



Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	VIDYA VIKAS EDUCATION SOCIETY'S VIKAS COLLEGE OF ARTS, SCIENCE AND COMMERCE
Name of the head of the Institution	PRIN. (DR.) RANJAN KUMAR PATRA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02225783540
Mobile no.	9892299780
Registered Email	vikascollegeprincipal@gmail.com
Alternate Email	vikascollegemumbaiiqac@gmail.com
Address	VIKAS HIGHSCHOOL MARG, KANNAMWAR NAGAR-2, VIKHROLI (EAST)
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	MR. SHAJI MATHEW
Phone no/Alternate Phone no.	02225783540
Mobile no.	7021989892
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/AQAR_2018_2019.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_2019_20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	76.00	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

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
ISO Audit	05-Oct-2019 1	15
Seminar on Gandhian thoughts and Indian Civilization	02-Oct-2019 1	65

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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	2020 00	0

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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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)

1. MOOCs Conducted in association with IIT Bombay.

2. Job Placement Training Programme placement in association with Technoserve.

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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

Plan of Action	Achivements/Outcomes
To conduct Workshop on Front Accounting XTML	Workshop conducted on 19th Dec,2019 with participation by 27 students
Students' Placement	49 Students were placed as a part of career counselling and placement drive

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
COLLEGE DEVELOPMENT COMMITTEE	15-May-2021

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

2020

Date of Submission

16-Mar-2020

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 curricula designed by the University. • Syllabus and syllabus revision from time to time is communicated through the University circular, faculty works. 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. • Results at the end of examinations are analyzed to measure the learning outcomes of students. • Heads of the departments and teachers ensure timely completion of syllabus. • Library orientation is conducted at the beginning of the academic 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	01/06/2016
BCom	Commerce	01/06/2016
BSc	Chemistry	01/06/2016
BMS	Management Studies	01/06/2016
BCom	Accounting and Finance	01/06/2016
BVoc	MLT	01/06/2016
BVoc	Media Production	01/06/2016
BSc	Information Technology	01/06/2016
BSc	Biotechnology	01/06/2016
BSc	Computer Science	01/06/2016
MCom	Accountancy	01/06/2016
MSc	Biotechnology	01/08/2019
MCom	Business Management	01/06/2016
MSc	Information Technology	01/08/2019
MSc	Chemistry	01/08/2019
BA	Economics	01/06/2016

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

	Certificate	Diploma Courses
Number of Students	155	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 Enrolled
NIL	Nil	Nil

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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects/ Internships
BA	political science	28

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	No

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 board 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
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	Number of fulltime teachers available in the institution teaching both UG and PG courses
2019	965	103	70	17	

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
70	20	1	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. • Counselling cell and Women Development Cell play a supportive role in the process.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : M
2507	70	1 :

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. w
82	70	12	59	

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 recognized bodies
2019	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
BA	2300001	II	01/10/2020	11/12/2020

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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 development of 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 for all programmes, it includes project work as a part of internal evaluation. Guidelines by the affiliating university are strictly adhered to while assigning the project work but the subject teachers ensure that the assignments are unique in approach.

2.5.3 - Academic calendar prepared and adhered to for conduct of Examination and other related matters (in not more than 500 words)

• Academic calendar is prepared every year. • IQAC in consultation with Principal, Head of Departments and in-charge coordinator of various departments prepares the academic calendar. • The calendar includes the schedule of examinations and other related matters.

different curricular, extra curricular and co-curricular activities. into consideration tentative schedule of University examination, col level examination and internal assessment schedule is planned and in the calendar. • IQAC monitors the implementation of academic calenda effective continuous Internal Evaluation under the guidance of Princ

2.6 - Student Performance and Learning Outcomes

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

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	168	161

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2.7 - Student Satisfaction Survey

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

http://www.vikascollege.org/Students_Satisfaction_Survey/Students_Satisfaction_Survey_2019_20.pdf

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received in year
Minor Projects	365	University of Mumbai	0.65	0.65

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3.2 - Innovation Ecosystem

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award
Separate File Attached	Nil	Nil	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
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if available)
Nil	NIL	0	0

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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
PHYSICS	1
CHEMISTRY	2
POLITICAL SCIENCE	1
COMMERCE	2

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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
Regional Organisations in World Politics	Dr. Vinay Raut	Conference Proceedings	2020	Nil	Vikas College of Arts, Science Commerce

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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	Nil	Nil	Nil

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

Number of Faculty	International	National	State
Attended/Seminars/Workshops	6	11	2
Presented papers	3	5	1
Resource persons	2	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., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree Plantation	NSS Unit of the College	3	12

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students
nil	nil	nil	0

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

Name of the scheme	Organising unit/Agency /collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Gender Sensitization	Women Development Cell in association with Stree Mukti Sanghatana	Workshop on Premarital counselling	2	

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3.5 - Collaborations

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

Nature of activity	Participant	Source of financial support
Workshop on HTML tutorial	30	College Management

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3.5.2 - Linkages with institutions/industries for internship, on-the-job training, project work, shared 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 for BVOC MLT Students	GS Medical College KEM Hospital, Parel	01/11/2019	29/02/2020

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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
Amity Institute of Biotechnology, Amity University, Mumbai, Maharashtra, India	01/02/2018	Student and teachers exchange, training, collaborative research	1

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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 de
7152424	8150068

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Laboratories	Existing
Seminar halls with ICT facilities	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 patially)	Version	Year of
SOUL	Partially	2.0.0.14	2

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total
Text Books	25956	4556267	1278	211812	27234
Reference Books	18635	5819730	148	149088	18783

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launch 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	Availa Bandwi (MBPS/G
Existing	225	167	167	0	5	24	18	17
Added	0	0	0	0	0	0	0	38
Total	225	167	167	0	5	24	18	55

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

55 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 ar 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 o faciltie
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13881500	10254650	7152424	815006
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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 regular basis when required. In some cases, e.g. air conditioners are maintained by annual maintenance contract.
- Computer hardware and software is maintained and updated regularly
- Including library, the building infrastructure is protected from any pest hazards by signing pest control contract.
- college has appointed electrician to maintain the electrical supplies and appliances for the facilitation of teaching-learning process.
- The body of the college has civil contractors appointed for maintenance of grounds.
- Fire extinguisher and LPG gas supply in Laboratory is maintained by signing 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	
Financial Support from institution	nil	0	
Financial Support from Other Sources			
a) National	State Central government Schemes	347	
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	
One day seminar on "Relevance of Java in modern times"	Nil	Nil	

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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
2019	Career counselling	0	65	0
2020	Cinematography Practical workshop	0	13	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 redressal
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
Policy Boss	65	5	Life Care Pathology Lab, Near Sai Baba Mandir Sambhaji Chowk New Mill Road Kurla West Mumbai 400070--9167643963	7

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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
2019	Nil	Nil	Nil	Nil	

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

Items	Number of students selected/ qualifying
Nil	0

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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	788
Annual Cultural Fest Jallosh	Intra Collegiate	142
Open Mike Day	Intra Collegiate	22

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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	Nil	Nil	Nil

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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 are appointed as volunteers in various committees for cultural festival and other projects 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 :

Not Applicable

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 faculty members 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 in accordance with 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 details for each):

Strategy Type	Details
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 teaching and learning effective, experiential learning methods like project work, internship, group discussion, seminar, research meet, research paper presentations and publications by students, etc. are followed. • Department of Biotechnology publishes every month a wall magazine "Biotech News and Views".
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"> • At the beginning of every academic year, library conducts an orientation session for students to introduce the physical and e-resources available in library and encourage its use. • Books exhibitions are organized by the Library committee. • Wallpaper magazine "Havi 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. • Class employees are motivated to improve their educational qualification and technical skills. • Credit co-operative society in the premises helps the employees in their financial needs.

	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 • Training and career counselling.
Admission of Students	<ul style="list-style-type: none"> • All the procedures and rules and regulations re admission of students and their enrolment prescribed by the university and government are strictly adhered to. • Students from deprived sections are allowed to pay in instalments thus ensuring they are not left out. • admission procedure for financial reasons.
Examination and Evaluation	<ul style="list-style-type: none"> • Examination related information like schedule, date, result is displayed on college website. • College has implemented ICT enabled reforms introduced by the university like online submission of online examination forms, results, etc. • Necessary infra structure facilities are made available for examinations which are conducted by the university through online distribution of question papers. • Laboratories were made available for online central assessment of university.
Curriculum Development	<p>Curriculum Development : College being affiliated to University of Mumbai, curriculum is developed as per the university for all conventional degree courses. Teachers attend workshops on syllabus revision and make suggestions. College being the only institute of B.Voc. Media Production programme, teachers participate in curriculum development for this programme.</p>

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 in digital platform. • Important communication is conveyed through emails, WhatsApp, and displayed on 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 being affiliated to University of Mumbai, admission procedure is centralised wherein students register directly at the university level. • Scholarship Schemes of the central government are made available to students for whom they follow procedures online through mahadbtmahait. • Students can access library OPAC.

6.3 - Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ 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 college for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (Non-teaching staff)
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
No Data Entered/Not Applicable !!!			

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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	59	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 Scholarship, F

6.4 - Financial Management and Resource Mobilization

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

<ul style="list-style-type: none"> Institution conducts internal and external financial audits regularly. M/S D.S. Desai Co. Chartered Accountants, the statutory auditor of 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.
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6.4.2 - Funds / Grants received from management, non-government bodies, individuals, philanthropists during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.
NIL	0

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6.4.3 - Total corpus fund generated

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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	Audited
Academic	No	Nill	No	
Administrative	No	Nill	No	

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

Class wise parents meetings are conducted wherein overall performance of each 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 for B.Voc . MLT • B.Voc. Media Production Centre for Ph.D. in Commerce 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	Number of participants
2019	ISO AUDIT	05/10/2019	05/10/2019	05/10/2019	
2019	Seminar on Gandhian Thoughts and Indian Civilization	02/10/2019	02/10/2019	02/10/2019	

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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 institution during the year)

Title of the programme	Period from	Period To	Number of Male	Number of Female
Workshop on Premarital counselling	29/01/2020	30/01/2020		33

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

Percentage of power requirement of the University met by the renewable energy source	Solar Energy Plant
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7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Scribes for examination	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	Number of participants
2019	Nil	1	16/01/2020	01	BLOOD DONATION	Collection of Blood Bottles (768)	
2019	Nil	1	01/12/2019	07	AIDS Awareness week	Creation of Awareness regarding AIDS	

2020	Nil	1	21/01/2020	01	Seminar on Thalassemia	Creation of Awareness regarding Thalassemia
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7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Teachers	17/06/2020	1. The affiliating university and the State Government have prescribed code of conduct for college in the form of professional ethics. 2. Any incident at the department and inter personal level are discussed professionally in the departmental meeting informally.
Code of conduct for Students	17/06/2019	1. College prospectus includes the code of conduct for students 2. The Heads of different activities Faculty In charge of discipline committee in the department students regarding the code of conduct during induction program for first year students. 3. The discipline committee of the college maintain discipline ensuring code of conduct is followed effectively.
Code of Conduct for Non-teaching staff	17/06/2020	1. Non teaching staff effectively follows the code of conduct introduced by University of Mumbai. 2. Employees are assigned duties by rotation to their efficiency. They are also rewarded for their work as an incentive to motivate them.

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of people
Blood Donation Camp	16/01/2020	16/01/2020	14
Tree Plantation	01/07/2019	02/07/2019	1
Constitutional Day Celebration	26/11/2019	26/11/2019	10
Reading Inspiration Day	15/10/2019	15/10/2019	4
Martyr's Day	23/03/2019	23/03/2019	5
Social Justice Day	26/06/2019	26/06/2019	4
Oath taking on National Unity Day	31/10/2019	31/10/2019	4

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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: Counseling to students Objectives: To help students in resolving their personal, psychological problems which otherwise affect their academic performance. The Context: The College aims at providing higher educational opportunities to the underprivileged classes of society. Students from such background 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 student methodology to overcome stress. Evidence of Success: Students found the sessions very helpful to overcome their personal problems hindering their academic performance.

academics. Problem Encountered and Resources required: Students find it difficult to express their problems due to fear, shy and hesitating. Members of the counselling cell motivate them to express through sessions and act as mediators between the students and the counsellors. Practice 2 Title: Credit Co-op society in the premises. Objectives: To provide a helping hand to employees in their times of need. The Context: Considering the financial requirements of employees, the management has provided the facility of credit co-op society. Maximum of the employees are members and avail the facility of loan when required. The Practice: Membership in credit co-op society in the premises helps the employees in the form of loans when they are in need of money. The idea of co-operation is then put into practice among them. Evidence of Success: Almost all the employee members of the credit co-op society have availed the loans and the practice has continued till date since the inception. Problem Encountered and Resources required: In some cases where the employees due to shortage of fund are not able to make instalments towards repayment of loan, the office bearers speak to them, resolving the issues in an amicable manner, encourage them to abide by their commitment to pay.

Upload details of two best practices successfully implemented by the institution as per NAAAC criteria. In your institution website, provide the link

http://www.vikascollege.org/Best_Practices/Best_Practices_2019_2020

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, along with other educational institutes, had to stop all examinations at college as well as university level as the Covid-19 pandemic hit the whole world and especially the country in the month of March, the month of examination. Initially stuck, the college gradually started mobilizing the workforce online and in rare cases offline as per the directives of affiliating university and the state govt. and successfully completed all the examination online.

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

1. To organise webinars for students and teachers. 2. To conduct series of lectures on skill development. 3. To conduct online research methodology lectures for teachers. 4. To orient Students, teachers, nonteaching staff regarding online examination system.