SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

VIVEK COLLEGE OF COMMERCE

VIVEK COLLEGE ROAD, SIDDHARTH NAGAR,GOREGAON WEST
400104
https://www.vivek-college.org/

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

June 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Established in 1986 under the aegis of Vivek Education Society, Vivek College of Commerce has emerged as one of the renowned institutions in western suburbs of Mumbai.

The College is named after the great visionary and son of India, Swami Vivekanand. The inspiration is drawn from the teachings of Swami Vivekanand for the development of students enrolled with us.

The College is a Tamil linguistic minority institution well known for its academic as well as extra-curricular endeavours.

The College is established in the building owned by Vivek Education Society. The organisational management processes are transparent and participative.

Three PG and seven UG Programmes in subjects of Commerce, Science and Arts are offered by the college. Although being a minority college, the college caters to the needs of academic support of all students with diverse backgrounds including divyangjan.

The students numbering to an average of 2538 have enrolled with the college and have successfully completed their respective programmes to the extent of 87.36%.

Our faculty members adopt robust teaching methods and sincere efforts are taken to achieve the outcomes as per blooms taxonomy.

The faculty members strive for excellence in their knowledge as well as in teaching by focusing on continuous learning through faculty development programmes, workshops & seminars and advancing in research activities under the guidance of IQAC.

The College leaves no stone unturned in providing upgraded technological support required for students mastering the subjects.

Communication with students' and other stake holders is done through college website and also through the social media such as college telegram group, facebook & instagram group.

The Management, Principal, Teaching and Non-teaching staff work together relentlessly for the creation of academic ambience, educating the students in the most sacred way and moulding them for their overall personality development. During the tenure of the students with us, we energise the students for sharpening their academic as well as life skills, enabling them to lead a virtuous life.

We cherish our organisational objectives, goals and dreams of creation of youth for betterment of our society with academic capabilities and dynamic approach.

Vision

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

Mission

Value based Education to All

Integrity towards Society

Virtuous Life Building

Endeavour for Excellence

Kindling the spirit of Universal Brotherhood.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Visionary Management for building up resources for attainment of the position as a dynamic and trusted centre of quality education

Well qualified, dedicated and cooperative teaching staff with a good retention ratio.

Cautious and Conscious efforts made by the of the Institution for development of the students

College is known for nurturing entrepreneurship through its E-Cell activities in tune with the national initiative of "Atmanirbhar Bharat"

Ability and Expertise of the Teachers to guide the students very well.

Well equipped Library & availability of e-learning resources.

Imbibes cultural values in the students.

Disciplined learning environment.

Facilitates Fees payment in instalment by students.

Established examination structure with unique coding system

Embracing and adopting change in technology in tandem with change in academic requirements.

Active participation of College in the Extension activities through National Service Scheme , DLLE and

Department of Students' Development at University level.

 Strong alumni support

 Conduct of number of Co-curricular and extra curricular activities

 The students of the College try to live up to the missions of the college and dedicate themselves fully to the acquisition of knowledge and character-building exercise. This explains the existence of a healthy campus life with no incidence of ragging or any activity that is detrimental to their academic pursuits

 Strong liaising with academicians.

 Increasing Demand for Admissions in various programmes

 Collaborations with several Institutions

Institutional Weakness

Student- Teacher Ratio is beyond the control of College

Limitations on Drafting of Syllabus.

Space Constraints causing limitations on Sports and Games

Infrastructure Limitations due to urban location

Absence of Research Centre (PhD.) Centre.

As many of our students are from deprived social and educational backgrounds, the updates of the students on the academic front becomes challenging.

As the socio-economic background of many of the students is challenging, it becomes difficult for students to actively secure specialised training for advancing in their skills and competencies.

Being an affiliated College, lack of flexibility in introducing job-oriented degree programs.

Institutional Opportunity

Conducting Bridge Courses, Certificate Courses ,Value Added Courses for skill development & employability enhancement

Providing support to the students of weak economic background through scholarships

Being recognized as an Autonomous College

Starting Professional Centre for CA, CS Courses.

Promoting and encouraging educational, intellectual and professional growth of faculty

Starting Research Centre in the college

Collaboration with industries to increase the number of campus placements.

Promotion of blended learning methodology by making more ICT resources available for effective curriculum implementation

Promoting stronger Academia - Industry linkage

Training students for the certificate programmes in learning of various local and foreign languages in the light of National Educational Policy - 2020

Institutional Challenge

Generation of resources for scholarship from non-Government agencies

Keeping pace with the rapid changes in higher education and expectations of various stakeholders

Generation of resources for upgradation of infrastructure and revamping the structure

Exploring additional strengths to be achieved through technologically advanced infrastructure for effective teaching.

To cope up with the prerequisite of the New Education Policy 2020 in terms of Multi Course College compliance.

To provide a 100% placement facility to the students.

Increase the collaboration with various industries to impart hands-on experience to the students.

To create an E-Library in LMS of the College for open ended / any time repetitive view of the recorded lectures of College teachers.

To conduct online activities with regard to health, sports, games, Yoga and physical exercises.

Overcoming the challenges of non-availability of resources for students in participating in online education so as to the reach all the students

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- Well-planned documented process is followed for effective implementation and enrichment of the curricula in case of all seven undergraduate and three post graduate CBCS (Choice Based Credit System /Elective Curriculum) based programs offered.
- College has introduced certificate courses and value-added courses imparting knowledge and transfer of life skills for the learners.
- Academic calendar is strictly followed as per University guidelines to complete the tasks of teaching and evaluation successfully.
- IQAC ensures guidance for the effective conduct of all the activities for curriculum delivery.
- Students are intimated about examinations, internal evaluations and paper patterns by the faculty and the performance of the students is regularly monitored.
- Information and Communication Technology (ICT) based teaching is supplemented with conduct of practical sessions in well-equipped computer laboratories. Field trips, industrial visits, guest lectures and exhibition of models are developed by students.
- The program outcomes and course outcomes are framed in line with the University guidelines and the efforts are made to attain the outcomes in accordance with the academic needs of the learners.
- Regular teaching methods are supported by project-work, assignment submission and internal tests as prescribed by the University. Almost 100% students of first, second and third years are involved in course related project-work, under the supervision of teachers in-charge.
- Principal is Chairperson of Adhocboard, B.Com. in Accounting and Finance and member of Board of Studies of Commerce, University of Mumbai. Almost all of the faculty are paper-setters and examiners for the examinations conducted by or on behalf of University of Mumbai. About 4% teaching faculty are nominated as subject- expert teachers as BoS members in other Autonomous Colleges. All teachers are involved in Centralised Assessment Programme duties.
- The syllabus includes interdisciplinary topics related to gender, environment, economic development and elements of human rights.
- Students are encouraged to enroll for co-curricular activities in order to get hands-on experience of such skills.
- Structured feedback is received from all categories of stakeholders. Based on the feedback, necessary action is taken.
- Student centric approach is the predominant principle of our curriculum planning & development.

Teaching-learning and Evaluation

- During the last five years, there has been a continuous rise in the students enrolled with the average of 2538 learners per year. Inhouse students, Tamil speaking minority students and reserved class students are granted reservations in the admission process as per the reservation policy of the Central and State Governments and University of Mumbai.
- The college caters to the educational needs of the students coming from diverse social and economic backgrounds. Students' varied learning levels are assessed at various stages. Teachers identify slow and advanced learners and accordingly adopt their teaching strategies. For slow learners, remedial lectures/additional classes are arranged, whereas specific guidance and encouragement is provided to the advanced learners for their academic excellence.
- Faculties of various programmes enhance their teaching effectiveness by using various audio-visual techniques in the classroom. Adoption of multiple innovative teaching methods including experiential learning, participative learning, and problem solving method is encouraged.
- College has well qualified faculties involved in the teaching learning process. In the latest completed year, average teaching experience of the full-time faculties is 12.34 years and 18.54% of the full-time

teachers have Ph.D. degree. Teachers update their knowledge on a continuing basis by way of participation & presentations in workshops & seminars.

- Students are intimated appropriately about the examination related rules, notices, timetables in class rooms and by display on the college website.
- Modalities of conducting internal examinations and redressal of examination related grievances, are followed strictly, transparently and efficiently with due adherence to the stipulated time lines.
- Bloom's Taxonomy based Programme Outcome and Course Outcome for each course under the programmes offered by the college are displayed on the college website and are informed to the students in their orientation program.
- Course attainment is done systematically for each course, semester wise for every student. The average pass percentage in the final year university examination is 87.36%. Progression is tracked for advanced and slow learners for all programs.
- Upon collection of feedback from students on teaching-learning process and infrastructure development & maintenance, analysis is done for planning the future actions.

Research, Innovations and Extension

- Excellent Ecosystem for promotion of Research activities is created & maintained.
- Institution invigorates faculty members and students to participate, present research papers and books at national and international conferences.
- University funded Minor Research Projects were successfully completed.
- At 'Avishkar', the Annual University Research Convention, three students and one Ph.D. Scholar were finalists at the zonal level.
- Workshops/seminars were conducted on Research Methodology, Intellectual Property Rights (IPR) and Entrepreneurship.
- Several research papers were published in the Journals notified on the UGC website during the last five years.
- Books and chapters in edited volumes/books and papers have been published in the national/ international conference proceedings.
- The NSS unit of college works on the community-based projects of 'Prayas' an NGO working for deprived children, at 'Punarvas' a school for the specially challenged children for making articles like Rakhi and earthen lamps. The volunteers are given the experience of working for Road Safety, Waste Management, Health Projects. Residential Camps are organized by NSS at the adopted Village Nandore in Palghar District for making the students socially responsible. Blood donation, Plastic free Mumbai, Beach cleaning, College cleaning, Voter Registration and PAN Card drives were conducted.
- Department of Lifelong Learning & Extension Unit of the college organised Career Projects, Anna Poorna Yojana, Survey of Women's Status, Population Education Club Project for creating awareness and sense of responsibility towards society.
- Collaborative activities for research, Faculty exchange, Student exchange/ internship were carried out.
- Activities are done under functional MoUs with other Universities, Industries, Corporate Houses, and NGOs to improve employability skills.
- Prizes are won by students at 'Udaan Festival', an intercollegiate festival, organized by DLLE of University of Mumbai.
- Outreach Programmes were conducted under Swachh Bharat Yojana, AIDS awareness Programme, Gender Sensitization activities organized in collaboration with Industry, Community, and NGOs.
- E-Cell conducted various Intercollege and Intra College Presentation Competition and Conferences for encouraging learners to ideate business ideas which can be converted into successful sustainable

ventures.

- 'Curiosity 20', an intercollegiate event was organized by the B.Sc. IT Department to share knowledge by showcasing technological innovations.

Infrastructure and Learning Resources

- Well defined Infrastructure Policy is adopted in respect of acquisition and maintenance of physical facilities, IT infrastructure, Library and all other learning resources.
- Classroom infrastructure is adequately available and 92% of the classrooms are equipped with ICT facilities.
- Out of three Computer Laboratories, one is available for the learners of B.Com (aided) section and two for learners of self-financing section.
- Well equipped and air-conditioned seminar hall with ICT facility is available for effective conduct of seminars, workshops, lecture sessions relating to academics, art, culture, celebration of national festivals and other important days.
- The overall student-computer availability ratio is 1:30. However, the actual student: computer usage time ratio is 1:1.
- Facilities for sports, recreation, canteen are available for students. When required, playgrounds in the surrounding area are booked for out-door games.
- Academic and Cultural events are conducted at the College quadrangle with seating capacity of 400.
- Library with an extensive spread of 3204 square feet is well equipped and is also an excellent learning resource with seating capacity of 200 for students' study. The seating arrangements are enhanced due to installation of compactors.
- The functioning of Library is automated with ILMS provided by MICM.
- Access to Shodh Ganga, Shodh Sindhu and online data base through N-LIST subscription is available.
- The usage of the library including remote access per day is 10.44% of total student strength Upgraded IT facilities are available for catering to needs of students & teachers.
- Internet facility is available with Bandwidth of 100 MBPS via Optical Fiber cable supply.
- The average expenditure per year on books and journals is Rs.10.09 lakh and Budget of about 33.30% of the total expenditure is made available for maintenance of physical and academic support facilities.
- The library has many healthy practices like book bank scheme, separate computer usage section for students' access, conduct of weekly and annual quiz competition, book exhibition and showcasing of specific books at the entrance lobby of library on all important days of national importance.

Student Support and Progression

- In fulfilment of the College Mission 'Value Based Education to All', students are provided with individualized support and coaching required for development of learners' learning abilities and skills.
- Students are guided for setting goals and achieving those, with academic excellence and confidence for leading a successful life.
- All efforts are made to secure the scholarships from Government as well as from philanthrophists & non-government organizations every year for the benefit of the needy, eligible and deserving students.
- Placement Cell, Career Guidance Cell and Department of Lifelong Learning & Extension Unit of the college conduct various workshops and training programmes for the learners to enhance their personality, self-confidence and employability. The campus placement drives are conducted for assisting the students in getting right job opportunities.

- Counselling services by the Counsellor are available to the students free of cost through personal guidance with regard to stress, emotional & psychological issues of the students. Teachers provide guidance in the capacity of the mentors as well.
- Various capacity building programmes such as Youth Leadership program, Student Leadership program, Students' Employability Training program, Yoga Training course, Language and Communication Skills training, Disaster Management training, etc. are conducted for the overall personality development of the students.
- E-Cell conducts a variety of programmes for promoting entrepreneurship skills and enabling the students to enter into self-employment ventures. Students' innovative and creative ideas are nurtured so as to extend them into business opportunities.
- Grievance Redressal Cell has developed the mechanism for timely resolution of the grievances received from the students as well as from the other stakeholders in line with the directions of the University. Code of Conduct is strictly implemented so as to maintain a grievance free atmosphere.
- Several activities are conducted through Students' Council and activity associations for developing multifarious talents and capabilities of the students.
- Merit holder students in academic as well as extracurricular activities are awarded with certificates, trophies and prizes.
- Vivek Alumni Association provides strong support through sponsoring prizes, arranging motivational lectures and through donations in kind and teaching aids.

Governance, Leadership and Management

- Vision & Mission Statements reflect the pro-founding principles in the light of which the functioning of the Institution takes place.
- Motto, Objectives and Goals represent the spirit and provides direction for actions to enhance the value of the education imparted by the college.
- Decentralization, Transparency and Participative nature of management in the decision making and the conduct of processes are the features of the Institution.
- The Institution has a well-defined organizational structure with hierarchical relationships of authorities and responsibilities.
- Financial Accounts are maintained and audited by Internal as well as External Auditors. Accounts are audited by Officials of University of Mumbai and the Office of Joint Director, Government of Maharashtra.
- Meetings of Heads of Departments and the staff are held to generate perspective plans for short term and long term achievements.
- Grievance redressal mechanism for the students and the staff exists.
- Various welfare measures are taken up for the benefit of teaching and non-teaching staff.
- The Governing Council of Vivek Education Society has a progressive outlook for evolving and sustaining the quality policies and future academic plans for achievement of academic excellence through professional conduct.
- Leadership of the institution has involved the representatives of various stakeholders at various levels to ensure the interaction with stakeholders, protection of their interests and constructive contribution by the stakeholders and society as a whole.
- Creating new benchmarks of excellence and achieving the same is an ongoing process at the Institution where the efforts are taken to plan for the future and to get the same executed in the institutional perspective.
- The active Internal Quality Assurance Cell (IQAC) comprises the representatives from the industry and

academia. Decision making process is democratic where all members contribute according to the fields of their interest and expertise.

- IQAC contributes to the quality assurance processes on a continuing basis. IQAC works in line with the Vision, Mission, Motto and Objectives & Goals of the Institution for achievement of excellence in all respects, whereby the Institution attains a position to nurture the youth of today for the process of Nation Building.

Institutional Values and Best Practices

- Gender sensitization and Gender equity programs are carried out through the conduct of curricular and co-curricular activities.
- Top priority in respect of safety, security and requisite facilities for women is given. Utmost care is taken and attention is provided to the issues of female students constituting about 60% of total students and also the teaching & non-teaching female staff constituting about 70%.
- Environmental Consciousness and Sustainability has been the focus involving the progressive installation of LED bulbs & Sensor based lighting.
- Degradable and Non-degradable waste management is achieved through an effective mechanism of recycling and waste management of solid, liquid & E-waste.
- Bore well is operative in the campus in addition to regular water storage through tanks.
- Green Initiatives likes tree plantation, ban on use of plastic are undertaken.
- Green audit has been conducted. Environment promotion activities are consistently carried out beyond campus also, bringing awards to the college.
- A barrier free environment is made available to Divyangjan students with human assistance and exam related assistance.
- Non-discrimination of students and all-inclusiveness on the background of diversities is an inherent principle followed in the College.
- Human Values and professional ethics are brought into practice by sensitization of students and employees towards constitutional obligations, values, rights and duties of responsible citizens.
- Code of conduct applicable to students, staff and Principal are displayed on website as well as at appropriate places in the college and are followed.
- Importance of the commemorative days is highlighted by the celebration of these days.
- The best practices followed in the College are :
- 'Strengthening the spirit of virtuous life and universal brotherhood in the minds of the youth'- Inculcation of strong values and ethics in our students, through holistic approach is the path way of virtuous life and universal brotherhood.
- 'Steps towards skill enhancement for gainful employment & nurturing entrepreneurship' - The dual objective practice aims at providing best employment opportunity or generates entrepreneurship as per the student interest.
- 'Commitment towards Community' has been the identity of the college developed since a long time making it to be the Institutional Distinctiveness.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	VIVEK COLLEGE OF COMMERCE
Address	Vivek College Road, Siddharth Nagar,Goregaon west
City	Mumbai
State	Maharashtra
Pin	400104
Website	https://www.vivek-college.org/

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Vijetha Shetty	022-28744058	9821871849	-	principal@vivek-college.org
IQAC / CIQA coordinator	Shrikant Marathe	022-	9820822897	-	maratheshrikant@yahoo.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes Minority Status Certificate.pdf
If Yes, Specify minority status	
Religious	
Linguistic	Tamil
Any Other	

Establishment Details	
Date of establishment of the college	01-01-1986

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Maharashtra	University of Mumbai	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	31-03-2006	View Document
12B of UGC	31-03-2006	View Document

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

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Vivek College Road, Siddharth Nagar,Goregaon west	Urban	1.076	3281.5

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Bachelor Of Commerce	36	HSC	English	1423	1301
UG	BMS,Bachelor Of Management Studies	36	HSC	English	207	199
UG	BSc,Bachelor Of Science In Information Technology	36	HSC	English	190	147
UG	BCom,Bachelor Of Commerce In Banking And Insurance	36	HSC	English	182	170

UG	BCom,Bachelor Of Commerce In Accounting And Finance	36	HSC	English	203	201
UG	BCom,Bachelor Of Commerce In Financial Markets	36	HSC	English	180	120
UG	BA,Bachelor Of Mass Media	36	HSC	English	180	144
PG	MSc,Masters Of Science In Information Technology	24	BSc	English	40	29
PG	MCom,Masters Of Commerce In Advanced Accountancy	24	BCom	English	280	216
PG	MCom,Masters Of Commerce In Business Management	24	BCom	English	160	133

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				5				10
Recruited	0	0	0	0	2	3	0	5	2	4	0	6
Yet to Recruit				0				0				4
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				21
Recruited	0	0	0	0	0	0	0	0	5	16	0	21
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				16
Recruited	5	5	0	10
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	0	5	0	5
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	2	0	0	2	0	5
M.Phil.	0	0	0	0	1	0	0	1	0	2
PG	0	0	0	1	0	0	2	1	0	4

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	5	13	0	18

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	21	19	0	40

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1007	15	0	0	1022
	Female	1251	9	0	0	1260
	Others	0	0	0	0	0
PG	Male	149	1	0	0	150
	Female	228	0	0	0	228
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	15	24	17	0
	Female	15	12	14	0
	Others	0	0	0	0
ST	Male	2	1	3	0
	Female	1	0	1	0
	Others	0	0	0	0
OBC	Male	7	19	19	0
	Female	18	28	32	0
	Others	0	0	0	0
General	Male	839	1101	1098	1199
	Female	1179	771	919	975
	Others	0	0	0	0
Others	Male	152	241	322	272
	Female	205	188	159	184
	Others	0	0	0	0
Total		2433	2385	2584	2630

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
394	393	398	395	378

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
10	10	10	10	10

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2660	2630	2584	2385	2433

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
567	595	793	788	768

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
865	765	791	704	756
File Description		Document		
Institutional data in prescribed format		View Document		

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
32	30	31	32	32
File Description		Document		
Institutional data in prescribed format		View Document		

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
36	36	36	36	36
File Description		Document		
Institutional data in prescribed format		View Document		

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 27

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
124.81	118.19	94.87	85.29	101.48

4.3

Number of Computers

Response: 113

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

The IQAC provides guidance on the implementation of the schedule to be followed for every academic year. The University Academic terms are followed and teaching workload is decided by the Heads of Department.

Syllabus is framed by Board of Studies (BoS) of University of Mumbai. Annual Academic Calendar, College Prospectus containing rules and regulations are displayed on the college website.

After discussions in Departmental meetings, Heads of Department finalise the the Timetable, Workload and Subject Allocation in consultation with the Principal.

Thus the effective curriculum delivery is well planned and well documented.

All the Faculty members prepare teaching plans at the beginning of the academic year, Theory, Practical and Tutorial classes are held according to the Timetable, prepared by the Timetable Committee / HOD and the Timetables are displayed on the college website for information of students and parents. In Self Financing departments, every teacher enters the lecture details in the daily muster. In the regular lectures, teachers use various methods such as problem-solving method, experiential method, experimental teaching, participative teaching. Topics are taught with prior intimation to the students and notes are distributed for better understanding and revision by students. The teachers provide personal mentoring for slow learners by additional explanations and notes whenever required. Teachers participate in the workshops organized in subjects where there is a change in syllabus. Management ensures that proper resources are made available for the said participation.

Class Room teaching is supplemented with Guest Lectures, Industrial Visits, Exhibitions and Field-trips for effective delivery of the curriculum in tune with Bloom's Taxonomy.

Students are encouraged to prepare PPT for project-work, make factory models and put up exhibitions.. Distribution of Synoptic notes / intimation of Topic / wherever required helps the students to grasp effectively.

The IQAC advises and encourages teaching faculty to attend Orientation, Refresher Courses, Workshops / Seminars and present Papers at State / District / University levels, recognized by the UGC and ICSSR. This enables the teachers to acquire necessary skills for effective delivery of the curriculum. The audio-visual resources are used for effective teaching. The Departments are also equipped with Desktops and Laptops with internet facilities.Teachers are provided with a unique user Id and Password for accessing NLIST sites. The use of ICT in the classroom is pre-decided by individual teachers. This helps the blending of the conventional Classroom Teaching with ICT. Flip classroom methods were also used by some teachers using Edmodo, Google Classroom, WhatsApp Group, etc. Remedial lectures are conducted for slow learners to enable them to cope with the prescribed curriculum.

For further advancement in academics, advanced learners are encouraged to attend the Seminars and Workshops. Feedback forms are analyzed by Departmental Heads.

In order to contribute to the organized conduct of the new syllabus framed by the Bos of University, Workshop Syllabus Revision was organized by the Department of Bachelor of Science(Information Technology (BSc(IT) jointly with BoS of University of Mumbai. The Workshop was very effective and drew excellent responses from the teachers in various colleges of Mumbai.

File Description	Document
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The institution ensures that the Academic Calendar is prepared every year in line with the University Academic Plans and the Term Schedules. In addition to the lectures to cover the syllabi, the practicals, project work are also scheduled and completed as per the stipulated norms for all the programmes. Adequate logistical arrangements are made so as to maintain requisite good academic ambience in classrooms as well as computer labs, electronics lab, tutorial rooms, etc. Entire conduct of syllabus delivery is based on the timetable prepared every year. In the beginning of the First year, students are informed about the examination pattern, passing standards, grading system and internal examination by organizing an orientation program. All examinations are conducted according to the

University Calendar. Tutorials & Practicals are held regularly to monitor the progress of the students. Meetings are conducted with all the teachers before every Internal and Semester end examination. Examination Policy provides guidelines for ensuring proper conduct of examination in accordance with University Rules. All Examination Timetables are circulated in the class rooms and displayed on the notice boards and website. Supervision charts are prepared for all the examinations. All examinations are conducted under strict supervision of the teachers. The Examination Committee declares & displays results in the time stipulated for result declaration. Semester wise progress of the students is monitored across the programmes for all courses. Internal class tests, practical tests and project evaluations are conducted. To improve transparency and efficiency the college has a unique and long standing coding system on answer papers. All the answer papers are assessed under CAP and online assessments, wherever applicable. The EDEP (Electronic distribution of the examination paper) is adopted as per University Guidelines for the examinations conducted by the University. The students of FY B.Com and SY B.Com /BMS/BAF/BBI/BFM/BMM, are asked to submit a project for 25 marks in the Foundation course subject and assessment is done on the basis of submission of project work and PPT. For the subject of Mathematics/Statistics and Business Communication taught at FY level, Tutorial classes are compulsory. In the optional subject of Computer Application taught in SY and TY BCOM, the practical examination for 25 marks is conducted as a part of the curriculum. Theory, Practical and Tutorial Classes as part of the curriculum are held according to the Time-table.

Third year students of undergraduate self financing programmes prepare a 100 marks project under the guidance of a subject expert. For T.Y.B.Sc.(I.T.) students, individual guidance is provided for software development which is a part of their project in semester 6.

File Description	Document
Link for Additional information	[View Document](#)

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 **Number of Programmes in which CBCS / Elective course system implemented.**

Response: 10

File Description	Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 13

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
6	5	2	0	0

File Description	Document
List of Add on /Certificate programs	[View Document]
Link for Additional information	[View Document]

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 5.1

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
310	326	37	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document]

1.3 Curriculum Enrichment

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

Response:

The fundamental values predominant over learning of several courses are introduced to the students in a very interesting manner. Introducing the basic values through supportive activities outside the classroom creates space in the minds of students to become sensitive and socially vibrant citizens.

The courses prescribed under various programmes by the University touch upon issues related to ethics, gender, environment and sustainability, human values etc.

All these are covered as topics to be taught with the Syllabus, and the question papers include full length questions on the above said topics.

Various cross cutting issues have been integrated and the activities were conducted as follows:

Professional Ethics:

Various documentaries/movies relating to professional ethics, business ethics, and moral values are shown to the students.

Teachers provide guidance to students in the preparations of projects and classroom presentations with focus on professional ethics..

Gender:

Programmes are conducted for Gender Sensitization.

Representation of Girl students on various activity committees demonstrates the practising of gender equality in college functioning.

Offering equal opportunities to the girl students in sports & games,social extension work, career guidance programmes, entrepreneurship orientation programmes, presentations of art and culture underlines the gender equality exercised by us in day to day practice.

Human Values:

Visits to orphanages, old age homes and slum children learning centres help students to imbibe good human values and teach them to love society beyond the boundaries of family and friends. NSS takes up projects of Disaster Management.

Environment & Sustainability:

Events are conducted for awareness among students for Environment protection.

Residential Programmes covering multiple issues:

Seven days' Residential Camps by NSS every year makes the students socially responsible. The integral aspects of Tribals and rural family and public life is well understood by students through the interactions with those communities during the camps.

Organization of co-curricular activities:

 We believe that the issues emphasized through co-curricular and extra curricular activities impact young minds very effectively. For example, while deciding about the theme of the performing art events, about the topics of elocution, essay writing debate, sketching, poster making, etc., attention is provided so that the emerging cross cutting issues of all pervasive nature are prominently addressed by the youth of the College.

Thus we try to create an ambience for the students to imbibe the values relating to Professional Ethics, Gender Equality, Human Values, Environment and Sustainability so that the topics covered under the curriculum are effectively learnt by the learners.

We follow experiential learning methods to imbibe the important values as the students learn these values better with self experiences.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 5.35

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
28	22	22	20	13

File Description	Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document

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

Response: 78.16

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 2079

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

    1.**Feedback collected, analysed and action taken and feedback available on website**
    2.**Feedback collected, analysed and action has been taken**
    3.**Feedback collected and analysed**
    4.**Feedback collected**
    5. **Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 97.81

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1060	1080	1080	1079	983

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1080	1080	1080	1080	1080

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 66.6

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0372	0456	568	513	415

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]()
Any additional information	[View Document]()

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

Assessment of learning levels:

Depending upon the students' interest, financial ability and academic performances, they are guided to choose the programme offered by the institution.

After the admission process is completed an orientation programme is organized for the students, to brief them about the requirements to cope with the learning levels of higher education along with college rules and discipline, examination pattern, extra-curricular activities, etc.

For admission of students at the entry level, percentage of marks is the criterion for all the programmes along with the marks in subject of Mathematics for B.Sc.I.T. programme secured in their qualifying examination.

Advanced and slow learners are identified based on

i)Their performance in XIIth grade and semester end examination. From 2019-20, students are segregated in four divisions of first year B.Com, based on the academic performance of class XII examination.

ii) The students' learning levels are further assessed at various stages of the teaching-learning process. Students' level of understanding is identified by their attentiveness, learning attitude, active participation in class activities, etc. The teachers with their experience identify the advanced and slow learners and adapt their teaching strategies to clarify the academic concepts to all.

Programs for Advanced Learners:

Depending on the involvement of students and academic performance, advanced learners are encouraged to take responsibility for various academic and extracurricular activities of the college.

Through various class activities the advanced learners are encouraged to be more interactive in the class and to make progress in the learning. Advanced learners are motivated and encouraged to participate in seminars, conferences, hackathon, research paper presentations, Avishkar, etc.

IQAC has recommended issuing scholar cards to meritorious students. Since 2018-19, Scholar Cards are issued in addition to the library cards of the meritorious students/advanced learners.

Students are encouraged to use E-Resources like N-List and other Free E-resources

Prize Winner advanced learners are given merit certificates & awards.

Programs for Slow Learners:

All classes have a class teacher/Guardian teacher to take care of the students as a mentor. The specific difficulties of the students are resolved through the interactions with the guardian teacher.

Explanations of the concepts are repeated with more details and examples to the slow learners. In cases where the subjects are found to be difficult by the students, subject related additional /remedial classes are arranged.

Considering the learning level of the students' assignments are given to them during tutorials.

Linguistic barriers are removed by the teachers on an ongoing basis. The advanced learners are encouraged to help others to overcome language difficulties. Dictionaries with translations of English into vernacular and vice versa are made available in library to overcome linguistic challenges.

'Certificate Course in English Speaking' for development of communication skills has been started from the year 2018-19.

As per the recommendation by IQAC, for students weak in mathematics, *'Bridge Course'* has been introduced since 2019-20 for students weak in Mathematics

File Description	Document
Upload any additional information	[View Document](#)
Past link for additional Information	[View Document](#)

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 83.13

File Description	Document
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Our Institution believes that the students should learn through various methods including experiential learning, participative learning, problem solving methodologies and also through innovative techniques. The teachers create an environment in class for students to strengthen their learning through a variety of examples, case studies, field visit, etc.

Visits to institutions like Securities Exchange Board of India, Reserved Bank India, Bombay Stock

Exchange, Mumbai High Court, Civil Court, Consumer Court and various industries are arranged for the students to have a live experience of their working and relate it to classroom learning. Such student centric methods help the student to develop life skills.

The students apply their theoretical knowledge on a real platform which gives them experience and results in their knowledge enrichment. The event such as Industrial visits, entrepreneurship skill development programs of NSS, DLLE, field visits, role play activities are promoted to create a sense of socio-economic responsibility amongst the students

Initiatives have been taken by the college to give the students hands- on learning experience through training by Microsoft Business Partner - ATS Learning Solutions, Confederation of Indian Industries (CII), BSE Brokers Forum. Functional MOUs have been made with such institutions so as to provide the learners the opportunity to sharpen their academic skills and enhance their employability. This provides them an opportunity to get exposure to the commercial world equipped with the teaching provided from the corporate trainers.

Students through their projects learn to understand the topic of the project in depth and also to present the same effectively. The evaluation of the project is done by the external examiners on behalf of the University.

Our teachers encourage participative learning. The students are encouraged to respond to the questions posed by the teachers and also to raise questions, queries, and doubts in respect of the topic. Our students participate in seminars, workshops, training programs regularly organized by various institutions.

The organization of intercollegiate festivals like Innovators and Festomedia creates a forum for the students to develop their abilities in planning, organizing, marketing, financial management, team spirit, coordination, advertising promotion and to develop problem solving attitude. We also encourage the students to participate in intra/ intercollegiate competitions such as PPT presentation, research convention, debate competition, essay, elocution competition, etc.

In addition to traditional methods the student-teacher interaction is also done through e-learning interfaces such as Google Classroom, Edmodo, Webinar lecture etc.

During the practical session on the computer each student gets to work on a separate computer for hands-on experience. The students are personally guided during the tutorial sessions of the concerned subjects. The students are given extra sessions for practice in the computer laboratory.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

ICT has become an integral part of today's education system. Faculties of various programs enhance their teaching skills by using projector, powerpoint presentation of their topic, displaying audio video content to students, thereby creating a positive impact and enhancing students' learning.

The use of ICT has enhanced the significance of the teaching learning process by being an additional support system along with classroom teaching. Some faculties have started using google classroom, Edmodo platform to give better online learning experience to students.

Due to the unprecedented Covid-19 environment, the faculties had to adopt online platform of teaching and had to adapt their teaching skills.

Covid-19 pandemic gave faculties an opportunity to undergo a virtual transformation as lectures. revision lectures were conducted via online platforms. Training programme was organized for faculties to educate them in respect of various online modes of teaching and impart the best to the students.

Apart from conventional classroom teaching, these ICT tools enable students to have better learning experience and hence the entire process of teaching-learning works towards efficient use of technology and delivery of important contents to students.

The thrust of usage of ICT has undergone a change in the recent past. The faculties have adopted various ICT tools to conduct teaching learning process effectively for many years.. In the initial years overhead projectors were used to showcase slides while lately most teachers have started using laptop, LCD projector, PPts, showing educational videos, etc. Moreover, the institution has procured official zoom licenses to conduct online revision lectures for third year students in the academic year 2019-20.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 83:1

2.3.3.1 Number of mentors

Response: 32

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<u>View Document</u>
mentor/mentee ratio	<u>View Document</u>
Circulars pertaining to assigning mentors to mentees	<u>View Document</u>

2.4 Teacher Profile and Quality

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

Response: 87.22

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<u>View Document</u>
List of the faculty members authenticated by the Head of HEI	<u>View Document</u>
Any additional information	<u>View Document</u>

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 18.54

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
7	7	6	5	4

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<u>View Document</u>
Any additional information	<u>View Document</u>

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest

completed academic year in number of years)

Response: 12.31

2.4.3.1 **Total experience of full-time teachers**

Response: 394

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

College has adopted a transparent and robust internal assessment system. The internal examination rules, regulations and evaluation procedures are communicated to the students and their parents through prospectus, and orientation programs. Copies of the examination rules and regulations are handed over to the parents in the PTA meeting. The rules are also displayed on the College website.

Internal assessment is conducted through class tests /projects / practicals / presentations and attendance /performance aggregating to 25 marks for UG courses and 40 marks for PG courses, wherever applicable.

All exam related timetables and notices are displayed on the college notice board/college website as well as explained to the students in classes.

In-case the inability of the students to appear for the internal or semester-end examinations as per the schedule due to the participation in sports or cultural activities at the University level or due to other genuine reasons as permissible as per University rules, opportunity is given to them to reappear for the examination with the permission of the Principal

The seating arrangement of the students for the exams is made in such a way that no two students from the same program in self-finance courses are seated consecutively.

Special care is taken of differently abled students by way of separate seating arrangements, allowing additional time, allowing the help of a writer and gracing is applied, as per the direction of the University. Their answer papers are marked with 'PWD' stamp as per the University norm.

Question papers are prepared as per the guidelines given by the University and monitored by the head of the department and college examination committee.

Records of all students appearing for Regular exams, ATKT exams, additional exams and all other exams are maintained.

After the examination coding is done by the examination committee for each student and each course to maintain fair evaluation and maintain the sanctity of the examination.

CCTV cameras monitor the examination process like printing question papers, writing answer papers as well as centralized assessment.

Results of all examinations are declared within the timeline given by the University.

Students are given the opportunity to discuss any concerns or grievances if they are not satisfied with the assessments of any course and finally, they can apply for reassessment following the norms of the University.

In the academic year 2019-20 the even semesters were impacted because of the pandemic. The semester end examinations were partially conducted in the college prior to the pandemic. As and when the University issued guidelines for the examination, it was communicated to the students. The college had collected the information from the students regarding the infrastructure required for the exams through Google Forms. The students were acquainted with the new system of giving online examinations through the mock test.

Proctored online examinations were conducted for semester VI - under graduates and semester IV - post graduates' students. The technical glitches encountered by the students were taken care of and timely assistance was provided by the examination committee and class mentors.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

The University guidelines in respect of all the examination related grievances are strictly followed. Also, the College Examination Policy stipulations are adhered to.

The grievances in respect of examination and evaluations carried out by College, the College Examination Committee has addressed and resolved the same as per the University guidelines.

The grievances in respect of examination and evaluations carried out by University, the College Examination Committee has addressed the issues and taken up matters with the University officials for resolution thereof under the guidance of the Principal. The office administrative staff followed up with the Examination Section of University till the final redressal of the grievance.

Guidance is provided by IQAC as and when needed for effective resolution of the grievances.

The mentor class teacher or the coordinator assists the student to comply with the revaluation procedure.

The notice is displayed on notice board and for making the copy of the answer books and/or revaluation of the answer book based on the guidelines of the University. In case where any student applies for revaluation, the revaluation process is followed. The tick markings and marks of earlier evaluation are masked for the revaluation. The revaluation result is displayed and notified.

An Unfair Means Inquiry Committee, which is independent of the Examination Committee, enquires into the cases of adoption of unfair means during the examination reported by the Examination Committee. The concerned student is granted an opportunity to present his/her case and to be heard by the Enquiry Committee. A written statement is also obtained by the Enquiry Committee from the concerned student in order to ensure unbiased and fair conduct of the enquiry.

The grievances redressal mechanism with respect to examinations is efficient and all complaints are addressed with utmost integrity within the stipulated time.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

Programme Outcomes and Course Outcomes are framed by the Board of Studies for some of the programmes of University of Mumbai. In cases, where Programme Outcomes and Course Outcomes are not framed by the University, respective Heads of the Department/Coordinators design the Programme Outcomes and Course Outcomes in consultation with the subject faculties.

Achievement of Programme Outcomes (POs) and Course Outcomes (COs) is evaluated through continuous classroom interactions and activities, presentation, case studies, assignments, quizzes, etc. POs and COs are framed to ascertain the learning outcomes of the students. In order to adopt Bloom's Taxonomy based COs, the IQAC cell of the institution initiated and arranged a workshop on Blooms Taxonomy as a step towards better designing of the POs and COs.

The objectives of the POs and COs of all the courses are in line with the Vision & Mission statement of the institution. The POs enumerate the abilities which students ought to inculcate in them during their academic endeavours. The COs give an idea about the course and the learning aptitudes and capabilities that the students should develop and possess at the end of the course. The outcomes are framed in such a

way that the students on completion of their studies, will attain adequate skills like analytical thinking, requisite competency, presentation skills, communication skills, value-based ethics, and realize their responsibility towards the society and nation.

The classroom teaching, guidance through practicals & tutorials are all oriented towards attainment of COs and thereby POs.

The POs and COs for all the courses are displayed on the college website and also published in the prospectus. The role of POs and COs are also explained and elaborated to the students in their orientation programs. HODs / Coordinators, faculties of respective programmes orient the students in the class about the various courses and their outcomes.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Past link for Additional information	[View Document](#)

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

Response:

The success percentage of the learners at the end of the program is fairly satisfactory. The results of the majority of the programs have exceeded the passing percentage at the University level.

The additional coaching in the form of remedial lectures are conducted to enable the students to gain the requisite knowledge expected in respective courses. The students appearing in the additional exams are also given the benefit of such remedial lectures. The additional efforts required are decided upon by the teachers and the same are implemented. The efforts taken by the teachers for the accomplishment of the course outcomes and programme outcomes along with the performance of the students in the examination are assessed in the departmental meetings. The performance of the students reflected in the examination is discussed in departmental meetings and also in the meetings with the Principal.

As a part of continuous learning, our students are involved in designing the official college website, thereby reflecting the achievement of their Programme Outcome.

After successful completion of the undergraduate programs, a good number of students have taken up higher educational programs either in the post graduate programs conducted by our institution or by other institutions in India or abroad.

Consequent to obtaining the post-graduation degrees from our institution, some of our students have taken up programs for professional qualification such as NET, B.Ed., CA, CS, etc.

A large number of students are able to secure employment in the private/public sector or get self-employed.

Attainment of Programme outcome is evaluated on the basis on the direct assessment of the results attained. Programme outcomes are attained satisfactorily

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 87.36

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
796	647	709	602	643

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
865	765	791	704	756

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.34

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 1.72

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0.45	0.40	0.87	0	0

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 3.13

3.1.2.1 **Number of teachers recognized as research guides**

Response: 1

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 8

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	2	0	0

3.1.3.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
10	10	10	10	10

File Description	Document
List of research projects and funding details	View Document
Any additional information	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Our college ecosystem is committed to carry out research and development pursuits through applied research and knowledge transfer to enrich the quality of our academic programs and professional development of faculty and learners through the activities of various departments and committees.

IQAC initiates, plans, and supervises research activities that are necessary to increase the quality of the Research in our institution. Faculties are invigorated to participate at national & international conferences, present and publish research papers in journals & books to enhance their knowledge and spread it to learners.

The following four teachers completed their Ph.Ds.

Dr. Shefali Naranje, Department of Business Communication in 2016-17

Dr. Anjali Pathak, Department of Mathematics, Statistics & Computers in 2017-18

Dr. Neelu Khosla, Department of Foundation Course in 2018-19

Dr. P. Thangadurai, Department of Commerce in 2018-19

Also, Prof. Manisha Naik, Department of Commerce completed /M.Phil. in 2018-19

The Research Cell organizes workshops and seminars to foster a mindset among the faculties to delve into their respective disciplines and adopt synthesizing approach.

Following Faculties have completed Minor Research.

Dr. Tanusree Chaudhuri, Department of Environmental Studies in 2017-18

Dr. Malathi Iyer, Department of Economics in 2017-18

Prof. Maya Hande, Department of Commerce in 2018-19

Dr Vijetha Shetty, Principal in 2019-20.

Awards and appreciations secured by our teachers are as follows:

a)   Prof. Neelu Khosla reached second level at Avishkar Research Competition University of Mumbai in 2018-19 on the topic of Chabahar port.

b)   Dr Malathi Iyer was the judge for Zone 1, Avishkar in 2018-19 at Poddar College of Commerce

c)   Dr. Tanusree Chaudhuri and Dr. Malathi Iyer presented their Minor research Project Poster presentations at University of Mumbai on 11/03/2019 and Prof Maya Hande presented her Minor research Project poster presentations on 18/122019.

d) Principal Dr Vijetha Shetty was one of the Judges for the Minor Research Project Poster Presentations at University of Mumbai conducted on 11/03/2019.

e) Our students participated and won the following merits at Avishkar, a Research Convention organized by University of Mumbai.

Pratibha Thevar and Maurya Dharmraj of TYBAF went to the second Zonal round during 2017-18.

Rohit Radhakrishnan and Sherry Jose of MCom-I Accountancy participated in the first round.

Gopinath Nadar BSc IT participated in the first level poster titled Tech Helmet and was selected for the second level in 2018-19

Library provides online access for the research activities. For keeping the spirit of Research high up, the Management felicitates the successful researchers with the awards of Rs. 25,000 & Rs.10,000 in cases of Phd. & M.Phil holders respectively.

Gopinath Nadar, of Bsc.IT was given a projector by the College for his experimental research on Tech Helmet.

The innovative ideas of our students are incorporated in the organization of our Intercollegiate event viz. "Innovators", which has its logo "It all begins with an Idea."

E-Cell encourages students to develop their creative ideas and promotes the same for extension into sustainable ventures.

"Curiosity 20" organized by BSc IT creates a medium to share knowledge by showcasing technology innovations.

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

Response: 11

3.2.2.1 **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
9	0	1	1	0

File Description	Document
List of workshops/seminars during last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 9

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 9

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 1

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.7

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
7	8	4	0	3

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

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

Response: 0.89

3.3.3.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	5	11	10	1

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Our college encourages learners to become members of extension activities. The NSS members of our college work on community-based projects for "Balwadi" at Punarvas. Our volunteers help the physically and mentally challenged children in making Rakhis Diya's. The volunteers participate in Road Safety, Waste Management, Health Projects towards social responsibility. NSS residential camp is organized at

Samaj Mandir, Nandore Village, Palghar District. Our learners learn Teamwork, Dignity of Labour, Leadership qualities and selflessly work for social responsibility. Blood donation is a major activity in which students participate as volunteers and donors. We receive around 200 bottles of blood during the blood donation camp every year. NSS works for "Plastic free Mumbai "1500 plastic bottles were picked from canteen, neighboring societies and were sent for crushing in the machines. Beach cleaning, college cleaning, were projects undertaken under the "Swachh Bharat Abhiyan." At NSS residential camp at Nandore Village various activities like street play, awareness about health and sanitation, road building, etc. are conducted. At the same time, students learn self-development skills and management skills with limited resources. In Votethon, which is a voter registration and awareness programme conducted by our college and won an award for highest voter registration in Mumbai. 350 students registered for voter id and 223 forms were collected from neighboring societies. Residential camps in Nandore village for a week are conducted every year. Learners have shown great initiatives during Chennai, Kerala & Kolhapur flood relief and the assistance during pandemic period.

For social cause, NSS unit collaborates with the NGOs

Activity	NGO/ Organization
Blood Donation Drive	Meenatai Thackeray Blood bank
Diya and Rakhi making	Punarvas
Teaching in Balwadi	Prayas
Swacch Bharat Abhiyan	IDF/College
Road Safety Program	Goregaon Police
Waste management	Bisleri
Residential Camp	Nandore Village

The students register with DLLE (Department of Lifelong Learning & Extension) University of Mumbai, our college has opted for 5 out of 6 projects offered by DLLE and students are given a choice of selecting the projects that they wish to undertake.

Annapurna Yojana Project	Entrepreneur project
Career Project	Awareness about careers
Industry Oriented Project	Exposure to students to work in industry
Population Education Club	Socio cultural realities of the people

DLLE conducts various activities for enhancing employability skills and for creating awareness and sense of responsibility towards society. Four projects were undertaken under the Department of Lifelong Learning and Extension. Annapurna Yojana Project where students arrange food stalls and sell eatables in the college. Career Project makes students aware of various options available for their careers. Industry oriented project where students work in industry for 240 hrs . Survey of Women's Status is a project where the role and status of women are studied like how many housewives have their individual bank account, or can they make some important decisions of their own etc. In the "Udaan Festival" organized by University of Mumbai, students perform drama, skit, on various issues like Education, Women's Status,

population, etc. Our college has won prizes at this University Level Competitions.

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 11

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
2	3	2	2	2

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)
e-copy of the award letters	[View Document](#)

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 78

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
15	17	17	13	16

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 28.78

3.4.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
596	649	920	657	819

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)
Any additional information	[View Document](#)

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 3

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	1	0	0

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	[View Document](#)

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses

etc. during the last five years

Response: 11

3.5.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
5	3	3	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

Infrastructure	Number	Area (sq .ft)	Facilities
Classrooms	26	16386	Seating Capacity between 40 to 120 students
			13 classrooms with fitted LCDs and 10 classrooms with portable LCDs
			5 classrooms have Wi-Fi connectivity.
Computer Lab – B Com (Air-Conditioned)	1	290	With 25 computers with internet connectivity through LAN
Computer Lab – B Sc (IT) (Air-Conditioned)	1	570	With 31 computers with internet connectivity through LAN and 4 servers supporting the entire college network.
Computer Lab – M Sc (IT) (Air-Conditioned)	1	286	With 25 computers with internet connectivity through LAN.
Library	1	3204	With 4 computers loaded with Library automation software. Library operations are automated to the extent of 80%
			Reading Room . with seating capacity of 200 students is open till 5 p.m. After class lecture timings, Room No. 12 is kept open till 5 pm. The classrooms in school premises are available from 5 p.m. to 8 p.m. as reading room. For efficient use of available space, the college has

			installed compactors creating additional space for reading room.
Resource Centre	1	100	With 8 computers connected with Internet through LAN.
Staff Room	2	1039	With 12 computers connected with internet through LAN. Wi-Fi internet connectivity is also provided. Separate cubicles for four HODs.
Exam Room	1	154	With one computer and a printer and three cupboards for safe custody of question papers and answer books.
Vice Principal's Cabin	1	88	With one computer with internet connectivity through LAN and a printer
Principal's Cabin	1	248	With a computer; laptop and a colour printer. Both the computer and laptops have Wi-Fi connectivity. Power back-up to support the computer and two heavy duty printers for question paper printing are housed in the Principal's cabin as per University guidelines.
Administrative Office	1	885 (Including Principal's Cabin)	Equipped with 12 computers connected to the internet through LAN. Accounting is fully automated through tally software. Admission process is fully automated.
Seminar Hall	1	493	Equipped with a computer, an LCD projector, a smart board and audio system. It has a seating capacity of 60 participants. Further the

			seminar hall is also used for conducting lectures.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

Gymkhana:

Separate gymkhana spaces are provided for Boys and Girls, admeasuring 870 and 425 square feet which are equipped with Table Tennis Tables, Carrom Boards, Chess Boards.Cricket kit. From time-to-time consumables like Table Tennis bats, Table Tennis Balls (for practice and tournaments), Shuttlecocks, Balls for Foot-Ball practice and tournament, Cricket Balls. Balls for Volleyball. Volleyball and Badminton Net.

Further the Girls' Common Room houses a sofa, a mirror, and a sanitary pad vending machine for girl students' comfort.

For Outdoor Games:

For outdoor games, the college has arrangement with Prabodhakar Krida Kendra and Ganesh Maidan in Goregaon West. Further the college has institutional membership of Ozone Swimming Pool in near vicinity of college giving an access to twelve students for aquatic practice.

Cultural Activities:

For cultural activities, there is an activity area on fourth floor near the lift. The students are provided classrooms after the lectures and college stilt and quadrangle for their practice of various activities like dance, drama, singing etc.

Yoga Centre

Yoga Centre to conduct certificate courses on Yoga is set up in the year 2019-20. Boy's gymkhana space is also used for yoga centre at the time gymkhana is free.

Counselling Room

A counselling room admeasuring 100 square feet is available for students' counselling.

NSS Room / Activity Room:

A room admeasuring 425 square feet is allocated for NSS and Cultural activities planning and preparations. The room has a computer to maintain records of NSS and other activities.

Open Terrace Area:

To conduct programs for 250 to 300 students there is an open terrace admeasuring appx 2,000 square feet is available. A covered terrace of appx 1000 square feet is available to prepare for various cultural and other events. The area is also used by the students for their group discussions and project preparations.

Stilt Area and Quadrangle:

Stilt area of appx 3,000 square feet and a quadrangle of appx 5,000 square feet are available the practice and conduct of cultural and sports activities.

Canteen:

Canteen having area of 730 sq. fts. is situated at Ground floor of the College building. Several food item are available for the students and the staff at reasonable price.

Usage Fungibility of Infrastructure for optimum and efficient utilisation of limited resources:

For optimum use of the limited resources available, the reading hall of our library is used as an auditorium on occasions like PTA meeting, Prize Distribution/ Convocation ceremony and inter-collegiate competitions. Similarly Room No 41, 42 and 43 are also convertible into an auditorium for the above purposes. Boys' Gymkhana area is used for Yoga training programs held on holidays.

After the regular lectures room number 11 and 12 are kept open for students' activities.Classrooms on fourth floor are used by the self-finance section for the entire day.

All the students are allowed to use computer labs under the supervision of teachers for their project work apart from scheduled practicals. The computer lab is also used for add-on certificate courses like English speaking using software purchased from Orell Technosystems.

File Description	Document
Upload any additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 96.3

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 26

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	

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

Response: 5.44

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
9.86	11.77	3.24	1.18	4.60

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	
Upload audited utilization statements	
Upload any additional information	

4.2 Library as a Learning Resource

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

Response:

- Name of ILMS software

Response: MICM Net Solution's Library Software

- Nature of automation (fully or partially)

Response: Catalogue, Circulation of books, Visitors' records and Weeding are automated. Automated to the extent of 80%

- Version

Response: Latest

- Year of Automation

Response: 2005

File Description	Document
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 10.09

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
9.51	9.97	12.00	9.76	9.22

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 10.07

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 271

File Description	Document
Details of library usage by teachers and students	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Continuing augmentation and updation of ICT facilities has always remained a prime priority of the institute.

Computers

There are three computer labs, one for B Com section with 25 computers, one for B Sc (IT) section with 31 computers and one for M Sc (IT) Section with 21 computers installed in it. All the computer labs are equipped with i3 generation computers duly connected with LAN and internet. All the labs are fully air-conditioned. Further all the lab computers are loaded with required firewall protections and learning licensed software required for various courses.

Details of Computers with their configuration and location given in the attachments.

Software:

The computers are further updated with all licensed software required in learning process of the students.

Details of Software given in attachments.

LCD Projectors:

The college has 13 LCD projectors fitted in the classrooms; 11 portable LCD Projectors and 1 LCD Projector fitted in auditorium.

Internet Connectivity and its Speed:

Our college has optical fiber internet connectivity of 100 MBPS speed. Library, Principal's Cabin, both the staffrooms and five classrooms are provided with Wi-Fi connectivity. Further all the computers in the college are well connected with high-speed internet.

Server Improvement

With addition in courses the institute increased server count from 2 to four.

Smart Board

A smart board is installed in the seminar hall to conduct seminars and to conduct special lectures by our faculty members.

Power Backup:

The institute has an UPS of 5 KVA with a standby back up battery to support the computer and two printers in case of power outage during exams.

Printers

The institute has two heavy duty printers cum copiers for printing question papers. The printer is connected to a power back up for its smooth functioning even during power outage. Further we have 11 printers purchased for students use in the library; office use; principal's use and both the staff rooms.

CCTV Camera

We have installed 37 CCTV cameras across the college premises to ensure complete security and discipline in the college.

File Description	Document
Upload any additional information	View Document

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

Response: 23.54

File Description	Document
Upload any additional information	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

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

Response: 29.31

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
43.46	28.65	26.03	24.70	31.54

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Our college policies for maintenance and augmentation of infrastructure, are prepared and reviewed from time to time by IQAC of the college.

Infrastructure Maintenance and Management System:

Introduction

Vivek Education Society's Vivek College of Commerce is housed in an extensive infrastructure to cater society's need of academic facilities to the residents of Goregaon and surrounding suburbs. The Institution has an established system for maintenance and utilization of Classrooms, Library, Gymkhana, Computers, Equipment and Laboratories in the complex. The management of the HEI has laid down the following policies and procedures for effective utilisation and maintenance of infrastructure.

Allocation of Infrastructure Facilities:

a) Allocation of Classrooms:

Allocation of classrooms for lectures is done in consultation with the Program Co-ordinators, Chief Co-ordinator and the Vice Principal. The Timetable Committee prepares the timetable based on the allocation of classrooms.

b) Allocation of Laboratories:

Allocation of time slots of Laboratories is done in consultation with the Co-ordinators, Chief Co-ordinator and the Vice Principal. Based on the allocation the Laboratory attendant is informed about the schedule of the Laboratory utilisation. The attendant is required to maintain a register of utilisation of Laboratories.

c) Allocation of Seminar Hall:

Priority for utilisation of Seminar Hall is done based on the importance of the program and purpose of the proposed function. The Laboratory attendants are assigned the duty to maintain records of the utilisation of the seminar hall.

d) Utilisation of Gymkhana and Common Room for Boys and Girls:

Attendants of Gymkhana and Common Room available separately for Boys and Girls to take care of usage of Gymkhana and Common room. A register to be maintained in considering queuing and participation in inter-collegiate tournaments.

e) Utilisation of Library

Rules related to utilisation of library resources such as issuing books for home reading; online resources; resource centre to be framed by Librarian in consultation with the Library Committee. The rules may be revisited from time to time in line with change in requirements.

f) Utilisation of Yoga Room

The In-charges and Yoga instructor/s in consultation with the Principal will decide about the time slots for various Yoga programs.

Maintenance and Replacement of Infrastructure Facilities:

a) IT Infrastructure

The requisite for enhancing IT Infrastructure is sanctioned through purchase committee based on general need of the HEI or a specific need of a program.

To maintain and keep all IT facilities functional, an external expert agency is appointed.

b) Gymkhana and Other Facilities

Consumables for sports and other activities are acquired by the Sports Director / In-Charge in consultation with the Principal as per the budget approved by the Management. All major purchases are sanctioned through the purchase committee.

c) Building, Furniture and other equipment

Classrooms with furniture, teaching aids and laboratories are maintained by the respective attendants. The laboratory assistants take care of their respective laboratories. Minor repairs are registered in a register maintained in the office and are attended on priority basis. The Committee maintains records in case of allocation of any stationery item to any department/ committee. To maintain the infrastructure, the management/college has

- appointed staff / care taking agency to keep the campus clean and dust free.

- appointed an electrician, a gardener, a carpenter, a plumber or such other staff to maintain the infrastructure. All the time safety has ben ensured in the campus.

- Fire extinguishers at each floor have been installed. Regular maintenance.thereof is also ensured.

d) Maintenance and Utilization of Library and Library Resources

- The library staff takes care in handling of library documents, particularly during issue of books and other other reading materials, shelving of books, journals and other documents.

- Due care is taken with meticulous supervision with regard to:

1. keeping up of the safe custody of books in good condition.

2. keeing the shelves reasonably packed to allow easy handling to avoid damage to the books.

3. keeing large volume books flat & proper

4. keeping the library infrastructure dust free

5. safe preservation of CDs and other electronic storage devices.

6.Pest control arrangements

e) Maintenance and Updating of College Website

- The Website Committee monitors the website every fortnight for any new modifications on the website.

- Quality check of the contents to be displayed on the Website, is carried out by the Website Committee.

- Suggestions regarding website up gradation are reviewed by the Website Committee.

File Description	Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 5.3

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
100	98	103	198	164

File Description	Document
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.21

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
13	11	1	1	1

File Description	Document
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Response: E. None of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Link to Institutional website	View Document

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

Response: 8.99

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
275	395	156	168	158

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

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

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: B. 3 of the above

File Description	Document
Upload any additional information	<u>View Document</u>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<u>View Document</u>
Details of student grievances including sexual harassment and ragging cases	<u>View Document</u>

5.2 Student Progression

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

Response: 7.76

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	155	9	21	109

File Description	Document
Upload any additional information	<u>View Document</u>
Details of student placement during the last five years (Data Template)	<u>View Document</u>

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 207.4

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 1794

File Description	Document
Upload supporting data for student/alumni	<u>View Document</u>
Details of student progression to higher education (Data Template)	<u>View Document</u>

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/

Civil Services/State government examinations, etc.)

Response: 4.33

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations,** *etc.***)) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	1	2	1

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
38	38	40	37	31

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)

5.3 Student Participation and Activities

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

Response: 24

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

2019-20	2018-19	2017-18	2016-17	2015-16
6	14	0	2	2

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

Academic toppers from all classes of all programmes, student secretaries of activity associations and two girl nominees collectively represent all the students in the apex body of students activity, viz.Students Council. The General Secretary is elected by polling process to ensure their engagement in a democratic process.

Students are inducted in the College Development Committee (CDC), the highest administrative body. Students actively participate in the fulfilment of mandates of the IQAC, Internal Complaint Committee & Women Development Cell. Thus students' issues, views & perspectives are considered in the overall direction and decision making in College activities.

The college facilitates students' engagement and active participation by providing numerous opportunities in administrative, co-curricular and extra-curricular activities as follows:

1. Student volunteers help the Admission Committee and College Administrative Staff by helping new students in filling up & submitting the application forms & securing guidance from Admission Committee authorities. Students' dynamic participation contributes towards the smooth coordination and conduct of the admission process.

2. In all the activities organised by the College, a scope is created for the students representatives to act as a link between students and the College authorities. Students are encouraged to organise functions and events such as Independence Day, National festivals, Annual Day, Convocation & Prize Distribution Ceremony, various competitions, presentations.

3. The students are guided and directed for planning, organising, anchoring, presenting, managing logistics, etc. Deep involvement in the activities enables them to learn to contribute and work with commitment for the success of the activities.

4. Students not only participate but also lead various events organised by TMLA and MWNM showcasing the richness of Indian culture and tradition which promotes national integration and unity in diversity.

5. "Innovators " -an inter-collegiate festival of the students is held every year enabling the students to develop various skills relating to leadership enrichment, event management, creativity, budgeting, team

building, capacity building, interpersonal communication skills, teamspirit and overall personality development.

6.   NSS volunteers actively participate in various innovative projects aimed at socio-economic development of the adopted area/village and society at large.

7. NSS volunteers also associate with various NGOs and organise activities like disaster management, blood donation camps, waste management, AIDS awareness, providing blood donors' contacts for the needy patients, etc. aimed at sustainable development of the society and ecosystem at large.

8. The volunteers always possess inbuilt preparedness towards relief management at the time of emergencies and contribute substantially for emergencies arising in the society from time to time.

9. Core service areas of DLLE include Annapurna Yojana, Career projects and Socio-economic survey, which facilitate students in acquiring entrepreneurship and life skills.

10. Due to global Covid-19 pandemic and sudden lockdown, students' members of the council unanimously decided to cancel the farewell function (March 20) and donate the refreshments to the downtrodden people thereby contributing towards social concern in the National interest.

As a result of these student centric focus, our students emerge to be capable and dynamic personalities with enriched leadership skills during their tenure with us.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 7.2

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
5	7	9	7	08

File Description	Document
Upload any additional information	[View Document](#)
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	[View Document](#)

5.4 Alumni Engagement

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

Response:

Vivek Alumni Association (VAA) is a charitable organization and is represented by passionate and dedicated alumni of the College. Vivek Alumni Association is registered under The Societies Registration Act, 1860 with Reg. No. MAH/MUM/2991/2011 GBBSD dated 23/12/2011 and also under Bombay Public Trusts Act, 1950 with Reg. No. F-44756 (Mumbai) dated 26/7/2012.

Some of the major activities of Vivek Alumni Association have been as follows:

1. Sponsored International Symposium for teachers on the topic "21st Century Thinking Skill Set for Teachers" by Prof. Mark Nowacki, from Singapore Management University on 30th August 2018.

2. Alumnus Mrs. Kamakshi Venugopal spoke on "The Magic of Content" to BMS students on 29th September, 2018.

3. Vivek Alumni Association donated three BENQ. LCD projectors costing Rs.82,560 on 11th March 2019 to B.Com section for effective classroom teaching & learning.

4. Constituted the **"Best Boy" and "Best Girl"** Awards from the year 2017-18 by Vivek Alumni Association to be presented to current year students of Vivek College for overall Best performance in extracurricular activities during the year.

5. Two retired teachers were felicitated with **memento** during the Annual Day Program in December 2018.

6. Supply of white board marker pens and dusters are sponsored by Vivek Alumni Association for the whole year of 2018-19.

7. Alumni members are regularly invited by the college to participate in major college events to ensure interaction with students and college management.

8. Our Alumni Prof. Murugesh Chandran, Prof. Sukanya Sawant, Prof. Mayur Shah are appointed as Assistant Professors in B,Sc-IT and Commerce departments respectively, Prof. Sudhir Khandkar is appointed as visiting Assistant Professor in the subject of Financial Accountancy for under

graduation courses, our Alumni Mrs. Bindu Varma is working as College Librarian for the last 27 years.

9. Talk by alumni- Saurabh Ali on **New Concepts in Advertising** to T.Y.B.Com. Students on 8th June 2019.

10. Seminar on **"Diet Counseling"** by Sangita Shiv Kumar on 12th July 2019 to college staff (Teaching and Non-Teaching).

11.   Dr.Narayan Iyer, CEO of Indian Development Foundation was felicitated during the Annual Prize Distribution function to appreciate his achievements for his contribution to college development. His NGO IDF is actively associated with the NSS unit, and other associations and departments of the college.

12. Webinar on **"Heart to heart talk"** by Alumni on their journey from "Classroom to BoardRoom" 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, Mr. Saurabh Kasat- CEO- Dairy Day Ice Cream, Dr. Narayan Iyer – IDF(CEO), Prof. Milind Gawai, Freelance writer, Editor, Trainer & Faculty at K.J. Somaiya Management Institute, Prof. Wilson Nadar, Head, Academic and Training at Vantage Knowledge Academy.

Our alumni Ms. Mayuri Dukhande, Ms. Bhagirathi Iyer, Ms. Priyanka Wahulkar, Ms. Rupali Jadhav and Mr. Prashant Naik are appointed as full time clerks by the college.

File Description	Document
Paste link for additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	[View Document](#)
Link for any additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

We, at Vivek College of Commerce, are in honest pursuit of achievement of our Mission in the light of Institutional Vision as follows:

1. Our institutional **Vision** is "As education is supreme amongst all the riches and virtues of life, it shall be our endeavour to impart quality education and enrich the students making significant contributions to the Nation".

2. Our **Mission "VIVEK"** encompasses the following postulates:

Value based Education to all,

Integrity towards Society,

Virtuous Life,

Endeavour for Excellence and

Kindling the spirit of Universal Brotherhood

Our Motto "Vidya Dhanam Sarva Dhanat Pradhanam" which means "Amongst all the riches and virtues of life, Education is supreme" is the inspiration behind the governance of our institution.

Our Objectives and Goals are:

- To promote educational and professional achievement through Self Development of the students without any discrimination.

- To enable students to be proactive, goal-oriented, optimistic, credible, professionally competent and responsible citizens.

- To enable the students to successfully live and work in a culturally diverse global society.

- To promote noble thoughts and actions in our students.

Nature of Governance:

The decisions are made with the requisite discussions in the meetings of all functionaries including Staff, Departments and other stakeholders, CDC, IQAC, activity associations. Decisions concerning academics and administration are made in the light of our Vision & Mission. Various Policies are adopted for uniform and disciplined channelisation for achievement of goals. Vivek College of Commerce is recognized as a distinct & vibrant institution working relentlessly for the cause of education.

The developments in governance are evolved through the identification of the inherent needs concurred with solution oriented approach by utilization of our specialities and strengths.

An attempt is made to develop leadership amongst students , teachers and other stakeholders. An ambience is created granting opportunities to students, teaching and non teaching staff for self development congruent with organizational objectives.

Perspective Plan:

IQAC leads in development of Perspective Plans for all activities. Healthy discussions are oriented towards achievement of organizational Objectives & Goals. Execution of various activities of academics, furtherance of research, encouragement to students for developing leadership abilities, imbibing of the spirit of patriotism, promotion of extension activities, and organizational collaborations are always done through the perspective plan.

Students, Teachers and Non teaching staff are given responsibilities considering their virtues and capabilities.

An approach is developed to make all the activities successful with a student centric approach and wholehearted participation of teachers, students, Management and other stakeholders.

Participation of the teachers in the decision making bodies of the institution:

Participative Management in the decision making process has created an excellent academic ambience in the Institution. Teacher representatives are nominated/ elected on the statutory bodies such as CDC, IQAC . This helps teachers to take a proactive and directional role in decision making.

All teacher incharges of activity associations are granted freedom to design the respective activities in the light of Vision and Mission.

IQAC Role:

IQAC ensures that the activities are planned and executed in tune with the Vision & Mission.

File Description	Document
Upload any additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The decision making is done through the transparent mechanism comprising the meetings of CDC, IQAC, Staff with Principal and Management, Departments, Non-teaching Staff, Activity Associations & Parents.

The academic and administrative decisions are made after considering all pros and cons as discussed freely among members.

Experts' suggestions received in meetings of CDC, IQAC are also considered for appropriate implementation.

The Culture of freedom to express, provides encouragement to the Teaching & Non Teaching Staff and Students to share their innovative ideas which are deliberated upon for further development and execution.

Heads of departments contribute for development, procurement, selection of faculty, planning and conduct of activities. Perspective plans are finalised by IQAC with due contribution by all the Departments and Activity Associations.

The Management of Vivek Education Society felicitates the staff members for their academic progressions in the Annual Meet held on 15th August. The cordiality maintained in the relation with Staff provides impetus to all the staff for their involvement and contribution not only for decision making but also for contribution for the progress of the College.

Through a very well developed organizational set up of various committees consisting of the students and teachers, transparent and vibrant ambience is created. Planning and successful implementation of activities is done under the guidance from teachers and Principal.

The balanced formations of various activity associations/committees and the substantial nos. of students, teachers and other stakeholders involved in the decision making bodies, displays the large extent of decentralization as well as the participative approach adopted in the management process.

Case Study exhibiting decentralisation and participative management:

Annual Meetings on 15th August: Meeting of Teaching & Non teaching Staff with Management is held every year for an open forum discussion on the difficulties, challenges, suggestions in the overall conduct. The following are illustrative cases dealt with successfully through Annual Meets of 15th August.

- **Industrial Visits:** From the perspective of Experiential Learning, the Management approved the proposal for reintroduction of Industrial Visits in the year 2017-18 after the same was suggested by teachers and students.

- **Whiteboard Installations:** New better quality whiteboards were purchased & installed in 9 classrooms in 2018-19, upon the suggestion for the same made by students and teachers of the self financing section for better visibility & effectiveness of the teaching-learning process.

- **Media Room:** The students and BMM Coordinator expressed the requirement of the Department of BMM to have an exclusive Media Room comprising Laptop with CD player, Projector, Sound

System with Built in Amplifier, Microphone, for effective teaching and learning. With due approval by Principal & Management, the Media Room was established in the year 2019-2020.

- **Painting of classroom:** Some of the faculty members suggested that students' wanted to design their classroom walls reflecting traditional paintings and subject related information. The management appreciated the students' creative initiative and approved the same in the open forum discussion meeting.

The effective leadership happens to be the driving force in creation and sustenance of the cordial decision making described above.

File Description	Document
Upload any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The development of the Perspective Plan in consultation with all departments and Associations and its effective implementation is monitored by IQAC on a continuing basis.

Case Study on Successful implementation of activity based on Perspective Plans:

The focus on utlisation of books by students is envisaged in Perspective Plans. Accordingly, two/three library cards are issued to the students of BCom / Self financing and Post Graduate programmes. Various initiatives developed and executed for the same are as follows:

A) Book Bank:

In order to support the less privileged students for their academic betterment, the textbooks are provided to them under the "Book Bank Scheme" every semester.

This scheme reinforces our mission "Education to All".

The no. of books distributed during 2015-16 to 2019-20 were 2,945, 1680, 2940, 2761 and 2761 costing Rs. 3,51,424/-, Rs.2,04,179/-, Rs.3,76,251/-, Rs.3,55,504/- and Rs. 3,55,504/- respectively.

B) Book Exhibition:

In order to make a wide variety of books available to the students and others in the locality, Book Exhibition is arranged every year in the campus.

Book Exhibitions were held in last five years on 23/01/16 to 26/01/16, 27 & 28/01/17, 27/01/18 to 29/01/18, 02/02/19 to 04/02/19 and 01/02/20 to 03/02/20 respectively.

C) Library Quiz:

The Library Committee organises Weekly Quiz and the Annual Quiz.

The library has introduced a unique practice of organising Weekly Written Quiz in both the semesters every year in the memory of Dalbeer Bhoi. Best performer students are awarded with the Prizes.

 In the case of Annual Quiz, the preliminary round of the written quiz is followed by the Real time session conducted by the Quiz Master.

The preliminary written quiz rounds and the Annual Real Time quiz rounds were conducted on 08/01/16 & 11/01/16, 10 /01/17 & 17/01/17, 12/01/18 & 19/01/18, 15/01/19 & 18/01/19 and 17/01/20 & 21/01/20.

 D) Prizes in the form of book coupons:

The college has a practice of distributing the prizes for achievements in annual academic and extracurricular activities, by way of issuing coupons enabling the prize winners to purchase the books of their choice at no cost.

E) Sale of Old Books:

The surplus books of old editions arising due to yearly additions, are sold to the students once in a year with due notification and publicity. Textbooks are sold for Rs.5 each, Old magazines for Rs.2 each and Reference books, if any, for Rs.10 each.

Such Sales were made on 14/12/ 2015, 22/12/2016, 28 & 29/07/2017, 06/10/2018 & 28 & 29/11/2019

Thus the focus on availability of books for education, inculcation of book reading habits for the holistic development of the students as envisaged in Perspective Plans of IQAC is well achieved through multifarious and continuous efforts.

File Description	Document
Upload any additional information	[View Document](#)

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

A. Policy Documents:-

 The policies in respect of various functional aspects are adopted by our Institution. The documents on

Attendance Policy, Bridge Course Policy, Divyangjan Policy, Examination Policy, Human Resource Policy, Infrastructure Policy, Mentoring Policy, Quality, Research Policy & Website Policy have been adopted and are in execution.

B.Organizational structure:-

Our parent Institution is Vivek Education Society, the apex body of which is its Governing Council. The Principal of the College is the Head of Vivek College of Commerce. The College Development Committee is the Statutory body and the IQAC is the next in the organisational structure. The academic structure comprises Subject wise Departments in the Aided section , and the Programme wise Departments in Unaided i.e. Self financing section. The Associate professors, Assistant Professors and Visiting Professors work in both the Sections. Librarian is the Head of Library, providing the learning resources to all the students and teachers of the College.

Administrative Staff is headed by Office Superintendent followed by Head Clerk, Senior Clerks, Junior Clerks. Technical Staff comprises Computer Laboratory Incharge, Technical Assistants and the Sports Director. Support Staff comprising the Peons, Sweepers & Security Staff are appointed for providing support services.

C. Implementation of Policies:-

The implementation of the policies and adherence to the Code of Conduct is strictly done in accordance with the University Rules and Regulations,

Policies and Code of Conduct are made known to stakeholders through Prospectus, College Website and displays inside the college premises.

D. Administrative set up :-

The Administrative set up is in accordance with the Rules and Regulations of University of Mumbai. The details are as explained above.

E. Appointment and Service Rules:-

The appointments as well as the promotions of the appropriate teaching & non teaching staff are done as per the workloads and in accordance with the NOCs & approval obtained from Joint Director, Government of Maharashtra in case of Aided section. The appointments in the Unaided section are made with the approval by the Management of Vivek Education Society and the Principal.

F. Procedures:-

- Guidance by IQAC is available.

- In order to effectively implement the policies of the institution, various procedures are also laid down in the form of Standard Operating Procedures (SOPs)

- Internal Complaints Committee and the Grievance Redressal Committees and Anti -Ragging Cell , a statutory body constituted as per UGC and university of Mumbai, are formed for redressal of

the grievances of various stakeholders.

- The college maintains and operates the suggestion box for the students.

- Preventive measures are also taken by the Anti-ragging cell.

- During the pandemic period also the procedures are strictly followed.

All the ordinances, rules and regulations, circulars which are issued by Mumbai University are followed by the college from time to time.

File Description	Document
Upload any additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Faculty members are encouraged to attend the workshops organized by Mumbai University and its affiliated colleges. The registration expenses for the workshops attended are reimbursed.

Departments are sent for syllabus change seminars.

College encourages faculty members to qualify NET/SET and to improve their qualification and increment is also given after qualifying to the self finance staff.

One Day Leave is given for preparation for NET/SET

Welfare Measures for Teaching and Non-Teaching Staff are as follows:

1. **Free Medical check-up including Bone density test**

2. **Provident Fund Scheme**

3. **Services of the counsellor are available in college campus free of cost**

4. **Awards ranging from Rs. 25,000/- to Rs. 5,000/- are given to the faculty members and staff members for achievement of Ph.D., M.Phil. & NET, SET or similar higher qualification.**

5. **Medical services of one doctor is available on call**

6. **First Aid Boxes are available in the college at four locations namely- Library, aided staff room, gymkhana and college office**

7. **Nutrition and Health Awareness:Guidance lectures are arranged in respect of Diet, Health Care & Mental & Spiritual Peace.**

8. **Flexible timings for faculty are granted to Faculty of Self Financing programmes as per their preference, wherever possible.**

9. **The admission to the wards of the staff in the school and colleges are given on priority basis.**

10. **The application for recruitment of the daughter of the College employee deceased while in service, is made to the Joint Director.**

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 41.45

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
12	015	10	19	09

File Description	Document
Upload any additional information	[View Document](#)
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 4.6

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
9	8	2	1	3

File Description	Document
Upload any additional information	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 16.44

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
12	4	1	3	6

File Description	Document
Upload any additional information	View Document
Details of teachers attending professional development programmes during the last five years	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

Performance Appraisal System for teaching and non-teaching staff:-

1. Performance Appraisal of Teaching Staff:-

Performance appraisal of teaching staff is done through following methods

A. Self Appraisal – Self appraisal is done by the Teaching and Non-Teaching Staff every year. The appraisal done by the teaching staff is reviewed by the respective Heads of the Departments and then finally by the Principal.

B. Appraisal through Students' feedback – Students feedback is taken at the end of every semester for all subjects and faculties including in-house and visiting faculties.. The feedback is taken in a confidential manner.

Faculties' performance is evaluated on the basis of following criteria: -

1. Communication Skills

2. Interest generated in the subject

3. Accessibility for Guidance

4. Clarity of explanation

5. Use of teaching aids

6. Knowledge base

7. Sincerity & Commitment

8. Punctuality & Completion of the syllabus

9. Discipline and Class Control

10. Overall impact of the Teacher

C. Daily report – All Self Financing teaching staff are required to enter the details of the lectures taken by them on a daily basis which is verified by the coordinators of respective departments on a regular basis.

In case of **Non-Teaching staff** as well , the system of daily reporting of the work in paper form is implemented from 2017-18. From academic year 2018-19 onwards the system of daily reporting of the work is monitored through e-mail.

File Description	Document
Upload any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Considering the nature of the academic and administrative functions of the college, there are three accounting sections, for which the separate annual Accounts are prepared.

They are:

1. **Undergraduate Section (Aided)**

2. **Undergraduate Section (Self Financing)**

3. **Postgraduate Section (Self Financing)**

The accounts of all these Sections have been very much regularly prepared and are audited.

Internal audits of all the three units are also conducted by Internal Auditors A P Kannan and C S Ananthan regularly.

The queries raised by Internal Auditors are addressed by the Accountant, Office Staff and Principal.

The Financial Budgets are prepared every year for all the three sections viz. Undergraduate Section (Aided), Undergraduate Section (Self Financing) and Postgraduate Section (Self Financing).

The financial discipline is very much followed. The expenditure is incurred with prior approval of the respective authorities.IQAC monitors preparation of the Budgets by all the departments & activity associations.

External financial audit is done by the statutory auditors M.M.Parikh & Co . The queries raised by External Auditors are addressed by the Accountant, Office Staff and Principal.

If the need be, the explanations are also provided by the Office bearers of Vivek Education Society.

Audited accounts of all the three sections are consolidated into the accounts of Vivek Education Society. Based on the consolidated Income & Expenditure A/c and the consolidated Balance Sheet, the Return of Income is also regularly filed by Vivek Education Society with the Income Tax Department. Subsequent to the filing of Return of Income, the assessments under Income-tax Act are done by the Income tax Department.

The specific purpose audit of accounts was also done by M/S M. S. Jadhav & Co., Chartered Accountants, Pune, in April 2019 on behalf of University of Mumbai for the Certification with regard to the correctness of Payment of the University Share to the University of Mumbai during the years 1985-86 to 2015-16.

The Auditors M/S M. S. Jadhav & Co., Chartered Accountants, Pune have certified that the University Share is correctly paid in the stipulated years 1985-86 to 2015-16.

Additionally, the audits were conducted by the Auditors from the Office of Joint Director representing the Government of Maharashtra.

File Description	Document
Upload any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 2.27

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0.34	0.997	0.18	0.65	0.098

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Strategies for Resource Mobilisation

- Salary Grant is received for the UG section of the college from the Joint Director of Government of Maharashtra.

- UGC Grant is also sought, wherever applicable.

- The Appeal is made to the Alumni, parents, well-wishers, philanthropists and charitable trusts for generous donation to our Institution.

- Donations are received in the form of prizes, sponsorship, fees reimbursement which is mobilised for various college activities like conduct of the Seminars, Workshops, Career guidance events, Placement activities, Cultural activities and for fee reimbursement for financially weak students.

Optimal Utilisation of Resources

- Considering more requirements for classrooms, the time table of various classes is staggered.

- As there is space constraint for extra curricular activities, two activities rooms are created on the fourth floor.

- Upon shifting of the canteen from the fourth floor to ground floor, open space outside the canteen is beautified and is turned into an open sitting area to accommodate more students.

- Beautification of the garden area with new species of plants were added and the area from garden to canteen was widened for convenient walking space.

- Room no 11 classroom is converted into seminar room, and amenities such as podium and sound system is provided.

- Additional office space is created on the first floor towards the end of the passage.

- The premises of the college are made available for study circle meetings of Goregaon Study Circle of the Institute of Chartered Accountants of India.

- The ground of the college is allowed to be used for social functions.

Procedure for resource mobilization

- The types and methods of resource mobilization are discussed in IQAC, staff meetings and approved by the Governing body of the college.

File Description	Document
Upload any additional information	[View Document](#)

6.5 Internal Quality Assurance System

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

Response:

IQAC has worked as a catalyst element in the functioning of the college. We believe that the synchronization of the objectives of IQAC and of those of the subject Departments and Activity Associations is the fundamental role of IQAC. Keeping in line with that spirit, IQAC has initiated, directed and synchronized the activities of the college as its practice. IQAC has attempted to have the strategies and practices institutionalized for the common adherence by all stakeholders. Two of the important practices are enlisted below:

1) IQAC has led the process of creation of academic ambience leading to improvement in teachers' abilities for imparting quality education.

Following initiatives are taken for this purpose:

a)Workshops for creation of quality awareness and quality sustenance were organized by IQAC. The resource persons such Dr. Madhav Welling, Dr. Mark Nowaki, Prof. Indira, Dr. Geeta Shetty, Prof. Peeyush Pahade and several others from the field of Education, Research, Law, were invited for teachers' enlightenment.

b)The workshops on Bloom's Taxonomy and Rubrics were organized in which Dr. Smita Gupta and Dr. Jayshree Inbaraj guided all our faculty members.

c) Departments were encouraged to organize the workshops on issues of subject related significance. Accordingly, Research Cell, Business Law Department, BSc(IT) Department, Commerce Department & others have organized workshops on a variety of subjects.

d) Encouragement was given to teachers for attending the workshops on quality improvement. Accordingly, the workshops held at other Institutions including those held by IQAC of University of

Mumbai, FDP held by IQAC Cluster of Maharashtra, University of Mumbai & DTSS College, Maniben Nanavati Women's College of SNDT University, Birla College, Royal College, Karnataka Lingayat Samaj Manjunath College,

e)The assistance was provided to the activity associations for conduct of their activities with due focus on relevant topics prevalent at different points of time. IQAC members have suggested different topics to various associations from time to time.

2) IQAC has been promoting the holistic development of students.

The focus is placed on the following aspects for achievement of such holistic development of students.

a) Coaching and Training was given to students for their extra-curricular activities. Directors, Sports Coaches, Choreographers, Guides were appointed for the guidance of the students.

b) Guidance was given by teachers to the students from time to time for organization of Intercollegiate Festivals viz. Innovators and Festo Media.

c) Guidance was also given to teachers and associations for nurturing leadership skills among students and teachers.

d) Guidance was provided by IQAC members for organizing activities for the development of the spirit of patriotism, national brotherhood, social sensitivity and cultural synthesis among the students, teachers and non-teaching staff members.

e) Annual Memorial Lectures are held since 2019-20

f) Teachers were given guidance & orientations for communication with the students having hearing disability.

File Description	Document
Upload any additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

IQAC has been visualizing various needs and issues for enhancement of academic achievements and has tried to implement the strategies for the achievement by the students and teachers for prospering their potential through the system of Plan- Do -Check- Act.

The opinion and suggestions expressed by the Experts in the IQAC and College Development Committee are applied by IQAC in the enrichment of the academic and developmental pursuits. The focus of IQAC with regard to academic leads is narrated as under:

1) College has attempted to bring the improvement in the teaching standards through following modes:

a) Quality enhancement in teaching, upgradation of knowledge base of teachers, teachers' dynamic approach, conduct of remedial lectures & bridge course, increase in ICT based teaching had been focussed by IQAC.The text books published by some teachers in their subjects indicate their equippedness for the subject delivery.

b) The reflection of persistence of IQAC for Research by teachers is seen in four of the teachers securing Ph.Ds and one securing MPhil and five teachers registering for PhD.

c) IQAC initiated the efforts for removal of language barriers through assistance to students by teachers, availability of multilingual dictionaries in library and encouragement to the advanced learners to help other students for better understanding of various difficult and new words.

d) In order to ensure the quality of teaching is kept high, the feedback of the students is obtained on performance of all the teachers. Feedback is analysed and the Analysis is handed over to the teachers for improvement by them.

2) College has attempted to provide support and encouragement to the students for the improvement in learning abilities through different modes as follows:

a) Academic progression of the students is monitored by the IQAC. The results of examinations are monitored and measures for improvement are developed.

b) The improvement in academic performance of learners of aided and unaided sections is strived for and is achieved. Analysis of improvement is also done by IQAC.

c) Books are provided to financially weak students under the book bank scheme, facility of internet surfing for projects and for studies is given & taking printouts is allowed at nominal cost to the students.

d) The prize winner students in academic and extra-curricular activities, are awarded with the encashable book coupons for acquiring books of their need & choice.

e) Book Exhibition is arranged regularly for making precious books and other study material available at concessional prices.

f) Experiential learning methods are encouraged to generate curiosity about the concepts and to inculcate a self-learning approach. Real world exposure is given to the students through the industrial visits, visits to Bombay Stock Exchange, National Stock Exchange, Bombay High Court, Bombay Sessions Court,

Goshala and places of Eco-tourism. Students are encouraged to organize the sales of food products made by them.

g) Career Guidance and Value Added courses are conducted enhancing employability skills.

h) The mentor - mentee arrangements are done for resolving students' difficulties and for overcoming their challenges.

File Description	Document
Upload any additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Curricular activities

Through curricular activities we try to sensitize the students so that they respect gender equity. We ensure that an equitable education system is created.

Co-curricular activities :

Several programs have been organized like – street plays on child marriage and women literacy etc. Gender equity programs have been consistently conducted at our NSS camp site. We have activities to make the female students strong physically and mentally. Regular health check-ups are organized for female students. Self-defence training programs are organized for girls along with making them alert on eve teasing and sexual harassment. Experts and authorities from various fields are invited in the conferences and workshops conducted on gender equity or rights of women. Female students participate in intra or intercollegiate programs like essay writing competition, research paper presentation on topics relating to women empowerment. Girl students are enlightened on constitutional provisions on women empowerment.

Special Facilities for Women :

IQAC of our college has considered the issue of gender equity as of utmost priority. Accordingly following facilities are made available in the college

a. Safety and Security

- Security guards :

Three security guards including women security guards are stationed at the main gate.

Regular rounds are taken by head security guard in the premises

- Installation of CCTVs :

CCTVs are installed at all places in the college and connected to the Principal's office.

- Compulsion of Identity Card/ Entry in Visitors book:

Students' entry in the college premises is permitted only with a valid Identity Card. Visitors entry is allowed with record in the visitors book and confirmation with college staff

- Orientation of First Year Students:

First year students are oriented at the beginning of the year with functioning of important committees like Discipline, Anti-ragging, Internal Complaint Committee, Students Grievance Redressal Committee.

- Appointment of Class Mentors and Class Representatives:

Female students are oriented to convey their problems to class mentors and class girls' representatives.

- Vigilance of Discipline committee:

Discipline committee members maintain required law and order in college premises

- Activities of WDC and ICC:

WDC activities play a major role in educating female students in women related issues.

- Medical and Hygiene facilities:

First aid facilities are kept at student centric locations. A doctor is appointed on the panel of college. Emergency cases are referred to BMC hospital in the vicinity.

b. Counselling

- College has appointed a certified counselor to address the problems of the students and the staff. Counselor being lady, creates a comfortable environment to girl students

c. Common Rooms

- Separate common room facility is available for girls to rest. A lady attendant is deputed for the girls' common room.

- Sanitary napkin vending machine is installed in girls' common room.

- Gymkhana facilities are made available for the girls inside the girls' common room.

Day Care Centre for young Children:

- Most of the girl students are unmarried. Girl students with early marriage and having kids are rarely registered with us so far. Hence Day care center facility has not been a necessity in our college

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Link for annual gender sensitization action plan	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

The IQAC of the college is very conscious about the waste management issues. With IQAC initiation, the college has made collaborations with various NGOs to facilitate the waste management and the recycling of waste.

Solid Waste Management

Shredding machine is installed for shredding outdated important documents. Shredded papers, old newspapers and other scrap material are later given to old newspaper collecting agency.

2015-16

Collection bins for collecting used papers were installed at different places for e.g. staff room, office, library etc. 352 kgs of used paper was collected. College had collaborated with 'Stree Mukti Sanghatana' for recycling of these used papers. We received 70 notebooks from recycled used papers. These notebooks were distributed to students of Ashram School, Nandore, Palghar during NSS Residential Camp.

2017-18

College collected 1200 used plastic bottles from the college campus and nearby societies and these bottles were crushed with the help BMC installed crushing machines at Railway Stations.

2018-19

College collected 304 kgs of used papers and plastic bottles. College collaborated with NGO 'Sampoorna Earth 'for recycling of used papers and plastic bottles.

2019-20

College continued with project of recycling of used papers and plastic bottles in association with NGO ' Sampoorna Earth'

Liquid Waste Management

College conducts regular awareness for minimum wastage of water. Regular repair and maintenance of taps and water pipes is done to ensure minimum wastage of water.

Waste water from the washrooms, drinking water area and canteen kitchen area is connected to the BMC sewage system.

Liquid waste food from the Canteen like dal, sambhar, chatni are properly disposed of in BMC containers carrying liquid waste. Students are also instructed to discard the leftover liquid food in the liquid waste container of BMC

Biomedical Waste management

Being a commerce college, bio-medical waste management is not carried out.

Biomedical waste related to used sanitary napkins is disposed in the special sanitary disposing bin The bio medical waste is then collected by outside agency.

E-waste management

2017-18

E-waste bin was installed in college in association with an NGO Indian Development Foundation to minimize the e-waste going to the dumping ground.

2018-19

Twenty five kgs. of e-waste collected and sent for recycling in association with Indian Development Foundation.

2019-20

Thirty kgs of e-waste collected and sent for recycling in association with Indian Development Foundation.

Waste Recycling System

- Papers used on one side are used in the library, staff room and office for rough work.

- Old broken wooden furniture material is reused in repair work of benches and desks. The old notice boards are reused and modified into beautiful string work displaying the names of the programs conducted at Vivek College.

- Compost machine was set up in the college with the support of My Green Society in the month of December 2020.Wet waste from the college canteen is processed in the compost machine.

Hazardous chemicals and radioactive waste management

Being predominantly commerce college, hazardous chemicals and radioactive waste management is not generated in college

File Description	Document
Any other relevant information	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**

5.Maintenance of water bodies and distribution system in the campus

Response: B. 3 of the above

File Description	Document
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: Any 4 or All of the above

File Description	Document
Any other relevant documents	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certificates of the awards received	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**

2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

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

Response:

Vivek college is situated in Mumbai, a cosmopolitan city. Students registered with us come from different geographical backgrounds, having diverse religions, cultures, and socio economic backgrounds. As Mumbai is known for its inclusive nature, so is our Institution.

Vivek College, though a linguistic minority institution, prides itself on being able to provide an inclusive environment to all its students irrespective of their diverse backgrounds. All students are given equal opportunity in curricular and co-curricular activities. Vivek College is known for 'Non-discrimination' of its students on the basis of religion, gender, language, caste or creed

- Educational Promotional programs:

All students are equally eligible for the various Educational promotional schemes, scholarships from the government and NGOs.

- Merit as the only criterion for awards:

Prize distribution committee, under directions given by IQAC arranges the distribution of various awards instituted by our college and its stakeholders, to the student purely on merit. No discrimination on what so ever ground is done while nominating students for the awards. Only meritorious and deserving students are nominated and receive the prestigious awards.

- Book Bank Facility:

The practice of inclusive education is also executed by providing Book Bank facility for students from less privileged background (with annual income less than 3 lakhs), where the students are issued a set of course books entirely free of cost and are allowed to keep the books for the entire semester and return the same to the Librarian after their examinations.

- Students Representation on college committees:

While electing the student representatives and the student office bearers of various activity associations, no discrimination is ever made. During the conduct of the Inter Collegiate Festivals such as Innovators and Festomedia, students of all languages, castes, creeds, and communities work together with great team spirit and cooperation.

- Inculcating spirit of Inclusiveness and Oneness:

The spirit of inclusiveness and oneness is also kindled in the residential camps of NSS, projects of DLLE and all the associations, study tours, excursions, etc.

- Multicultural events organized by the college.

In the cultural activities of Tamil Malayalam literary Association & Marathi Wangmay Mandal different cultures blend together to display the unity of the country. Students and staff enthusiastically participate in the event, breaking the barriers of physical man-made borders.

The Literary Association of the college organizes several literary competitions in various languages.

- Tolerance and Harmony:

Mahatma Gandhi is recognized worldwide as an icon for tolerance and harmony. These values are inculcated in students through their participation in the Bhajan Sandhya, Peace Rally, Gandhi Jayanti celebrations, exhibitions and value added course on Gandhian Studies.

- Values and ethics:

We observe Swami Vivekananda' Commemoration Day i.e. 4th July every year and National Youth Day i.e.12th January. To mark the National Youth Day, the IQAC committee of the college organizes every year an intercollegiate level 'Sarasvati Memorial Lecture'.

Thus, all the events in our college generate the spirit of oneness, solidarity and dignity for all.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The college strongly believes that the constitution of our country is the holiest book to be followed by all Indians with utmost sincerity. We take every opportunity to make everyone, be it students or staff, aware of their constitutional obligations.

In pursuit of sensitizing the students and staff about the constitutional obligations like their rights, duties and responsibilities of a citizen following activities are conducted:

- Awareness of Constitutional rights and duties:

The Constitutional rights and duties of the citizen are displayed on the college wall. National Anthem and Vande Mataram is also displayed on the wall

- Important National Festivals:

Important national festivals like Republic Day, Independence Day, and Maharashtra day are celebrated. Students and staff participate in the celebration. Students present speeches, patriotic songs at these national festivals. Importance of the days are very well brought out through these celebrations

- Duties towards the nation:

Being a democracy, the Right to Vote is the most valuable right given to us and it is our duty to exercise this right during elections. The college organizes and participates in various Voters' Awareness programmes, street plays, etc. to motivate students and employees to vote and perform their duty towards being a responsible citizen. Teaching & Non-Teaching Staff offer their services during election times.

- Sensitizing values:

Through various activities of NSS and other activity associations, an effort is made to emphasize the national values, social values and human values. The massive blood donation drives, collection of food and clothing material for flood relief has been the pivotal effort towards the fulfillment of responsibilities of a citizen.

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During Covid 19 pandemic times, students collected funds from staff and society. From this contribution food grain packets were distributed to the Adivasi people. NSS students greet each other saying 'Jai Hind'

At Vivek values are emphasized by all like Honesty and Gratitude. The Principal and the teachers consistently stress on these values in their regular class or during any programs.

- While deciding the topics of various competitions and events, care is taken that the topics fostering the constitutional obligations, values, rights, duties and responsibilities of Indian citizens are included.

- Inculcating Indian values:

Various college programs, seminars, and conferences begin with lighting of sacred lamp and offering a prayer. Programs are concluded with proudly singing of the national anthem.

Indian values are inculcated in our students by conducting programs like Guru Purnima, Teachers day. On such occasions they learn the practice of offering their respect to teachers and elders. We have maintained the practice of offering 'Namaskar' to teachers and elders on all occasions especially achieving success.

During cultural activities like music, dance and drama rehearsals and performances the students offer 'Namaskar' to their guru's. They touch the feet of the choreographers, drama directors and music directors before and after the rehearsal or performances.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: B. 3 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Vivek college celebrates national and international commemorative days and festivals. IQAC of our college has decided the various festivals to be celebrated and given the responsibility to various committees to celebrate the same. Students and staff wholeheartedly participate in these celebrations. Following are the national and international days and festivals celebrated:

- International Yoga day

The college celebrates International Yoga day on 21st June every year to spread awareness about the importance and effects of yoga on the health of people.

- Swami Vivekanand's Punyatithi:

Every year, we commemorate Swami Vivekanand's Punyatithi on 4th July and we also celebrate this day as our College Foundation Day.

- Independence Day and Republic day:

Independence Day and Republic day are celebrated every year with great honour and pride in our college campus.

- Lokmanya Tilak Mahotsav :

Every year our students participate in the LokmanyaTilak Mahotsav organised by NSS Cell, University of Mumbai.

- Dr. Sarvapalli Radhakrishnan Jayanti:

Every year on 5th September we celebrate the birth anniversary of Dr. Sarvapalli Radhakrishnan. On this day students celebrate Teacher's Day.

- Gandhi Jayanti:

On 2nd October, every year, our students participate in Bhajan Sandhya organized by NSS Cell, University of Mumbai. The college too organizes various activities to celebrate Gandhi Jayanti every year.

- World AIDS Day:

College observes World AIDS Day on 1st December to create awareness about AIDS.

- National Youth Day:

12th January, being the birth anniversary of Swami Vivekananda is observed as National Youth Day. The IQAC committee of the college organises A.A. Saraswati Memorial Lecture by inviting eminent speakers on topic related to national and youth importance

- Green Valentine Day:

At Vivek the importance and celebration of Valentine day is in a different perspective. On this day the students and staff donate saplings to college. These saplings are planted in the college garden which adds greenery to the college.

- Marathi Rajbhasha Diwas:

27th February is celebrated as Marathi Rajbhasha Diwas to mark the birth anniversary of noted Marathi Writer and Poet Vishnu Vaman Shirwadkar. The program highlights the rich heritage of Marathi literature.

- International Women's day :

Women Development Cell organizes special programs to celebrate International Women's day on 8th March every year.

- Maharashtra Din and International Labour Day:

On 1st May, we observe International Labour Day. Its objective is to honour the contribution of the labourers and working class people. 1st May is also celebrated as Maharashtra State Formation Day with great pomp and pride.

- Celebration of traditional festivals:

College celebrates festivals to uphold the rich traditional cultures of India. Management, Students and staff

participate with great enthusiasm to celebrate Onam, Pongal, Ganesh Chaturthi, Saraswati Pooja, Shree Satyanarayan Mahapooja and Makar Sankranti.

- College gives wide publicity of these celebrations by circulating notices in classes, displaying them on college notice boards and also posting them on college website, telegram group, class whatsapp groups, instagram, college youtube channel and on LED monitors installed at the entrance of college. Pictures of the programs conducted are displayed on the college notice boards and website.

File Description	Document
Link for Geotagged photographs of some of the events	[View Document](#)
Link for Annual report of the celebrations and commemorative events for the last five years	[View Document](#)

7.2 Best Practices

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

Response:

Best Practice 1

1**. Title of Practice**

Strengthening the spirit of virtuous life and universal brotherhood in the minds of the youth.

2. **Objectives of the practice**

This practice has been carried out to inculcate and strengthen the spirit of virtuous life and universal brotherhood in the minds of the youth. The specific objectives are:

- To enhance the desire and conviction in the minds of the students to lead a virtuous life

- To develop a deep sense of responsibility towards the society

- To develop moral values and professional skills among the students

- To kindle the spirit of belongingness towards the nation and the world as a whole

- To encourage creation of mindset of the students to become a global citizen

3. **The Context**

In the light of our Institutional Mission & Motto, development of a deep sense of responsibility and belongingness towards the society is needed.

In the context of increasing tendency for nuclear lifestyle and extensive consumerism, the inculcation of the desire in the minds of the youth for a virtuous life is needed to be emphasised.

The academic achievements are not the end in themselves. The potential of the youth should be channelised for achievements of oneself, society, nation and world welfare. Inherently and virtuously, Indians are well-wishers and torch-bearers of bringing in change. Thus, by highlighting the ethos of our diverse society, a friendly coherent atmosphere is created so that our students can live with a sense of universal brotherhood. To bring into practice the spirit of the ancient verse 'Vasudhaiva Kutumbakam' (i.e. the universe is one family), we encourage students to develop skills for global interactions.

4. **The Practice**

- **The Creation of Ecosystem:**

The entire team Vivek considers themselves privileged to have accepted the humble responsibility to educate the youth in their specialized field and also to mould them for their successful lives. An ecosystem has been created for the students' holistic development and kindling the spirit of leading a virtuous life.

A desire in the minds of the students for goal setting, acquiring skills and developing their potential is being created.

- **Network of Activity Associations and the Conduct of Events:**

There is a network developed of various associations for creation of multiple opportunities to hunt talent of the students. Several activities are organised such as training programmes, conduct of workshops, seminars, competitions, quiz, motivational lectures, cultural and sports events, book exhibitions, social extension programmes, celebration of national festivals, events on commemorative days of national heroes and social reformers and also inviting the foreign expert speakers.

- **Developing Managerial Skills:**

The college ensures that the students learn to organise events, work coherently, develop the individual virtues, achieve excellence in their talent and abilities, overcome their limitations, realise that the world is much larger and adopt the dynamics of the world, understand & contribute for the society and learn several skills leading to an enriched life.

- **Fortifying and Strengthening the Students:**

It is our endeavour to activate students for creative activities and excellence in their academic and cultural pursuits. And also to make them realise the real world expectations and encourage them to be equipped for the same. To achieve this, our experienced team helps the students to have a zealous mindset, dynamic approach and proactive behaviour.

- **Building up of Spirit for Excellence:**

All the organisational resources are applied for planning, organising and conduct of all our activities of various associations with focus on achievement of excellence by the students. Faculty members and several guides, thinkers, achievers and dignitaries guide the students.

- **Imbibing National Values:**

Programmes are conducted to emphasise sovereignty, national security, national integration, democracy, fundamental duties of citizens, human values, social cohesion, justice, equality and fraternity.

- **Fostering of Universal Values and Global competence:**

The college also guides the students to develop competency to be successful in activities in the context of globalisation. A conscious effort is developed on the appreciation of different faiths, work methods, conduct and etiquette practised in other communities of the world.

5. **Evidence of Success**

The success of our practice can be judged by the achievements of our students during their tenure with us and by the success in their personal, social and professional life. Following are the benchmarks which indicate the success of our students endorsing thereby, the success of our practice.

A. List of prizes- Several prizes are won by our students by participating in several competitions, enhancing their confidence in their activity pursuits.

B. Social contribution - Some of our students have dedicated themselves to social work, the inspiration of which was drawn by them from college activities.

C. Contribution towards education - Our students have entered the academic field in the capacity of teachers. With the learning that they have absorbed at Vivek College, they are taking ahead the torch of knowledge and virtuous life to the broader world.

D. Emerging Talent - Students have emerged as writers, directors, singers, musicians and choreographers through the participation and training received by them in various skit performances, NSS activities, DLLE activities, college festivals such as Innovators, Festomedia and University Youth Festival.

6. Problems encountered and resources required (150)

a. The conduct of several activities requires space. The simultaneous conduct of the practice as well as events was a challenge due to the space constraint.

b. The time constraint was also noticed on the part of the students. Thus the availability of devoted time for acquiring specializations happens to be a usual constraint.

c. Students who are employed find it difficult to join the activities initiated by the college after the college hours.

d. Many students are found to be talented, virtuous and capable. However, it is observed that in some cases their weak financial background becomes a deterrent in enabling them to get specialized training. This   increases the requirement of financial resources to be spent by the college.

7. Notes

a. Irrespective of the constraints our students perform very well.

b. It is observed that there is ample scope for working up further in the chosen direction for this practice.

Best Practice 2

1.Title of Practice :

Steps towards skill enhancement for gainful employment & nurturing entrepreneurship .

2. Objectives of the practice

As there is a growing need for the skill enhancement for securing gainful employment and also for becoming a successful entrepreneur, we have set the following objectives for the aforementioned practice.

1. To assist the students in understanding and identifying their career goals.

2. To enhance students' employability skills

3. To provide the students with best employment opportunities.

4. To groom the students with entrepreneurship skills

5. To inculcate entrepreneurial attitude and culture amongst students within campus.

6. To assist all the young aspirants with mentoring, planning and execution of their business idea into a real business.

3.The Context

There has been a need to develop the skills of the students making them well equipped for jobs in today's competitive world. Students possess a variety of skills but are unaware of their own potential. Thoughtful decisions regarding students' career choice are required to be made so as to accord the justice to their potential.

We enable our students to get activated for career consideration by virtue of self realisation and choice of the career. Students possessing innovative ideas and dynamic behaviour trends need the most knowledgeable advice for breakthrough in their career choice. By being entrepreneurs, they would be able to create job opportunities for others too.

To meet our "Institutional Obejctives & Goals", focused efforts are made for development of skills and acquisition of entrepreneurship abilities of our students.

We try to brighten the future career path of our students.

4. The Practice

The guidance to the students in respect of career opportunities, realizing their career goal and streamlining their action plans has been the soul of this practice. Campus recruitment by employers happens to be the decisive stage of the practice of preparing students for securing gainful employment. The availability of the study material was ensured. Entrepreneurship Cell (E-Cell) was formed to promote the values of entrepreneurship . MOUs with various skill developing institutions were entered into. Following are the details of this practice:

a) Career guidance. Seminars, workshops and guidance lectures were regularly organised. Aptitude tests were conducted. The corporates such as Thomas Cook, MAAC, HERE solutions , ICA, Fly High Aviation Institution ,Frame Box institution were invited.

b) Training , aptitude test, interviews .

Training program was conducted by Life Insurance Corporation of India, Techno Serve consisting of a 100-hour training program including Personal effectiveness, Communication Readiness, Career Readiness and Work Readiness was organised. Competitive Exams training was organised in association with Career Launchers Pvt Ltd. The English speaking and Japanese Learning courses were conducted.

c) Availability of journals, Magazines and books in respect of careers .

Magazines such as Competitive Success review, GK Today, Pratiyogita Darpan (hindi language) Employment news are made available in the library for all time support to the students.

d) Campus interviews

The companies such as Infosys, TCS, Capegemini, Bajaj , Accenture , HDFC, Motilal Oswal, L&T insurance , Kotak Bank, Muthoot finance, J.P Morgan Wipro conducted campus interviews.

e) Formation and functioning of Entreprenuership Cell .

Workshops and seminars were organised to promote & develop entrepreneurship skills and values, goal

setting for the students. Activities such as Passport Mela, Pan Card drive and workshop on opening of demat accounts were conducted to expose the students to commercial practices. The inspirational activities have been displayed on social media platforms.

f) Skill Development programs

The training in Retail Management, DTP (Maharashtra State Skill Development Society), E-commerce, Social Media Marketing, Photoshop, Corel Draw, was organised free of cost in association with Raj Software Technologies (India) Ltd. The training in Junior Human Resource Associate and Programmes in Tally-ERP9 with GST, approved by the Ministry of Skill Development was conducted in association with STEP Education Ltd. and also with GB+Technologies Ltd.

g) Establishing the support channels by virtue of entering into MOUs.

In order to create opportunities for requisite support , the MOUs were entered into with Career Launchers Pvt Ltd, IIT Bombay, STEP Education Pvt Ltd, Bombay Stock Exchange Broker's Forum etc .

5. Evidence of Success

a) Number of students trained for placement-

Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

Year	2019-20	2018-19	2017-18	2016-17	2015-16
		380	268	533	
Number	669				241

b) Number of students placed in the last five years .

Number of students placed by the institution year wise during last five years

Year	2019-20	2018-19	2017-18	2016-17	2015-16
	86		9	21	
Number		155			109

c) Our college E-Cell team participated for the first time in all India inter-college event NEC (National Entrepreneurship Challenge) organised by IIT Bombay during their flagship event ' **E-Summit' and was placed** 11th position in Basic track competing with 45 engineering and pharmacy colleges and being the only commerce college in finals .

Our student ,Mr. Varunraja Vasukant Chettiyar , an active member of E-Cell has commenced his own

business of manufacturing and marketing of fragrance candles . He expanded his business at the national level.

d) Our college gave training to more than 200 students in the skill development course such as Tally with GST, Corel Draw, Social Media, E- Commerce etc

6. Problem encountered and resources required.

1. **Time constraint** - Students are reluctant to attend programs scheduled during the lecture hours and due to their prior commitments, unable to attend the programs scheduled after the lecture hours.

2. **Infrastructure constraint-** Though adequate infrastructural provisions are available, there is scope for further enhancement for extending this practice , which is crucial for the students. However, existing infrastructural facilities are optimally used.

3. **Limitation of Resources-** Programs have to be scheduled as per the availability of required electronic devices .Due to financial constraints, activities conducted are primarily financed through sponsorships.

4. **Readiness of students**- Efforts are on for motivating the students and creating more awareness for the activities.

5. **Commitment and consistency of students-** It is found that students are not committed and consistent to attend the activities conducted throughout the year .

7. Notes

Considering the need of the students and also assessing their potential, the need to establish an incubation centre is identified .The efforts will be made in future for the shaping up of the variety of abilities of the students to enrich their potential in terms of diligent human resource.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

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

within 1000 words

Response:

COMMITMENT TOWARDS COMMUNITY

- At Vivek, the contribution for effective impart of value based education has been very positive. There is a continuous effort to encourage the students to achieve value-based academic excellence. Various values are nurtured resulting in enrichment of Intelligence Quotient (IQ), Emotional Quotient (EQ), Physical Quotient (PQ), Spiritual Quotient (SQ) of the students.

- The college firmly believes that education has its role in its contribution to the welfare of the community, nation and the world . Hence, in our humble effort, we try to inculcate the spirit in our students to achieve academic excellence coupled with the desire, zealousness and ability for contribution to society. There is a conscious effort to mould minds of the students through training and guidance This Mission has kept the college socially vibrant to remain responsive to the social needs.

- Efforts to bring awareness in respect of issues relating to health, social bhaviour, environment, spirituality, civic responsibility in the student community make the students knowledgeable and sensitised towards these issues. Such orientations are instrumental in bringing about the preparedness on the part of students for future endeavours.

- We believe that the family members of our students are important persons of our domain of functioning. The issues absorbed by our students reach more than 2600 families every year. We try to generate the spirit of social commitment & train our students by organising various 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, Thalassemia Detection Camp, Health check-up, Anaemia Test for Girl students and female staff, etc.

- Our students participate in education to the children of socially deprived community at Bhagat Singh Nagar, Goregaon (West), Mumbai in association with the "Prayas", a non government organisation, support to the Divyangjan children of "Punarvas", the school for specially challenged children in making earthen lamps, files, folders, incense sticks, rakhis etc., visit to the "Desire Society", an orphanage for HIV affected children, for helping the children over there in their studies and also to boost their morale. We also undertake the activities of bringing awareness on various challenging social issues in interior rural areas in Vasai and Palghar talukas of district Palghar. The educational aid in the form of distribution of English and Marathi grammar books in rural areas of Palghar district.

- For betterment of social health & environment, our students participate in programmes organized under Swachh Bharat Abhiyan, Tree Plantation, activities for environment protection, 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.

- Several social workers are invited who contribute to the society in different facets of social life. To cite an example,the college felicitated Mr. Sandeep Parab, who has dedicated his life for sheltering

the orphans and destitutes and bringing light to their lives. The inspiration gathered from his visit made us contribute substantially to his project, wherein the teachers, non teaching staff and the students contributed whole-heartedly to his organisation.

- Our sincere efforts so far have made us able to contribute for relief during natural calamities as described below:

a) In December 2015, Tamil Nadu was the worst hit due to cyclone Vardah. For **Chennai Relief Drive**, our volunteers collected materials like clothes, food grains, bed sheets, blankets, ready to eat items for Chennai flood affected people. Four of our students visited Chennai for relief material distribution.

b) In July 2018, keeping integrity and remaining dutiful towards the society, we joined hands with Indian Development Foundation (IDF) to help flood affected people of Thrissur, Kerala in collection and packing of food grains and clothes. Our students participated in Rally for **Relief of Flood Affected Victims of Kerala**. All stakeholders gathered huge relief material and our four students personally went to Kerala to lend their assistance in the relief efforts. This campaign was conducted in August, 2018 in which the materials more than about 12 tons were reached to Chennai in 4 truckloads.

c) When **Kolhapur district in Maharashtra** was devastated due to flood caused due to excessive rain in July and August 2019, a relief drive was organised where volunteers invited donations of cash and daily requirements of consumables from various people and college staff. The donation was collected and sent to Kolhapur.

d) In December 2019, our students helped **Ayyappa Sewa Sangham** for restoration of their Library damaged due to heavy rains.

e) In the year 2019-20, when the whole world was engulfed in the woes of the Covid-19 pandemic, our college student-volunteers collected donations of about Rs. 63,000 and grains and other articles of daily necessities were distributed to 110 **Adivasi families in Nandore village of Palghar district and 30 families of the blind in Virar, Palghar district** in April, 2020.

- In recognition of our humble social contribution in terms of our community outreach programmes, several awards are received from:

a) NSS Cell of University of Mumbai

b) Indian Development Foundation

c) Anubhav Mumbai

d) Meenatai Thackeray Blood Bank

e) Bisleri International Private Ltd.

- Drawing inspiration from the honest efforts and dedication prevailing in our Institution, our students too have taken up social work as their mission. The remarkable work is done by Dr.

Narayan Iyer, Mr. Nandkumar, CA Jatinkumar Jain, Mr. Satyendra Prasad Gupta, Mr. Bhavesh More, Mr. Jack Udaiyar and also late Mr. Selven Nadar.

* 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 along with high academic achievements. It makes us proud to have dynamic youth who are prepared to rise to the occasion in challenging circumstances.

* With our students' contribution to the Society, the moments of satisfaction do prevail with us, making our Vision Statement true and proving that our students' education, which encompasses the social and national commitment, is all time supreme.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

Motto

"Vidya Dhanam Sarva Dhanat Pradhanam"

Amongst all the riches and virtues of life, Education is Supreme

Objectives & Goals

(a) To promote educational and professional achievement through self-development of the students without any discrimination.

(b) To enable the students to be proactive, goal oriented, optimistic, credible,

   professionally competent and responsible citizens.

(c) To enable the students to successfully live and work in a culturally diverse

   global society.

(d) To promote noble thoughts and actions among our students.

Quality Policy

The College along with IQAC recognises the need to incorporate quality assurance

and continuous improvement mechanism in all activities of the college.

The IQAC co-ordinates with each and every department to work efficiently and

effectively to organise activities aligned with the vision and mission of the college. It

continuously strives to understand the needs of various stakeholder.

This policy shall be implemented in a way that ensures:

1. Congruency with the vision, mission of the college and its best practices.

2. Quality enriched activities for all stakeholders.

3. A system that acts as a catalyst and measures key indicators to assess academic

   and administrative performance of the institution.

4. Upgradation of use of ICT and ICT enabled tools to provide training, enriching

   skills and knowledge through professional development.

5. Maintain transparency throughout the holistic development process.

6. Finding measures and methods in improving the quality as per bench-marked

   standards.

Concluding Remarks :

The educational service which began to facilitate nearby localities, has grown tremendously in a span of 35 years in the history of Vivek College of Commerce. The institution has been instrumental in providing education to many first generation learners as well as to the learners of advanced academic background till today. The college strives to excel continuously in uplifting students emotionally, rationally, intelligently and socially.The college has been consistently contributing to the holistic development of the learners. The challenges of the circumstances have been overcome with sincere efforts and zealous approach of the management, principal and teachers. The organisation is well knit in terms of infrastructure, other resources including human resources and adoption of right philosophy of education.

To meet the future challenges, college has expanded into multi subject faculty institution. College has contributed for spread of knowledge to the youth with focus on commerce and thus has shared responsibility in a small way furthering the Indian economy. College has equipped itself with the designing of certificate courses, value added courses and capacity building courses along with the implementation of curriculum as per the prescribed syllabus.The opinion of experts and the responses including feedback from our stakeholders shall always be precious for the institutional progress. It is proposed to place the institution on progress path so as to empower the future generations with global competencies for facing the dynamics of the commercial world without compromising on the human values.The ecosystem shall be created with advanced technology based methodologies for the impart of the education taking the students to the height of new era to emerge with wings of success possessed by every learner of the institution.

In this journey into future, the words of Swami Vivekananda, our patron visionary leader shall always continue to inspire all the functionaries of Vivek College of Commerce

"Arise! Awake! and stop not till the goal is reached".

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.2	**Number of Add on /Certificate programs offered during the last five years** 1.2.2.1. **How many Add on /Certificate programs are offered within the last 5 years.** Answer before DVV Verification: _(table below)_ Answer After DVV Verification : _(table below)_ Remark : Observation accepted, edited accordingly. For year (19-20) 6 add-on programs are considered, paid courses(English speaking and Tally GST) are not considered.
1.2.3	**Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years** 1.2.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years** Answer before DVV Verification: _(table below)_ Answer After DVV Verification : _(table below)_ Remark : Observation accepted, edited accordingly.
1.3.2	**Average percentage of courses that include experiential learning through project work/field work/internship during last five years** 1.3.2.1. **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years** Answer before DVV Verification: _(table below)_

1.2.2.1 — Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
8	7	1	0	0

1.2.2.1 — Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6	5	2	0	0

1.2.3.1 — Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
423	397	25	0	0

1.2.3.1 — Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
310	326	37	0	0

1.3.2.1 — Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
28	22	22	20	13

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
28	22	22	20	13

1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders*
	1) Students
	2)Teachers
	3)Employers
	4)Alumni
	Answer before DVV Verification : A. All of the above
	Answer After DVV Verification: A. All of the above
1.4.2	**Feedback process of the Institution may be classified as follows:**
	Options:
	1. **Feedback collected, analysed and action taken and feedback available on website**
	2. **Feedback collected, analysed and action has been taken**
	3. **Feedback collected and analysed**
	4. **Feedback collected**
	5. **Feedback not collected**
	Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website
	Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website
2.1.1	**Average Enrolment percentage (Average of last five years)**
	2.1.1.1. **Number of students admitted year-wise during last five years**
	Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
2660	2630	2584	2385	2433

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1060	1080	1080	1079	983

2.1.1.2. **Number of sanctioned seats year wise during last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
3051	3026	2999	2938	2896

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1080	1080	1080	1080	1080

Remark : 1)Input edited as per the clarification document. 2) For 2.1.1.1 referred list of students and considered only 1st year students.

| 2.1.2 | **Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**

2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
372	456	568	513	415

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0372	0456	568	513	415

Remark : Observation accepted edited accordingly. As per the authenticated document provided in clarification and data template provided (in previous document) by HEI verified and edited accordingly. |

| 2.4.2 | **Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**

2.4.2.1. **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
7	7	6	5	4

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
7	7	6	5	4	

2.4.3	**Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)** 2.4.3.1. **Total experience of full-time teachers** Answer before DVV Verification : 395 Answer after DVV Verification: 394
2.6.3	**Average pass percentage of Students during last five years** 2.6.3.1. **Number of final year students who passed the university examination year-wise during the last five years** Answer before DVV Verification:

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
796	647	709	602	643

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
796	647	709	602	643

2.6.3.2. **Number of final year students who appeared for the university examination year-wise during the last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
865	765	791	704	756

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
865	765	791	704	756

3.2.2	**Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years** 3.2.2.1. **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
10	1	1	1	3

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16

9	0	1	1	0

Remark : 1) Observation accepted, edited accordingly. 2) For year (18-19 & 15-16) HEI has provided document for National conference and hence it is not considered. 3) Only workshops and seminars are considered as per the clarification document.

3.3.1	**Number of Ph.Ds registered per eligible teacher during the last five years** 3.3.1.1. **How many Ph.Ds registered per eligible teacher within last five years** Answer before DVV Verification : 11 Answer after DVV Verification: 9 3.3.1.2. **Number of teachers recognized as guides during the last five years** Answer before DVV Verification : 2 Answer after DVV Verification: 1 Remark : Observation accepted, edited accordingly.
3.3.2	**Number of research papers per teachers in the Journals notified on UGC website during the last five years** 3.3.2.1. **Number of research papers in the Journals notified on UGC website during the last five years.** Answer before DVV Verification: | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | 13 | 16 | 22 | 15 | 10 | Answer After DVV Verification : | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | 7 | 8 | 4 | 0 | 3 | Remark : Input edited w.r.t. link provided in clarification.
3.3.3	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years** 3.3.3.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years** Answer before DVV Verification: | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 | | 6 | 7 | 9 | 16 | 8 | Answer After DVV Verification : | 2019-20 | 2018-19 | 2017-18 | 2016-17 | 2015-16 |

The research papers table (3.3.2.1):

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13	16	22	15	10

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
7	8	4	0	3

The books and chapters table (3.3.3.1):

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6	7	9	16	8

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16

| 1 | 5 | 11 | 10 | 1 |

Remark : Input edited as per the clarification document provided by HEI.

3.4.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years** 3.4.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.** Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>3</td><td>11</td><td>4</td><td>9</td><td>4</td></tr></table> Answer After DVV Verification : <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>2</td><td>3</td><td>2</td><td>2</td><td>2</td></tr></table> Remark : Observation accepted, edited accordingly. Awards to the Institution is considered only.
3.4.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)** 3.4.3.1. **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years** Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>16</td><td>38</td><td>32</td><td>24</td><td>24</td></tr></table> Answer After DVV Verification : <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>15</td><td>17</td><td>17</td><td>13</td><td>16</td></tr></table> Remark : Observation accepted, input edited accordingly.
3.4.4	**Average percentage of students participating in extension activities at 3.4.3. above during last five years**

3.4.4.1. **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1300	1925	1901	1369	888

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
596	649	920	657	819

Remark : Observation accepted, edited accordingly.

3.5.1	**Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
5	4	1	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	1	0	0

Remark : Observation accepted, edited accordingly. Input edited as per the clarification document.

3.5.2	**Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**

3.5.2.1. **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
7	8	1	1	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
5	3	3	0	0

	Remark : 1) Input edited as per E- copies of MoU. 2) MoU with Dated signature is considered.
4.1.3	**Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.** *(Data for the latest completed academic year)* 4.1.3.1. Number of classrooms and seminar halls with ICT facilities Answer before DVV Verification : 26 Answer after DVV Verification: 26
4.1.4	**Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)** 4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
9.86	11.77	3.24	1.18	4.60 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
9.86	11.77	3.24	1.18	4.60	
4.2.3	**Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)** 4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
9.51	9.97	12.00	9.76	9.22 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
9.51	9.97	12.00	9.76	9.22	
4.2.4	**Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year** 4.2.4.1. Number of teachers and students using library per day over last one year Answer before DVV Verification : 281 Answer after DVV Verification: 271

	Remark : With reference to clarification document the input has been edited.
4.4.1	**Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)** 4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
43.46	28.65	26.03	24.70	31.54 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
43.46	28.65	26.03	24.70	31.54	
5.1.2	**Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years** 5.1.2.1. **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
359	371	395	308	252 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
---	---	---	---	---
13	11	1	1	1	 Remark : 1) Observation accepted, edited accordingly. 2) For year (19-20 &18-19) the input is edited w.r.t. certificate of HEI stating the scholarship provided to student. 3) For session(17-18, 16-17 & 15-16) the input edited w.r.t. prize fund mentioned in audited statement.
5.1.3	**Capacity building and skills enhancement initiatives taken by the institution include the following** 1. **Soft skills** 2. **Language and communication skills** 3. **Life skills (Yoga, physical fitness, health and hygiene)** 4. **ICT/computing skills** Answer before DVV Verification : A. All of the above

	Answer After DVV Verification: E. None of the above
	Remark : HEI has not submitted the documents asked by DVV partner, hence the input is edited.
5.1.4	**Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years** 5.1.4.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years** Answer before DVV Verification: table1 Answer After DVV Verification : table2 Remark : 1) Observation accepted, edited accordingly. 2) Enrolled Students considered.
5.1.5	**The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases** 1. **Implementation of guidelines of statutory/regulatory bodies** 2. **Organisation wide awareness and undertakings on policies with zero tolerance** 3. **Mechanisms for submission of online/offline students' grievances** 4. **Timely redressal of the grievances through appropriate committees** Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above Remark : Observation accepted, edited accordingly.
5.2.1	**Average percentage of placement of outgoing students during the last five years** 5.2.1.1. **Number of outgoing students placed year - wise during the last five years.** Answer before DVV Verification: table3 Answer After DVV Verification : table4

table1:
2019-20	2018-19	2017-18	2016-17	2015-16
722	579	458	289	241

table2:
2019-20	2018-19	2017-18	2016-17	2015-16
275	395	156	168	158

table3:
2019-20	2018-19	2017-18	2016-17	2015-16
86	155	9	21	109

table4:
2019-20	2018-19	2017-18	2016-17	2015-16
0	155	9	21	109

	Remark : For year (19-20), appointment letter asked by DVV partner is not submitted hence the input is edited.
5.2.3	**Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)** 5.2.3.1. **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, *etc.*)) year-wise during last five years** Answer before DVV Verification: 表1 Answer After DVV Verification : 表2 5.2.3.2. **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years** Answer before DVV Verification: 表3
5.3.1	**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.** 5.3.1.1. **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.** Answer before DVV Verification: 表4 Answer After DVV Verification : 表5 Remark : Input edited as per the E- copies of award provided by HEI in clarification.
5.3.3	**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

表1

2019-20	2018-19	2017-18	2016-17	2015-16
38	38	40	37	31

表2

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	1	2	1

表3

2019-20	2018-19	2017-18	2016-17	2015-16

表4

2019-20	2018-19	2017-18	2016-17	2015-16
7	9	0	2	0

表5

2019-20	2018-19	2017-18	2016-17	2015-16
6	14	0	2	2

5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
162	240	218	199	145

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
5	7	9	7	08

Remark : All activities conducted under an event is counted as one event and edited accordingly.

5.4.2	**Alumni contribution during the last five years (INR in lakhs)** Answer before DVV Verification : B. 4 Lakhs - 5 Lakhs Answer After DVV Verification: E. <1 Lakhs
6.3.2	**Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years** 6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
12	15	10	19	09

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
12	015	10	19	09

Remark : 1) Input accepted w.r.t previous uploaded data. 2) for year (15-16) HEI claim 12 teachers with financial support since 2nd link provided by HEI in clarification is not in working hence previous input data has been considered.

| 6.3.3 | **Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

6.3.3.1. **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**
Answer before DVV Verification: |

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2019-20	2018-19	2017-18	2016-17	2015-16
10	8	2	1	3

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
9	8	2	1	3

Remark : Observation accepted, edited accordingly.

6.3.4 | **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**

6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
32	8	10	19	16

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
12	4	1	3	6

6.4.2 | **Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)**

6.4.2.1. Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0.81	1.00	0.18	0.65	0.10

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0.34	0.997	0.18	0.65	0.098

6.5.3 | **Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected,**

	analysed and used for improvements 2. **Collaborative quality intitiatives with other institution(s)** 3. **Participation in NIRF** 4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above Remark : Input edited as per the clarification document submitted by HEI.
7.1.2	**The Institution has facilities for alternate sources of energy and energy conservation measures** 1. **Solar energy** 2. **Biogas plant** 3. **Wheeling to the Grid** 4. **Sensor-based energy conservation** 5. **Use of LED bulbs/ power efficient equipment** Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: C. 2 of the above
7.1.4	**Water conservation facilities available in the Institution:** 1. **Rain water harvesting** 2. **Borewell /Open well recharge** 3. **Construction of tanks and bunds** 4. **Waste water recycling** 5. **Maintenance of water bodies and distribution system in the campus** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: B. 3 of the above
7.1.6	**Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:** 1. **Green audit** 2. **Energy audit** 3. **Environment audit** 4. **Clean and green campus recognitions / awards** 5. **Beyond the campus environmental promotion activities** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above Remark : Observation accepted, edited accordingly.
7.1.10	**The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.** 1. **The Code of Conduct is displayed on the website**

2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: B. 3 of the above
Remark : Observation accepted, edited accordingly.

2.Extended Profile Deviations

ID	Extended Questions
1.2	**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
484	519	675	644	621

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
567	595	793	788	768

ID	
1.3	**Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
796	647	709	602	643

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
865	765	791	704	756

ID	
2.1	**Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
32	30	31	32	32

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
32	30	31	32	32

3.3	**Number of Computers**
	Answer before DVV Verification : 130
	Answer after DVV Verification : 113