Making	University of Mumbai	2
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Environmental Awareness	DLLE	Go Green Ganapati Campaign	5	316
Swacch Bharat	Brihanmumbai Municipal Corporation	Swacch Bharat	2	29
Swacch Bharat	Afroz shah and group	Sanjay Gandhi National Park clean up	2	8
Swacch Bharat	Afroz shah and group	Dana pani beach clean up drive	2	18
Swacch Bharat	Indian Coast Guard	Marve Beach Clean up	2	29
Gender Issue	Indian Development Foundation	Dignity Project	2	69
Aids Awareness	Desire Society	Rally	2	30
Aids Awareness	Desire Society	Street Play	2	10
Aids Awareness	Mumbai District Aids Control Society	Awareness Session	2	55
Aids Awareness	Mumbai District Aids Control Society	Human Chain	2	37
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	0
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Indian Development Foundation	01/06/2019	Beach Clean Up drive	42
Indian Development Foundation	01/06/2019	Dignity Project	66
Indian Development Foundation	01/06/2019	Kolhapur Relief Drive	67
Raj computers	01/05/2019	Training of Retail Management and DTP was given to students	49
Raj computers	01/05/2019	Raj Computers gave training in Tally ERP9, Ecommerce, Social Media Marketing, Photoshop, Corel Draw	16
GB Technologies	01/06/2019	Training in Tally with GST	70
Sonopant Dandekar College, Palghar	04/07/2019	Relevance of Gandhian studies in todays time	8
Ambika Yoga Kutir	12/07/2019	Training and importance of Yoga in day to day life	26
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
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10	9.86
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4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
MICM	Partially	-	2004

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11277	1383660	774	125868	12051	1509528
Reference Books	18643	7873791	419	471265	19062	8345056
e-Books	Nill	Nill	Nill	Nill	Nill	Nill
Journals	Nill	Nill	102	195097	102	195097
e-Journals	Nill	Nill	Nill	5900	Nill	5900
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	826	Nill	Nill	Nill	826	Nill
Library Automation	Nill	Nill	Nill	Nill	Nill	Nill
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(s pecify)	Nill	Nill	17	38320	17	38320

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	132	80	131	6	5	17	24	200	0
Added	12	11	11	0	0	1	2	0	0
Total	144	91	142	6	5	18	26	200	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	-

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
9.53	8.8	8.59	36.72

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1. All the equipment and furniture installed in the Library, Computer Laboratories, Gymkhana, Ground, Auditorium, Classrooms, Reading Rooms, Net Surfing Area, Activity Rooms, Canteen, Yoga Centre, Wash Rooms, Girls' Common Room, Media Room, etc. for students' benefit are well maintained repaired.

2. The replacement is also done promptly as and when needed. 3. Separate attendants in sufficient numbers are appointed for appropriate time at all the facility points. 4. Arrangements are efficiently made for outdoor activities such as Ozone swimming pool, outdoor games, educational excursions visits, etc.

5. Utmost care is taken of the Divyangjan. The policy Document relating to care and support to Divyangjan was framed and adopted. 6. Students' feedback is obtained regularly to know about their needs and expectations and suggestions.

7. Coaches, Trainers and Guides are appointed appropriately for students' guidance training. 8. Counselling facilities are provided with the help of a Counsellor. 9. The cleanliness is ensured at all the facility places in the

campus. Arrangements were made for improved housekeeping services by professional agency. 10. The alumni are allowed to make use of library facility. 11. Time allocation for usage of facilities is monitored by the attendants in their respective facility areas.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Book Bank, Annual Prize Distribution, Adopt a child scheme	550	553159
Financial Support from Other Sources			
a) National	NA	Nil	0
b) International	NA	Nil	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
English Speaking Certificate Course	25/11/2020	9	Vivek College of Commerce
Yoga Course	23/07/2019	26	Shri Ambika Yoga Kutir
Bridge Course in Mathematics Sem.- II	08/01/2020	20	Vivek College of Commerce
Bridge Course in Mathematics Sem.- I	21/08/2019	39	Vivek College of Commerce
Language Lab FYB. Com. (Div. A, B, CD)	06/08/2019	300	Vivek College of Commerce
Commerce	22/01/2020	52	Vivek College of Commerce
Business Economics	21/01/2020	26	Vivek College of Commerce
Business Economics	20/01/2020	51	Vivek College of Commerce
EVS	06/02/2020	11	Vivek College of Commerce
Business Communication	23/01/2019	6	Vivek College of Commerce
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Guidance for Competitive Exam- 30hrs. (Career Launcher)	47	Nil	Nil	Nil
2020	NIIT Aptitude Test	Nil	300	Nil	Nil
2020	Placement Training through Technoserve	Nil	74	Nil	Nil
2020	Tally with GST	Nil	74	Nil	Nil
2020	Retail Management and DTP (Ministry of Skill Development and Entrepreneurship) (Raj Computers)	Nil	48	Nil	Nil
2020	LIC Insurance training program	Nil	6	Nil	Nil
2020	STEP Education gave training in Junior Human Resource Associate under Ministry of Skill Development.	Nil	5	Nil	Nil
2020	Training in Tally ERP9, Ecommerce, Social Media Marketing, Photoshop, Corel Draw	Nil	15	Nil	Nil

(Raj
Computers)

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	30

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Technoserve, Motilal Oswal, Silverlink Technologies	83	83	Technoserve, TCS, Infosys, Capgemini	11	11

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	90	B.Com, BBI, BAF, BMS, B.Sc.(IT), BFM	Commerce, Management IT	As per Annexure attached	As per Annexure attached
2020	197	B.Com, BBI, BAF, BMS, B.Sc.(IT), BFM, BMM. M.Com. MSc.(IT).	Commerce, Management IT, Arts	As per Annexure attached	As per Annexure attached

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SET	1

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Innovators	Inter College Festival	554

Arts Circle/MWM/Literary Assoc./Sports	College	490
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Indian Group Song	National	Nil	1	PRN 2013 0164002851 76	Mr.Sujesh Suresh Menon
2020	Indian Folk Orchestra	National	Nil	1	PRN 2013 0164002851 76	Mr.Sujesh Suresh Menon
2020	Art and Creativity Competition	National	Nil	1	PRN 2013 0164002851 76	Mr.Sujesh Suresh Menon
2020	Singing Competition	International	Nil	1	PRN 2013 0164002851 76	Mr.Sujesh Suresh Menon
2020	Essay Competition	National	Nil	1	PRN 2013 0164002851 76	Mr.Sujesh Suresh Menon
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Representation of students in the Students' Council Students' Council is the statutory body of the college which organises the various co-curricular extra-curricular activities for the students. The Student council is formed as per the guideline of the university. The council always encourages the students in their learning and also in the field of development of leadership skills, discipline, innovation and creativity and promotion of patriotism through carefully customised programs. The major highlights of the council during the academic year 2019-20 are as follows: 1. College Foundation Day celebrated on 4th July 2019 2. Orientation programme for first year students organised on 27th July 2019 3. Convocation ceremony on 21st December 2019 4. Denim day on 7th January 2020 5. Twins day 8th January 2020 6. Mismatch Day 9th January 2020 7. Retro Day 13th January 2020 8. Traditional Day 18th January 2020 9. Price distribution ceremony on 2nd February 2020 10. Farewell programme for the final year UG/PG students was scheduled to be held on 7th March 2020. The students were practicing for programme with songs, games, dance etc. 11. The Farewell for final year students was cancelled due to the sudden impose of COVID-19 restrictions for prevention of gatherings in public places. The refreshment budget for the programme was Rs.65,000/- . Due to last minute cancelation of the programme the ordered snacks and eatables(600 packets)were distributed

among tribal's at Sanjay Gandhi National Park through NGO's Roti Bank and IDF. The College Development Committee (CDC) is the highest administrative committee in which too, the students are included as the representative of the most important stakeholders i.e. the students. Internal Quality Assurance Cell has two representatives from amongst students. Several opportunities are provided to the students to express themselves to the Institution and also participate in the actual conduct of the activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Vivek Alumni Association is a charitable organization and is represented by passionate and dedicated individuals of the College and School Alumni. VAA is registered under The Societies Registration Act, 1860 with Reg No. MAH/MUM/2991/2011 GBBSD dated 23/12/2011 also under Bombay Public Trusts Act, 1950 with Reg No. F44756 (Mumbai) dated 26/7/2012. The office bearers of VAA for the year 2019-20 had been as follows : Dr. Suresh Nair- President, Mrs. Jayashree Unni - Vice President, Mr. Arvind Nair -Secretary, Mr.Kumar Naidu - Treasures, Mrs. Bindu Varma- Jt. Treasurer, Principal Dr.Vijetha Shetty -. (Permanent Invitee) Our college Alumni Association organizes many programmes for the benefit of college students and faculty which includes: 1. Talk by alumni- Saurabh Ali on New concepts in Advertising to T.Y.B.Com. Students on 8th June 2019 2. Seminar on Diet Counseling by Sangita Shiv Kumar on 12th July 2019 3. Career guidance to final year students on 23rd November 2019 4. Sponsored educational visit of 50 students to Nehru Science Centre 5. Dr.Narayan Iyer, CEO of Indian Development Foundation was felicitated during the Annual Prize Distribution function to appreciate his achievements. 6. Constituted "Best Boy and Best Girl Award" for their contribution in Extra-curricular activities. 7. Webinar on "Heart to heart talk by Allumni on their journey from classroom to Board room" was organised along with IQAC of the college on 13th June 2020, the prominent alumni speakers were Mr. Abdul Nayeem, Director, Accenture, Mr. Eric Oommen CFO, Professional Courier, Saurabh Kasat-CEO- Dairy Day Ice cream, Dr.Narayan Iyer - IDF, Mr.Milind Gawa Freelance writer, Editor, Trainer Faculty at K.J. Somaiya Management Institute, Mr. Wilson Nadar, Head, Academic and Training at Vantage Knowledge Academy.

5.4.2 – No. of enrolled Alumni:

216

5.4.3 – Alumni contribution during the year (in Rupees) :

5000

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

College Development Committee (CDC), the apex body of the management, and also The Internal Quality Assurance Cell (IQAC), comprise representatives of teachers, IQAC coordinator, Experts from the academic field and industry, Management members, Principal and the President and the Secretary of the Students' Council. Thus the participative management is characterised with transparency and objectivity. Heads of departments and Coordinators play an

important role in the development, procurement, selection of faculty, programs, activities, academic calendar, research, etc. Students' Council comprises representatives of teachers and the examination topper students of prior years of all classes, two girl representatives nominated by Principal and secretaries of various statutory associations are members of the Students Council. The office bearers of the Students' Council are elected through a fair and just election process. Additionally, the Secretaries of non-statutory associations are inducted in Students' Council for better coordination of the college activities. Thus, a forum is created where all the promising student leaders participate in the democratic deliberations and participative decision making. The teacher in charge of statutory association such as NSS, Arts Circle, Sports are also members of the Students' Council. Thus the proceedings of the council become quite sacrosanct for democratic and participative management. The practices of decentralization and participative management are reflected very prominently in the following two practices: Activities of Students' Council and other activity associations Princip The practice named " Coffee with Principal" was initiated for direct interaction of the student representatives from each class across the programmes. The objective is to have a brain storming session with students for creating an opportunity for the students to share their ideas about various aspects of college functioning with the Principal. This practice ensured that the students' thoughts are taken into account for decision making. For example, the students had indicated to the principal about the need to update the Gymkhana. Upon evaluating the suggestion made by the students, the discussion was held with the Prof. In Charge of Sports and Sports Director. Accordingly, the detailed Updation Plan was submitted to the Management for the approval. After the approval, the appropriate changes were made in Gymkhana . Annual Interactive Meet of Teaching and Non teaching Staff with Management. The staff meetings are conducted by the Principal from time to time. Joint meeting with the management is held on 15th August every year, wherein the teaching non-teaching staff come together to share their views and grievances. Management felicitates the teaching as well as non-teaching staff for their academic progressions. Prof. Maria Muthukaumar had suggested that installation of a Smart Board would facilitate effective teaching and learning for all students specifically IT students. After approval from the Management, the Smart Board was installed in the Auditorium so that the lectures for IT students become effective. The Principal of the college implements the policy framed by the management with an innovative approach. The interactions of the Principal with the stakeholders has also provided impetus to the participative management

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Wide publicity is given to attract the students from the linguistic minority and other social strata of the society.
Industry Interaction / Collaboration	It was decided to enter into MoUs with the prominent Institutions for creating the opportunities for making the students well versed with actual commercial practices. It was designed to strengthen the activities of E- Cell (Entrepreneurship Cell) . It was

strategized to execute the programmes leading to the employability enhancement for the students. It was strategized to provide guidance to the students by way of conduct of certificate courses, value added courses and skill development courses.

Human Resource Management

Various policies of Staff Welfare were continued with during the year. Training programmes were organised for enhancement of knowledge skills of Teaching Non-Teaching staff. Medical fitness of employees, disciplinary activities are addressed whenever it is required. Grievance Cell of the college regularly meets and addresses grievances of staff. Conducted Webinars for ensuring mental well being of students and staff during a pandemic period. Every Saturday, there used to be the online activity organized for all staff members including support staff for maintaining the spirit of togetherness and positivity of thoughts.

Library, ICT and Physical Infrastructure / Instrumentation

Every year, for updation of the library resources, the Library Committee of the college recommends various books for purchase and various journals and databases for subscription. In 2019-2020, online catalogue was added and a new module for footfall in the library was also introduced. In view of the Grievance from students in respect of shortage of space in the Library , purchase and installation of the compactors in the library was planned to make more space available for students to study. College has an official social media account on YouTube, Instagram, Facebook, Twitter, Telegram. College also has a fully functional website. It was decided to make the premise available for various certificate and value-added courses and Yoga Centre by making suitable changes. The Policy relating to Infrastructure Maintenance Management System was framed adopted.

Research and Development

An attempt is made to encourage students and teachers to participate in various research activities including intercollegiate competitions such as Avishkar organized by the university.

Examination and Evaluation

In order to evaluate the academic performance of the students from a

broader perspective, apart from setting of the question papers in alignment with University directions., Internal examinations of Self Financing Programmes are held in multiple forms such as Assignments, PPT presentations, Open book test, Surprise test, online test, etc.

Teaching and Learning

1. Encouragement was given to teachers to strengthen the subject knowledge of faculties, through participation in workshops and seminars organized on various academic issues. 2. For promotion of experiential learning, organization of Industrial visits, field visits for students were carried out. 3. The Faculty members were oriented for adoption of the policy of inviting the Experts for guest lectures for sharing their practical experience in their respective fields 4. As a matter of combating the Pandemic of Covid-19, the strategies relating to the conduct of the Examinations for the second term of the were worked out. We have transitioned into virtual-mode of teaching and learning to ensure effectiveness of the same through regular online teaching and assessments. For this purpose, college has invested in Microsoft Teams and Zoom licensed versions. 5. Policy of conduct of Bridge Course has been adopted for the subject of Mathematics in FYBCom. 6. MoU with Sonopant Dandekar College, Palghar was entered into for enhancement of effective teaching and learning process through student staff exchange.

Curriculum Development

1. Online Feedback from various stakeholders is obtained for syllabus review and development. 2. Faculty members participate in workshops and seminars organized for syllabus revision. The Faculty members were oriented for adoption of the policy of inviting the Experts for guest lectures for sharing their practical experience in their respective fields As a matter of combating the Pandemic of Covid-19, the strategies relating to the conduct of the Examinations for the second term of the were worked out. We have transitioned into virtual-mode of teaching and learning to ensure effectiveness of the same through

regular online teaching and assessments. For this purpose, college has invested in Microsoft Teams and Zoom licensed versions. Policy of conduct of Bridge Course has been adopted for the subject of Mathematics in FYBCom. MoU with Sonopant Dandekar College, Palghar was entered into for enhancement of effective teaching and learning process through student staff exchange.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The college prepares various budgets. All teachers including visiting faculties prepare teaching plans of departments, examination and academic timetable, academic calendar etc. are maintained using ICT.
Administration	Internal and external communication is maintained in a proper hierarchy through the college website which is updated on a regular basis and by sending emails.
Finance and Accounts	Tally software is used to maintain records of finance and accounts. Computation of TDS and Income tax is also done under the same software. "CA Office" software is used for working for income tax deduction at source from salaries, payments to contractors, professionals, etc. and for the TDS returns related there too. Specialists in the field of Provident Fund are appointed for their valuable guidance.
Student Admission and Support	Attendance of the students is recorded under MICM software. In case of defaulters, messages are sent to students under the same software. Also, students' documents such as Transfer Certificate, transcript certificate, migration certificate etc. are automated.
Examination	Marksheets of the subjects are prepared using MS Excel. Results' processing is done by Sanwit Enterprises Fintech Consultancy Ltd. Examination timetables are displayed on the college website.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/	Name of the	Amount of support
------	-----------------	---------------------	-------------	-------------------

		workshop attended for which financial support provided	professional body for which membership fee is provided	
2020	Prof. Maya Hande	Women Empowerment and Gender Equality-Contemporary Issues	NA	1500
2020	Prof. Bhakti Manjrekar	FDP in Latex	NA	200
2020	Prof. Maya Hande	Short Term Research Methodology	NA	1000
2020	Prof. Prabhakar Musam	CAS Workshop	NA	500
2020	Prof. Manisha Naik	Ethics in Advertising - a Youth Perspective	NA	1800
2020	President Shri. S. Sriram and Prin. Dr. Vijetha Shetty	AQAR Workshop	NA	8000
2020	Prof. Maya Hande	Business Models in Banking and Finance	NA	2400
2020	Prin. Dr. Vijetha Shetty	Role of Management and Principal as Stakeholder in Assessment and Accreditation under NIRF, NAAC	NA	1500
2020	Prof. Prabhakar Musam	Filling AQAR under new NAAC process	NA	1000
2020	Prof. Tanusree Chaudhuri	Filling AQAR under new NAAC process	NA	1000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Communic	NA			27	Nil

	ation with All		13/12/2020	13/12/2020		
2020	Voice Preservation through Yoga Technique	NA	13/12/2020	13/12/2020	28	Nil
2020	Use of ICT in Teaching	NA	13/12/2020	13/12/2020	25	Nil
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Seven Days Workshop on Research Methodology organised by KES Shroff College, Kandivali	1	30/10/2020	05/11/2020	7
Learning to Teach Online an online non-credit course Authorized by University of New South Wales, offered through through Coursera	1	07/04/2020	05/05/2020	30
Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching Learning Centre Ramanujan College (University of Delhi) programme two-week online faculty development programme on advanced concepts for developing moocs	1	01/07/2020	16/07/2020	15
Pandit Madan Mohan Malaviya	1	23/06/2020	29/06/2020	7

National Mission on Teachers and Teaching Learning Centre Ramanujan College (University of Delhi) programme one-week online FDP -Entrepreneurship, Incubation and Innovation				
Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching Learning Centre Ramanujan College (University of Delhi) programme on open-source tools of research	1	08/06/2020	14/06/2020	7
Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching Learning Centre Ramanujan College (University of Delhi) programme on managing online classes and cocreating moocs	1	18/05/2020	03/07/2020	50
4 days webinar titled New Principal as a visionary CEO organized by IQAC Maharashtra college of Arts and Science and Bhavans Hazarimal Somani college of Arts and Science	1	11/08/2020	14/11/2020	4
The Online Seven	1	25/04/2020	01/05/2020	7

DayNational Workshop on "Research Methods and Techniques" organized by Ramanand Arya D.A.V. College in association with the University ofMumbai.				
Attended FDP on Enhancing Teaching Learning Skills organized by Vivek College of Commerce	32	13/12/2020	13/12/2020	1
Attended FDP on Healthy Lifestyle and Food to Boost Immune System and Training acum development of CPR organized by Vivek College of Commerce	32	27/11/2020	27/11/2020	1
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	6	Nil	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Faculty members are encouraged to attend the workshops organized by the University of Mumbai and its affiliated colleges. Department faculties are also sent for syllabus change seminars, the expenses for which are reimbursed by the college. The college encourages faculty members to clear NET/SET and upgrade their qualification. In	Non-Teaching staff are encouraged to attend the workshops organized by the University of Mumbai and its affiliated colleges. Non-teaching staff is also reimbursed the travelling expenses incurred for attending seminars, workshops, etc. for their skill enhancement. Salary increment is provided to the non-teaching staff to attract and retain	Book Bank Facility is provided to the students who are having the difficult economic condition. There is no cost to be paid by the students for said books which are available to them for usage throughout the term. Services of Personal counselling by Psychological counsellor are available in college campus free of Cost. One doctor on panel is

addition to teachers of Aided Section, the self-financing section teachers are also granted the salary increment every year. The efforts are made to attract and retain experienced and eminent faculty. Proper disbursement of government welfare schemes to employees is ensured. Provident Fund Scheme is in force for the staff appointed till 2006 in the aided section and all the staff appointed in self-financing section. The DCPS scheme is in operation for the staff appointed since 2006 in the aided section. Services of Counsellor are available in college campus free of cost for teaching staff too. On achievement of Ph.D., M.Phil. NET, SLET or similar higher Qualification awards ranging from Rs.25, 000/- to Rs. 5,000/- are given to the faculty members and staff members by Vivek Education Society. One doctor on panel is available for medical services to teaching staff also. First Aid Boxes are available at four locations in the college.

experienced and eminent faculty. Proper disbursement of government welfare schemes to employees. Provident Fund Scheme is in force for the staff appointed till 2006 in the aided section and all the staff appointed in self-financing section. The DCPS scheme is in operation for the staff appointed since 2006 in the aided section. Services of Counsellor are available in college campus free of cost for all staff members including non-teaching staff members. Awards are given to the Non-Teaching staff members by Vivek Education Society for additional qualification secured. One doctor on panel is available for medical services for Non-teaching staff members also. First Aid Boxes are available at four locations in the college.

available for medical services to students. First Aid Boxes are available at four locations in the college. Canteen facility for students is available for provision of eatables at concessional rates. Extended timings of library availability also extra room facilities for reading are granted to students for preparations for the examinations. Basic amenities like drinking water, washroom, separate ladies common room with lady attendant, gymkhana, yoga room, canteen facilities and activity room are available to the students. Refreshment is provided to all students practicing in the University level competition during practice sessions. Guidance session was conducted for maintaining physical fitness for the students involved in the extra-curricular activity. Internet facility is available to the students free of cost in Library. Wi-Fi Facility was provided to 4th floor students for project research work. The amount of Rs.25, 000 was paid to Mr. Sujesh Menon, our M.Com student for his expenses for the visit to Mauritius as a Representative of University of Mumbai.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution has a strong and robust internal audit and statutory audit system. Every year, these audits are conducted. Internal financial audit is carried out by Internal Auditors appointed by the Management with the objective to suggest improvement and strengthen the overall governance of the Institution. Internal audit of the institution was conducted by internal auditors Mr. G. Kannan and Mr. Ramnath Mahadevan. Also External financial audit is being done by the

statutory auditors M/s M. M. Parikh Co., Chartered Accountants. Due to the pandemic, the due date for completion of the Audit for the Financial Year 2019-20 is extended and the said audit for the financial year 2019-20 is under progress.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Mumbai District Aids Control Society (MDACS), Sponsorship amounts for Intercollegiate Festival "Innovators"	51000	For programmes on awareness of AIDS and Sponsorship for Innovators- our Inter-collegiate event
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6.4.3 – Total corpus fund generated

166017

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University of Mumbai.	No	No
Administrative	Yes	University of Mumbai.	No	No

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Parent Teacher Meetings are held regularly at the start of the academic year to orient them regarding the College Rules, Examinations, Academic activities, Co-curricular and Extra Curricular Activities. 2 Parents take initiative in attending the Appreciation Ceremony of Meritorious Students to encourage students. 3. PTA proposed that Computer program and book facility should be provided to the parents in next academic year. 4. On suggestion of PTA , website is made multilingual for the convenience of parents.

6.5.3 – Development programmes for support staff (at least three)

1. Training activities like campus safety, use of fire extinguisher etc are conducted for their development. 2. The representatives of non-teaching staff were sent for a state level seminar. 3. Non- teaching staff members are encouraged to develop their extra curricular skills and are also given a chance to perform to show their talents.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Teachers were encouraged to attend Seminar/workshops/ training programme /popular lectures conducted by various committees at National and International Level. 2. Faculties were encouraged to present research papers in various conferences Teaching staff participation in research activities has increased. 3. Yoga Center was started to enhance physical and mental health of Students and staff. 4. IQAC has been actively involved in providing direction for conduct of various activities for the students, teaching and non-teaching staff. 5. Bridge courses in Mathematics was started for developing confidence in subject specially for students who didnt opt for Mathematics in11th and 12th

Standard.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	FDP on "Enhancing Teaching Learning Skills"	13/12/2019	13/12/2019	13/12/2019	25
2020	Smt. A.A. Saraswati Memorial Lecture on Data Privacy Act by Rtd. Supreme Court Judge Justice Shrikrishna	11/01/2020	11/01/2020	11/01/2020	300
2020	Speech on "Padmashree Dr. V.S. Wakankar's life work in Indian Archaeology."	18/02/2020	18/02/2020	18/02/2020	68
2020	International Symposium Prospects of Higher Education in Russia	04/02/2020	04/02/2020	04/02/2020	75
2020	Overcome Covid-19 Pandemic Through Nuances Of Life	29/05/2020	29/05/2020	29/05/2020	821
2020	Choosing Happiness - Finish Anxiety And Fear	08/06/2020	08/06/2020	08/06/2020	24
2020	Gender Sensitization	11/06/2020	11/06/2020	11/06/2020	71

	Legal Implications - Day1 (Eve Teasing Teens)				
2020	Gender Sensitization Legal Implications - Day2 (Domestic Violence Pre Post Covid-19)	12/06/2020	12/06/2020	12/06/2020	71
2020	Heart To Heart Talk By Alumni On Their Journey From Classroom To Boardroom.	13/06/2020	13/06/2020	13/06/2020	125
2020	Webinar on Blooms Taxonomy	19/06/2020	19/06/2020	19/06/2020	24
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Workshop on 'Constitution of India and Empowerment of Women'	22/02/2020	22/02/2020	32	25
Women's Day Celebration	08/03/2020	08/03/2020	41	6
Two days conference on gender sensitization & legal implications - Eve Teasing & Teens	11/06/2020	12/06/2020	323	201
National level webinar on gender equity & covid-19:	16/07/2020	16/07/2020	102	95

mental health Concerns				
Seminar on skin and hair health and changing trends in adolescent behavior	22/06/2019	22/06/2020	63	Nil
Students participated in awareness program on for primary prevention of sexual violence	30/09/2019	30/09/2019	Nil	14
Session on Fashion Illustrations and Design by Lemark School of Arts and Design	09/01/2020	09/01/2020	45	Nil
Participated in one day seminar on "Sexual Harassment at work place" organized by Chandrabhan Sharma College	28/02/2020	28/02/2020	4	2
Lecture on Gender Sensitization	26/06/2019	26/06/2019	69	Nil
Seminar on 'awareness on gender issues and its relevance'	12/07/2019	12/07/2020	62	28
Research Paper presentation by Student on the topic Trials and Trivia of Women's life	31/07/2019	31/07/2019	2	1
Guest lecture on Police and you know your rights by Mr. Dolphy D'souza	09/12/2019	09/12/2019	30	39
Street play on Gender Equity	19/12/2019	25/12/2019	37	31

promotion in Nadore Village, Palghar				
Essay writing competition on Women Empowerment and Indian law	04/02/2020	04/02/2020	19	2

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Percentage of power requirement of the College met by the renewable energy sources - NIL

Poster Making, Quiz Competition Display of Posters were part of celebration of 'World Environment Day' on 5th June. On 06/09/2019. Green club organized Poster making and Collage making competition Under a Collaboration with Hydro Farm Biotech, Green Club members distributed around 150 'Seed Flag' made from recycled cotton and flower seed, to the students and faculties before 15/08/2019. Organized Workshop on 'Soil less Gardening' on 22/08/2019,. Members of the Green Club and other students had attended the workshop. Ms. Tanvee Sawant , Founder, CEO of Hydro Farm Biotech, explained how to prepare soilless base for plants to all participants. Go Green Ganapati Festival' Campaign was held on 28/08/2019 and 29/08/2019. Students prepared posters on the theme. Teachers and students explained to other students and nearby community about the importance of Green Ganapati Festival. Prof. Tanusree Chaudhuri explained the importance of Ozone layer and role of youth to protect the Ozone layer on 16/09/2020, 'International Ozone Layer Protection Day Students participated in Tree Plantation activity in college campus on 24/09/2019 In the Awareness Program on 'Environmental Cleanliness' organized by EVS Department on 30thSeptember,2019, students took pledge to keep the premises clean. With posters made by the students, the awareness drive was carried out in all classes. Environmental Exhibition "Prakriti" titled was organised by BMS department on 30/09/2019 wherein different unique products made by students reusing the wasted plastic papers were displayed material. Products such as plastic purses, fertilizer for plants, paper lamp, Paper cards, Book mark etc. were kept for sale in the exhibition. On 14/12/2019 F.Y.B.Com students observed 'National Energy Conservation Day'. Electricity supply of the entire college was switched off during 8:45am to 8:50am. Students also made posters on the theme 'Energy Conservation' and displayed in the premises. Save environment model making exhibition was held by BMS department on 09/03/2020 wherein students had showcased static and working models. The objective of exhibition was to promote the talent for making such models' Students participated in rally to create awareness on ban on plastic organized by University of Mumbai on 12/01/2020. Students created awareness on Solid Waste Management among students of Vivek Pre-Primary School, Goregaon (West), on 16/01/20 jointly with Population Education Club. Students created awareness on 'Do not waste food' among students of Vivek Pre-Primary School, on 17/11/2020 under Population Education Club. Poster making competition was organized on the theme "Greener Mumbai' by DLLE on 25/11/2019. Students participated in International Conference titled Local Conference of Youth (LCOY 15 India) on Climate change hosted at Brahmakumaris Centre at Mount Abu, organized by YOUNGO.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	8
Provision for lift	Yes	8

Ramp/Rails	Yes	8
Braille Software/facilities	No	Nil
Rest Rooms	Yes	8
Scribes for examination	Yes	8
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	Nil	14/06/2019	1	Visit to National Museum of Indian Cinema (Churchgate)	To get the glimpses of history of Indian Cinema	22
2019	2	Nil	26/07/2019	1	Visit to Bombay High Court	Understanding the proceedings of the court	67
2019	3	Nil	15/12/2019	1	Use of Prabodhan KridaBhavan for Sports Day	Solving the problem of infrastructural constraint	452
2019	4	Nil	11/12/2019	2	Visit to BSE	Understanding the functioning of BSE	104
2020	5	Nil	17/01/2020	1	Visit to Nehru science centre and Nehru Planetarium	Understanding the functioning of satellite, space station	66

2019	Nill	1	04/11/2019	4	Helping public library in Bangur Nagar, Goregaon west in Book segregation and arrangement	Helping library in local area	21
2019	Nill	2	23/09/2019	4	Punarvas	Contribution to specially challenged children	26
2020	Nill	3	28/01/2020	1	Students created Awareness among school children of Bulbul Garden on the topic Usage of mobiles and its impact on young minds	Creating awareness about effects of over usage of mobiles	8

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Principal's Code of Professional Ethics as per GR No.Misc-2018/C.R.56/18/UNI-1	08/03/2019	Code of Professional Ethics as per GR No. for Principal as per new GR No.Misc-2018/C.R.56/18/UNI-1 is applicable since 8th March 2019. The said code of conduct is displayed in the Principals cabin and also on the college website. Management ensures that Principal adheres to the Code of Professional Ethics in her day to day functioning of the college.
Code of Professional Ethics for teachers and	08/03/2019	Code of Professional Ethics for teachers and

<p>librarian as per GR No.Misc2018/C.R.56/18/UNI-1</p>		<p>librarian as per new GR No.Misc2018/C.R.56/18/UNI-1 is applicable since 8th March 2019. The said code of conduct is displayed in the staffroom and on the college website. It is ensured by the Principal that the teachers and librarian comply with the Code of Professional Ethics in their regular functioning in the college.</p>
<p>Code of Conduct of Director Physical Education and Sports as per GR No.Misc-2018/C.R.56/18/UNI.</p>	<p>08/03/2019</p>	<p>Code of Professional Ethics for Director Physical Education and Sports as per new GR No.Misc2018/C.R.56/18/UNI-1 is applicable since 8th March 2019. The said is displayed on the college website. It is ensured by Principal that the Code of Professional Ethics is followed by Director of Sports.</p>
<p>Compiled by College on the basis of University Compendium and General Code of Conduct for administrative staff is as per the Standard Code Rules , 1984</p>	<p>08/03/2019</p>	<p>The General Code of conduct Compiled by our College for administrative staff is displayed in the college office and on the college website. It is ensured by the Principal that the Code of Conduct is followed by Administrative Staff in their regular functioning in college</p>
<p>Code of Conduct for Students https://vivek-college.org/studentzone.htm 1</p>	<p>01/06/2019</p>	<p>The code of conduct college discipline rules for students are mentioned in the college Prospectus(published before admissions). The discipline rules are also mentioned on the website. AT the beginning of the academic year the students are oriented with college functioning, discipline rules, attendance rules, exam rules. It is ensured by the Prof -in- charge of Discipline and related</p>

committees that the code of conduct is followed by Students, otherwise disciplinary actions are taken.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Seminar on Ethics and Entrepreneurship organized by E-Cell	23/08/2019	23/08/2019	115
Participation in Gandhi Jayanti celebration organized by NSS Cell, University of Mumbai	02/10/2019	02/10/2019	15
Students participated in anti-human trafficking rally	19/10/2019	19/10/2019	9
Students participated in 'Bachpan Bachao Andolan' programme organized by Maharashtra State Legal Authority	07/11/2019	07/11/2019	12
Students participated in 'Follow Traffic Rules' programme organized by Brahamakumaris	01/12/2019	01/12/2019	8

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. E-waste - College has collected 30 kgs of e-waste in college campus in association with Indian Development Foundation and it was given for recycling. E-waste collection bin is installed on the ground floor. 2. Green Valentine Day was celebrated on 14th February, 2020. Members of the Green club collected money from students, teaching and non-teaching faculties of our college. Members purchased flowering Plants and soil bags with the amount collected from students and faculties and donated the same for the beautification of our college garden. 3. The policy of gradual installation of LED tub lights is followed. The replacement of the old tube lights is done with installation of LED tube lights/bulbs as and when the old ones become non-functional. The list showing traditional and LED tube lights is attached here. 4. Students collected Plastic Bottles and sent for recycling in association 'Sampoorna Earth' as part of 'Green' initiative. 5. Sensor based lights were installed in college campus to reduce usage of electricity.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

7.2 Best Practice I 1. Title of Practice: Employability Enhancement and Skill Development Programme 2. Objectives of the practice To assist the students in understanding and identifying their career goals. To help students in finding suitable recruiters by inviting companies/banks. • To provide the students with best employment opportunities. • To enhance their employability skills. 3. The Context Apart from the regular curricula covered in the classroom, there had been a need to develop the skills of the students making them more competent for jobs in today's competitive world. Efforts were needed to be made for strengthening students' skills. Training the students in TALLY package with GST accounting is crucial in these days of fast advancement. Hence various other Value Added Courses and Add-On Courses were conducted to help the students to find the right career opportunities. Majority of our students have weak economic background and hence are in need of good jobs. Being dutiful to our students and their expectations, we thought it fit to arrange for the training and placements for them. 4. The Practice A. Activities through Techno Serve Pvt. Ltd. a. The MoU was signed with Techno Serve Pvt. Ltd., for a period of 3 years from 2018 to 2021. b. Training: 80 hours of training was delivered in classroom and 40 hours of mandatory training is made available to students on Techno Serve proprietary online learning platform. c. The training includes- Personal effectiveness, Communication Readiness, Career Readiness and Work Readiness. d. Counselling programs with Techno Serve Pvt. Ltd. to provide the students with Employability and Skill Development were started free of cost. e. Students with more than 80 attendance in training were given first preference in the career fest and remaining students were made to complete the required hours of training before availing placements. Involvement of second year students as volunteers for exposure to career opportunities in future B. Value Added Courses and ADD-ON Courses 2019-20. 1. Tally with GST Course of 3 months' duration conducted by GB Technologies, in which 70 students participated. 2. Competitive Exams training was of 30 hours conducted by Career Launchers, in which, 45 students participated and 29 appeared for mock test. 3. Retail Management and DTP (Ministry of Skill Development and Entrepreneurship) of 1 month duration was conducted by Raj Computers, in which 48 students participated. 4. LIC Insurance training of 5 days program participated by 6 students. 5. Junior Human Resource Associate under Ministry of Skill Development of 3 months duration training programme conducted by STEP Education were 5 students participated. C. Off - the - Campus Placement Students are provided help with off-the-campus placements. Many students were placed in the off the campus placement programme held in other colleges. 5. Evidence of Success (200) A. Evidence for Employability and Selection through Techno Serve-We arranged the Career fest and Placement Drive 2018-19 in our campus on 13th December 2019. Similarly our college students attended various career fests organized by Techno serve and they too secured placements. The total number of our college students placed has been 110 recruited by 26 employer companies. The employer wise list is given below. B. Summary of placements: HDB Financial Services were 29 students placed INR 2,00,000 (pa) salary offered Motilal Oswal Investment Services were 15 students placed INR 1,85,000 (pa) salary offered Reliance Jio were 6 students INR 1,68,000 (pa) salary offered Just Dial were 2 students INR 2,16,000 - 2,40,000 (pa) salary offered Axis Bank were 7 students INR 1,80,000 - 2,20,000 (pa) salary offered Andromeda were 3 students INR 1,44,000 - 2,16,000 (pa) salary offered Synnex were 2 students INR 3,00,000 (pa) salary offered ICICI Prudential were 1 student INR 1,92,000 - 2,04,000 (pa) salary offered iTech Solutions were 2 students INR 1,08,000 (pa) salary offered ICICI Lombard were 1 student INR 1,62,000 (pa) salary offered Hamleys were 1 student INR 1,80,000 (pa) salary offered Epicentre were 2 students INR 1,20,000 - 1,56,000 (pa) salary offered Self-Placed were 3 students INR 1,79,668 - 1,85,000 (pa) salary offered Note: Remaining students are continuing to receive updates about vacancies undergoing interview and placement processes. The students who were trained but not selected went for

another round of interview in Career Fest scheduled on 17th January 2020, Sathaye College for placements in companies such as Andromeda, Reliance Jio, Synnex Group, Suherland, Epicenter, Motilal Oswal Investment, Sitel Group, Axis Bank, Conneqt Business, Just Dial, HDFC Securities, Kotak Mahindra. Final Training Report 2019-20 On 27 July 2019 the 30 students from B.com stream started with training and 22 students were placed under the guidance of trainer Ujjwala On 20 Aug 2019 the 18 students from BAF/BMS/BFM/BBI stream started with training and 14 students were placed under the guidance of trainer Ujjwala On 16 Dec 2019 the 49 students from B.com/ BAF/ BFM/BBI stream started with training 38 students were placed under the guidance of trainer Ujjwala Total Placed students through Techno Serve are 71 and Self-placed students because of Techno Serve Training and counselling are 3 so far. B. Evidence for success Off-the-campus recruitment for college students: Seven students of B.Sc. IT were provided employment through Off-the-campus placements from TCS, Infosys and Cape Gemini. Till date students are going for Interviews in different companies.

6. Problems encountered and resources required (150 words) Due to physical fatigue, students are sometimes not able to attend the courses and seminars which are held after their regular college lectures. 7. Notes: Considering the outcome of the efforts taken under the Employability Enhancement and Skill Development Programme, we feel satisfied to observe that the much-needed initiative is taken up for placement of the students. We are confident that further efforts under this practice will generate a long-lasting impact for students resulting in their worthy employments. 7.2 Best Practice II 1. Title of Practice: Programme for Development of Entrepreneurship Initiatives. 2.

Objectives of the practice (100 words) • To assist the students in understanding and identifying goals for their career as an entrepreneur. • To encourage the students to identify the entrepreneurship opportunities. • To enhance their leadership skills. 3. The Context (150) Apart from the fact that many of our students are first generation learners, many of them happen to be first generation persons seeking self-employment. Along with taking steps towards employability and skill development, there was a need to take a step further to train students in becoming future entrepreneurs. By being entrepreneurs, they would be able to create job opportunities for others too. 4. The Practice (400) Entrepreneurship - Cell (E-Cell) is the student body set up to foster entrepreneurship among students. E Cell provides to the students a platform which gives a number of innovative opportunities to develop the entrepreneurship skills among the students. Activities through Entrepreneurship - Cell (E-Cell) 1. Workshop on Dematerialisation and DEMAT account opening session conducted on 11th July 2019 attended by 256 students, the guest for the workshop was IIFL. 2. Guest Lecture on "Me and Corporate" conducted on 1st August 2019 was attended by 94 students the guest for the workshop was Dr. Zarin Sethna. 3. Guest Lecture on "Ethics and Entrepreneurship" conducted on 23rd August 2019 attended by 115 students the guest for the workshop was Sushmeeta Bubna. 4. Pan card drive (offline) organised by e-cell members conducted on 26th August 2019 attended by 5 students. 5. Pan card drive (offline) organised by e-cell members conducted on 29th August 2019 attended by 55 students. 6. Guest Lecture on "Entrepreneurial Thinking" conducted on 17th September 2019 attended by 134 students, the guest speaker for lecture was Swapnil Pillai 7. Guest Lecture on "Data Analysis" conducted on 18th September 2019 attended by 77 students, the guest speaker for lecture was Anshul Gupta 8. Movie Screening in class conducted on 19th October 2019 attended by 70 students under guidance of Jobs movie 9. "Illuminate"- a workshop on entrepreneurship conducted on 27th Jan 2020 attended by 64 students, the guest speaker for workshop was Umesh Rathod 5. Evidence of Success (200) Evidence for success for Activities of E-Cell : Approximately 10 students immediately opened their Demat Account. Our E-cell team was the only commerce college team to participate in inter-college event NEC (National Entrepreneurship Challenges) organised by IIT Bombay s E-Summit (flagship event) where 45 engineering and pharmacy colleges

competed together. To reach in finals, our E-Cell team had successfully completed all the levels of the tasks assigned under NEC for the whole year round. Hence, on 1st and 2nd Feb we participated in the NEC finals at IIT Bombay, Powai. 6. Problems encountered and resources required (150 words) a. The students find it difficult to manage the attendance of the lectures and studies relating to their curriculum along with attending E-cell activities and other value-added courses. b. Some of the students are little hesitant to take up self-employment due to the uncertainties in the self-employment. 7. Notes After taking up the Programme for Development of Entrepreneurship Initiatives, it is felt that there is vast scope for development of Entrepreneurial abilities among the students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://vivek-college.org/Uploads/VES/Best%20Practices%202019-20.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

COMMITMENT TOWARDS COMMUNITY We, at Vivek, believe that our students should achieve academic excellence coupled with ability for contribution to Indian society. We try to mould minds of the students through training and guidance during their years with us. This mission has kept us socially vibrant to remain responsive to the social needs. We try to generate the spirit of social commitment train our students through organization of the events such as blood donation camp resulting in collection of remarkable number of blood units, Health Awareness Programmes for Stem Cell Donation, Disaster Management Training, Thalassaemia Detection Camp, Health check-up, Anemia Test for Girl students and female staff, eye check-up, etc. As a forward step, we work through extensions into the social domain through the activities such as impart of education to the children of socially deprived community at Bhagat Singh Nagar in association with the "prayas" organisation, support to the children of "Punarvas", a school of specially challenged children in making diyas, files, folders, rakhis etc., visit to the "Desire Society", an orphanage for HIV affected children to help the children in their studies and also to boost their morale. The Women's Development Cell of the college conducted an activity where 13 students along with teachers incharge visited a tribal school in Kaman, Vasai and donated English and Marathi grammar books in July 2019. For inculcation of discipline and for betterment of social health environment, our students participate in programmes organized under Swachh Bharat Abhiyan, Tree Plantation, traffic control drive for Ganapati Idol Immersion Processions, road safety programmes arranged by Traffic Police Regional Transport Office, Aids awareness Programmes, Pulse Polio Vaccination of Municipal Corporation of Greater Mumbai. Our sincere efforts so far have made us able to contribute for relief during natural calamities `also. When Kolhapur was devastated due to flood in the monsoon of 2019, a relief drive was organised where volunteers invited donations of cash and daily requirements from various people and college staff. The donation was collected and sent to Kolhapur. In the year 2019-20, when the whole world was engulfed in the woes of the Covid-19 pandemic, our NSS volunteers distributed 110 kits containing daily necessities to Adivasi families in Nandore village in April, 2020. Drawing inspiration from the honest efforts and dedication prevailing in our Institution, our students too have taken up social work as their mission. In the situation of increasing consumerism and self-centered attitude, we have been able to develop a sensitive and responsible youth force having social commitments making us all time prepared to rise to the occasion as challenged by the circumstances so as to contribute for social national cause.

Provide the weblink of the institution

<https://vivek-college.org/Uploads/VES/Institutional%20Distinctiveness%202019-20.pdf>

8.Future Plans of Actions for Next Academic Year

1) To commence LMS (Learning Management System) for online education to all students 2) To conduct Online Admissions Work 3) To create an atmosphere for adaptation of teaching learning conducive for technology 4) To organize activities for parents of the learners. 5) To motivate students and staff to enrol for Swayam Course so as to make them skillful and employable. 6) To organize a National International Symposium for making the students more familiar to wider horizons of knowledge and practice. 7) To commence the start up projects under the banner of Entrepreneurship Cell (E Cell i.e. the Incubation Centre) in the college. 8) To celebrate the Days of importance from a National Importance point of view. 9) To organize activities for promotion of Social Awareness, Gender Sensitization and cultural awareness and respect 10) To support the students for their educational and financial needs. 11) To orient the students for Career development 12) To provide opportunities for Career Placements 13) To accelerate the research activities in collaboration with the top premier educational institutions in the country 14) To start with universal value based programmes