



Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	Vikas College of Arts, Science & Commerce
Name of the head of the Institution	Dr. Ranjan Kumar Patra
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02225784267
Mobile no.	9892299780
Registered Email	vikascollegeprincipal@gmail.com
Alternate Email	vikascollegemumbaiiqac@gmail.com
Address	Vikas High School Marg, Kannamwar Nagar 2, Vikhroli
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400083
2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Prof. Santosh Ojha
Phone no/Alternate Phone no.	02225783540
Mobile no.	8452898452
Registered Email	vikascollegeprincipal@gmail.com
Alternate Email	vikascollegemumbaiiqac@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.vikascollege.org/aqar/AQAR2017_18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://www.vikascollege.org/calendar/Academic_Calender_2018_19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	76.0	2005	28-Feb-2005	27-Feb-2010
2	A	3.15	2013	23-Mar-2013	22-Mar-2018

6. Date of Establishment of IQAC	27-Jun-2005
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Library orientation for First year students	11-Jul-2018 08	700
Research Methodology on Academic Projects	25-Jan-2019 01	85
An interactive Session on	02-Dec-2019 01	80
ISO Certification	27-Sep-2018 01	15

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT /ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2019 00	0

No Files Uploaded !!!

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
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Upload latest notification of formation of IQAC	View File
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10. Number of IQAC meetings held during the year :	4						
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No						
Upload the minutes of meeting and action taken report	No Files Uploaded !!!						
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No						
12. Significant contributions made by IQAC during the current year(maximum five bullets)							
Counselling sessions for students Workshop on Research Methodology on Academic Projects for students Interactive session on Sense of Responsibility: Key to Safety on Social Media Workshop on Unicode: Marathi typing National Seminar on "Chanakya Philosophy and Indian Education System"							
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year							
<table border="1"> <thead> <tr> <th>Plan of Action</th> <th>Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>1. To organise workshop on Research Methodology</td> <td>Workshop on Research Methodology on Acedemic project was conducted on 25th January,2009.</td> </tr> <tr> <td>2. To organise session related to safety on social media.</td> <td>An interactive session on Sense of Responsibility: Key to sefty on Social Media was organised on 15th Feb.2019.</td> </tr> </tbody> </table>		Plan of Action	Achivements/Outcomes	1. To organise workshop on Research Methodology	Workshop on Research Methodology on Acedemic project was conducted on 25th January,2009.	2. To organise session related to safety on social media.	An interactive session on Sense of Responsibility: Key to sefty on Social Media was organised on 15th Feb.2019.
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14. Whether AQAR was placed before statutory body ?	Yes						
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>COLLEGE DEVELOPMENT COMMITTEE</td> <td>28-Mar-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	COLLEGE DEVELOPMENT COMMITTEE	28-Mar-2020		
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COLLEGE DEVELOPMENT COMMITTEE	28-Mar-2020						
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes						
Date of Visit	25-Feb-2013						
16. Whether institutional data submitted to AISHE:	Yes						
Year of Submission	2019						
Date of Submission	28-Jan-2019						

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I - CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

1.1.1 - Institution has the mechanism for well planned curriculum delivery and documentation. E words

- The college being affiliated to University of Mumbai, follows cur designed by the University.
- Syllabus and syllabus revision from time is communicated through the University circular, faculty work Department meetings are conducted for syllabus planning and revision implementation and completion of syllabus as per planning.
- Effective curriculum delivery is ensured through departmental timetable.
- Re the end of examinations are analyzed to measure the learning outcome students.
- Heads of the departments and teachers ensure timely completion of syllabus.
- Library orientation is conducted at the beginning of year in order to educate the students regarding various facilities available in the Library.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	De
nil	nil	Nil	00	nil	

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	nil	Nil

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1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented in affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS Course System
BA	Political Science Economics	01/06/2016
BCom	Commerce	01/06/2016
BCom	Accounting & Finance	01/06/2016
BMS	Management Studies	01/06/2016
BSc	Chemistry	01/06/2016
BSc	Information Technology	01/06/2016
BSc	Biotechnology	01/06/2016
BSc	Computer Science	01/06/2016
BVoc	Medical Laboratory Technology	01/06/2016
BVoc	Media Production	01/06/2016
MCom	Advanced Accountancy	01/06/2016
MCom	Business Management	01/06/2016
MSc	Biotechnology	01/06/2018
MSc	Chemistry	01/06/2018
MSc	Information Technology	01/06/2018

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

	Certificate	Diploma Cour
Number of Students	0	0

1.3 - Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students En
Nil	Nil	0

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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Pr Internships
BSc	Biotechnology	37
BMS	Management Studies	57

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	N
Teachers	N
Employers	N
Alumni	N
Parents	N

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

Feedback Obtained

• Being an affiliated college, the curriculum is designed by the aff university. • However informal feedback is obtained from alumni and of any suggestions, the faculty members give these inputs to the boa studies during workshops on syllabus revision. • Similarly, though n structured, informal feedback is obtained from the stake holders reg overall development of the college which is taken into consideration planning and implementation of curricular and extracurricular activi

CRITERION II - TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received
BA	Political Science, Economics	120	105
BCom	Commerce	600	500

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2.2 - Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	N
					tea L

2018	2406	188	54	3	
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2.3 - Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-re tech
71	38	12	0	0	

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

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

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

The college has a formal system of appointment of class teacher for all classes from among the teachers with the following objectives: • Class teachers are the first level mentors of students in a particular class. • The class teacher is a medium among the students, college administration and the system aims at a kind of informal relation that will make students feel free to approach any kind of difficulty. • Counseling cell and Women Development Cell play a supportive role in the process.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee
2594	71	1 : 36

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of women
82	71	11	46	

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship received from Government, National, International level recognized bodies
Nil	nil	Nil	nil

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2.5 - Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of semester-end/ year-end examination
BCom	22300001	II	09/05/2019	24/05/2019

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2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level

• College offers Vocational Programme in Media Production. As a part of project work in last year, students are expected to prepare films. To prepare the students for this skill, they are assigned preparatory short films, documentaries in first and second year. Through the process they are thus trained and consistently observed and guided for developing this skill. College being the only institute offering this programme, the initiative of NSDC (National Skill Development Council), this initiative can be considered as a reform in the area of CIE. • Continuous Internal Evaluation takes place as per the norms laid down by affiliating university.

for self finance courses. • Foundation Course is compulsory course programmes ,it includes project work as a part of internal evaluation Guidelines by the affiliating university are strictly adhered to assigning the project work but the subject teachers ensure that to assignment are unique in approach.

2.5.3 - Academic calendar prepared and adhered for conduct of Examination and other related n words)

• Academic calendar is prepared every year. • IQAC in consultation w Principal, Head of Departments and in-charge coordinator of various prepares the academic calendar. • The calendar includes the schedule different curricular, extra curricular and co-curricular activities. Taking into consideration tentative schedule of University examinati college level examination and internal assessment schedule is planne include in the calendar. • IQAC monitors the implementation of acade calendar and effective continuous Internal Evaluation under the guid Principal.

2.6 - Student Performance and Learning Outcomes

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

http://www.vikascollege.org/po_co/POs_COs_Final.pdf

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination
22300001	BCom	Commerce	175	109

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2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may de questionnaire) (results and details be provided as weblink)

http://www.vikascollege.org/Students_Satisfaction_Survey/Students_Satisfaction_Survey_2018_19.pdf

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Research funds sanctioned and received from various agencies, industry and other organi:

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount receive year
Nil	00	NIL	0	0

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3.2 - Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.
NIL	NIL

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award
Photography	Niraj Pawar	National Geographic Channel	Nil

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

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

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3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
ENGLISH	1
POLITICAL SCIENCE	1
ECONOMICS	1

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

Type	Department	Number of Publication	Average Impact Factor
International	ENGLISH	1	5.7

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

Department	Number of Publication
POLITICAL SCIENCE	3
ECONOMICS	1
COMMERCE	1

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication
Hinglish Hamari Identity: The language of advertising in India	Dr. Shubhada Deshpande	IJELLH (International Journal of English language, literature in Humanities) vol. 7, Issue 5	2019	Nil	yes

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
nil	nil	nil	Nil	0	0	nil

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3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	Sta
Attended/Seminars/Workshops	1	1	0
Presented papers	2	5	0
Resource persons	1	0	0

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3.4 - Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of s participated activiti
AIDS Awareness	NSS Unit of the College	3	30

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3.4.2 - Awards and recognition received for extension activities from Government and other recce bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	N
Blood Donation	Certificate of Appreciation for highest collection of blood bottles	University of Mumbai (NSS) Lions club of Millennium	E

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

Name of the scheme	Organising unit/Agency /collaborating agency	Name of the activity	Number of teachers participated in such activites	Ni s part suc
Gender Sensitization	Women Development Cell in association with MAVA	Interactive Session cum Workshop on Gender Sensitization	2	

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3.5 - Collaborations

3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange duri

Nature of activity	Participant	Source of financial support
Workshop on Theatre	15	College Management

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To
Internship	Internship	Sir J.J. Mahanagar Raktapedhi, Mumbai	01/10/2018	30/11/2018

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students participated
Matoshri V.M.Shah Arpan Blood Bank , Mumbai	02/07/2018	Skill based training, education and research	171

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CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7152424	8150068

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing

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4.2 - Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of installation
SOUL (From INFLIBNET)	Partially	2.0.0.14	2018

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total
Text Books	23910	4259419	2046	296848	25956
Reference Books	18216	5361750	419	457980	18635
Digital Database	1	5900	0	0	1

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

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

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4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Avail Bandwidth (MBPS/G)
Existing	225	167	225	5	0	24	18	17
Added	0	0	0	0	0	0	0	30
Total	225	167	225	5	0	24	18	47

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

47 MBPS/ GBPS

4.3.3 - Facility for e-content

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

4.4 - Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure in maintenance of facilities
13881500	10254650	7152424	815000

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

- Laboratories and equipment therein are maintained on a regular basis when required. In some cases, e.g. air conditioners are maintained by an annual maintenance contract.
- Computer hardware and software maintained and updated regularly
- Including the library, the building infrastructure is protected from any pest hazards by signing a pest control contract.
- The college has appointed an electrician to maintain electrical supply and appliances for the facilitation of the teaching learning process.
- The parent body of the college has civil contract appointed for the maintenance of sports grounds.
- Fire extinguisher gas supply in Laboratory are maintained by signing an annual maintenance contract.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	A
Financial Support from institution	NIL	0	
Financial Support from Other Sources			
a) National	State Central Government	278	:
b) International	Nil	0	

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5.1.2 - Number of capability enhancement and development schemes such as Soft skill development Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Me

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Workshop on Yoga Stress Management	21/06/2018	75	Ambika Yojana Vikhr

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5.1.3 - Students benefited by guidance for competitive examinations and career counselling offered by institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam
2018	4 days workshop on Theatre	0	12	0

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5.1.4 - Institutional mechanism for transparency, timely redressal of student grievances, Prevent harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance
0	0	0

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	
Axis Securities	26	2	Srl limited goregaon	4	

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Number of students
2018	15	B.COM.	COMMERCE	UNIVERSITY OF MUMBAI	M

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

Items	Number of students selected/ qualifying
	No Data Entered/Not Applicable !!!

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

Activity	Level	Number of Participants
Annual Sports Meet	Intra Collegiate	756
Annual Cultural Fest Jallosh	Intra Collegiate	135
Open Mic Day	Intra Collegiate	25

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5.3 - Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number
Nil	NIL	Nil	0	0	00

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5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

- Students' Council is formed as per the norms prescribed by the aff university. Council is involved in all the extra-curricular activities.
- Students' representatives are appointed as Contingent Leaders for University Youth Festival.
- NSS Leaders represent the NSS volunteers in various outreach activities in and outside the college
- Girls' representatives are appointed for Women Development Cell.
- Apart from this, students volunteers in various committees for cultural festivals and other programs organized by the NSS Unit and Women Development Cell.

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

0

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

0

5.4.4 - Meetings/activities organized by Alumni Association :

The alumni of the college contribute to the functions of the college as follows:

- Mr. Navin Reddy, an alumnus, was the resource person for a Seminar on "Joy of Computing using Python" organized by the Dept. of students of the college.
- Every year, alumni contribute to the organization of different activities of the NSS Unit.
- They also contribute to various social activities. For E.g. they perform as the judges for a personality contest event in the college culture.

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

- The decentralization of administration is ensured by the appointment of different academic and administrative committees.
- Heads of departments and faculties in charge of different co-curricular and extracurricular activities, in consultation with and getting approval from the Principal and IQAC, carry out regular curricular, extracurricular and co-curricular activities.
- The Principal is helped and supported in the administrative work by two vice-principals who are in charge of three different faculties.
- Allotment of the administrative work to non-teaching staff is done as per the guidelines laid down by the state government.

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

No

6.2 - Strategy Development and Deployment

6.2.1 - Quality improvement strategies adopted by the institution for each of the following (with 50 words each):

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"> • College being affiliated to University of Madras, the curriculum is developed by the university for conventional degree courses. • Teachers attend workshops on syllabus revision and make valuable suggestions. • College being the only institute offering B.Voc Production programme, teachers participate in curriculum development for this programme.

Teaching and Learning	<ul style="list-style-type: none"> Teachers participate in Faculty development programs conducted by UGC academic staff colleges and institutes. Teachers also complete online FDPs by MHRD on SWAYAM platform. In order to make learning effective, experiential learning methods like project work, internship, group discussion, seminar, research meet, research paper presentations and publications by students, etc. are followed.
Examination and Evaluation	<ul style="list-style-type: none"> Examination related information like schedule and result is displayed on college website. College has implemented ICT enabled reforms introduced by the university like online submission of online examination forms, results and necessary infrastructure facilities are made available for examinations which are conducted by the university through online distribution of question papers. Computer laboratories were made available for online central assessment of university.
Research and Development	<ul style="list-style-type: none"> Workshops on research methodology are organized for teachers and students. Teachers are encouraged to complete Ph.D., to publish and present papers.
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> Library, ICT and Physical Infrastructure Instrumentation At the beginning of every academic year, a librarian conducts an orientation session for students to introduce the physical and e-resources available in the library and to encourage its use. Books exhibition is organized by the Library committee. Wallpaper "Havi Havishi Haak" is published at the entrance of the Library with student's participation.
Human Resource Management	<ul style="list-style-type: none"> Teachers are relieved on priority basis for orientation programs, refresher courses, short term courses and paper presentation at conferences etc. Classroom employees are motivated to improve their educational qualification and technical skills. Credit co-operative society in the premises helps the employees in their loans.
Industry Interaction / Collaboration	<ul style="list-style-type: none"> Internship for B.Voc. Media production and B.Voc. programmes. Blood donation camp organized by NSIC for Training and career counseling.
Admission of Students	<p>All the procedures and rules and regulations relating to the admission of students and their enrolment prescribed by the university and government are strictly adhered to.</p> <ul style="list-style-type: none"> Students from deprived sections are allowed to pay in installments thus ensuring they are not left out of the admission procedure for financial reasons.

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

E-governance area	Details
Administration	<ul style="list-style-type: none"> Student's data is maintained on the digital platform. Important communication is conveyed through email, WhatsApp and displayed on the college website.
Finance and Accounts	<ul style="list-style-type: none"> Tally software is installed. HET Sevaarth software introduced by Govt. of Maharashtra is used for purchase and submission of salary bills etc.
Student Admission and Support	<ul style="list-style-type: none"> College is affiliated with the University of Mumbai and the admission procedure is centralized wherein students apply online at the university level. Scholarship Schemes from state and central government are made available to students for which they follow procedures online through mahadbtmahait.gov.in Students can access library

Examination	<ul style="list-style-type: none"> • Results of all the examinations at the college level are generated through customized software. • Computer generated hall tickets are given to the students appearing for college and university examinations.
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6.3 - Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided
Nil	NIL	NIL	NIL

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6.3.2 - Number of professional development / administrative training programmes organized by the institution for teaching and non teaching staff during the year

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

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

Title of the professional development programme	Number of teachers who attended	From Date	To date
Swayam online course in Communication Technology in Education	1	Nil	Nil
UGC Sponsored Refresher Course in English	1	13/12/2018	22/12/2018

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
Credit co-operative Society, Dr. Datta Samant Free Medical Advisory Centre	Credit co-operative Society, Dr. Datta Samant Free Medical Advisory Centre	Group Insurance, Book Bank Scheme, Scholarship, Fee Concession

6.4 - Financial Management and Resource Mobilization

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

- Institution conducts internal and external financial audits regularly. M/S D.S. Desai Co. Chartered Accountants, the statutory auditor of the college audits the accounts for every financial year ending on 31st March. The college has adequate internal control measures in the accounts department. Monthly accounts are verified by the Office Superintendent. The offices of the Jt. Director of Higher Education and Accountant General also assess and audit college accounts regularly.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Seth Moraji Kanji Charitable Trust	1500	Student fees of Niwate

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6.4.3 - Total corpus fund generated

18000

6.5 - Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Au
Academic	No	Nil	No	
Administrative	No	Nil	No	

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

Class-wise parent meetings are conducted a wherein the overall perfo: the student is discussed with parents by the class teacher.

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

nil

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

College introduced two vocational programmes sponsored by UGC as fo B.Voc . MLT • B.Voc. Media Production Centre for Ph.D. in Commer started. Formation and functioning of IQAC

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	
b)Participation in NIRF	
c)ISO certification	
d)NBA or any other quality audit	

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	P
2019	Research Methodology on Academic Projects	25/01/2019	25/01/2019	25/01/2019	
2019	An Interactive session on "Sense of Responsibility: Key to Safety on Social Media"	15/02/2019	15/02/2019	15/02/2019	

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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Gender Equity (Number of gender equity promotion programmes organized by the institut the year)

Title of the programme	Period from	Period To	Nu Par
			Fema

Interactive Session cum Workshop on Gender Sensitization	28/01/2019	28/01/2019	80
Interactive Session on Domestic Violence and Sexual Harassment	29/01/2019	29/01/2019	27

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

Percentage of power requirement of the University met by the renewable energy sources
Percentage of the power requirement of the College met by the renewable energy sources • Solar Energy Plant

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Scribes for examination	Yes	1
Any other similar facility	Yes	1

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Percentage of students
2018	Nil	Nil	01/12/2018	8	AIDS Awareness week	Creation of Awareness regarding AIDS	

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Code of conduct for Students	06/06/2018	1. College prospectus includes the code of conduct for students 2. The Heads of different departments Faculty In-charge of the discipline committee inform the students regarding the code of conduct during the induction program for first-year students. 3. The discipline committee of the college maintains discipline ensuring the code of conduct is followed effectively.
Code of Conduct for Non-teaching staff	06/06/2018	1. Non teaching staff effectively follows the code of conduct introduced by University of Mumbai. 2. Employees are assigned duties by rotation to improve their efficiency. They are also rewarded for their work as an incentive to motivate them.
Code of Conduct for Teachers	06/06/2019	1. The affiliating university and the State Government have prescribed a code of conduct for college teachers in the form of professional ethics. 2. Any violation at the department and inter-personal level are discussed professionally in the departmental meeting and resolved informally.

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of parti
Tree Plantation	01/07/2018	02/07/2018	49

[View File](#)

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

1. Solar Energy plant 2. Plastic Free campus 3. Use of LED lamps 4. Tree Plantation 5. Waste management

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

Best Practice 1 Title: Reward for enhancement of Qualification. Objective: To motivate the faculty members to upgrade themselves with research qualifications. The Context: Considering the need for research in the field of higher education in India, faculties need to update themselves with research in their respective area of specialization which will allow them to inculcate a culture of research among the students. The Practice: Every year, the faculties are felicitated in a public ceremony on 15th August, the occasion of Maharashtra Day and International Laborer's Day, for their Ph.D. Evidence of Success: this year 2 lady teachers were felicitated and many have registered for Ph.D. Problem Encountered: Resources required: In case of excess workload or inability to fulfill daily routine commitments, due to their Ph.D. work, care is taken at the departmental level to mutually adjust the workload amicably. **Best Practice 2 Title: Counseling to students** Objectives: To help students in resolving their personal, and psychological problems which otherwise hinder their academic performance. The Context: The College aims at providing educational opportunities to the underprivileged classes of society. Students from such backgrounds do face personal problems leading to absenteeism and lack of attention in the classroom. The Practice: A professional counselor appointed by the college conducts sessions separately for different classes. Wherein she guides them on career-related issues as well as confidence building. She has designed a syllabus for students to learn methodology to overcome stress. Evidence of Success: Students found the sessions very helpful to overcome their personal problems hindering their academics. Problem Encountered and Resources required: Students find it difficult to express their problems due to fear, shyness and hesitancy in nature. Members of the counseling cell motivate them to express their problems through awareness sessions and act as mediators between the students and the counselor.

Upload details of two best practices successfully implemented by the institution as per NAA requirements on your institution website, provide the link

http://www.vikascollege.org/Best_Practices/Best_Practices_2018_19.pdf

7.3 - Institutional Distinctiveness

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

The college, following the footsteps of the parent body, believes in extending support to the helpless. Apart from allowing students to pay fees in installments, there is also an attempt to help the people in need in the area. The NSS students, like every year, visited the village and stayed there for 10 days. During this stay, they helped the villagers in constructing a temporary band on the river Ulhas thus resolving the problem with water.

Provide the weblink of the institution

http://www.vikascollege.org/Institutional_Distinctiveness/Institutional_Distinctiveness_2018_19.pdf

8.Future Plans of Actions for Next Academic Year

To conduct a Workshop on Front Accounting Students' Placement