



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Vidya Vikas Education Society's Vikas College of Arts, Science & Commerce
• Name of the Head of the institution	Dr. Ranjan Kumar Patra
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02225784267 /02225783540
• Mobile no	9892299780
• Registered e-mail	vikascollegeprincipal@gmail.com
• Alternate e-mail	vikascollegemumbaiiqac@gmail.com
• Address	Vikas High School Marg, Kannamwar Nagar 2, Vikhroli
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400083
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	University of Mumbai				
• Name of the IQAC Coordinator	Mr. Shaji Mathew				
• Phone No.	9833479626				
• Alternate phone No.	02225783540				
• Mobile	9833479626				
• IQAC e-mail address	vikascollegemumbaiiqac@gmail.com				
• Alternate Email address	vikascollegeprincipal@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="http://www.vikascollege.org/aqar/AQAR_2019-20.pdf">http://www.vikascollege.org/aqar/AQAR_2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.vikascollege.org/calendar/Academic_Calendar_Blank_2020_21.pdf">http://www.vikascollege.org/calendar/Academic_Calendar_Blank_2020_21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76.00	2005	28/02/2005	27/02/2010
Cycle 2	A	3.15	2013	23/03/2013	22/03/2018
<b>6.Date of Establishment of IQAC</b>			27/06/2005		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Organization of Webinar for Students and Teachers.		
Skill Development Lecture Series		
Online Research Methodology Workshops for Teachers.		
Online orientation sessions for students, teachers and non-teaching staff on online examination system.		
Online session on cyber security		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
1. To organize webinars for students and teachers	1. 30 different webinars were organized on various topics for students and teachers
2. To conduct series of lectures on skill development	2. 41 online skill development lectures and 1 online certificate course in communication skill in English were conducted
3. To conduct online Research Methodology workshops for teachers	3. Two online Research Methodology Workshops were organized for teachers
4. To orient students, teachers and non-teaching staff regarding online examination system	4. Students, teachers and non-teaching staff were oriented regarding online examination system through different online meetings. Examinations for both the semesters in the academic year were successfully completed.
5. In order to facilitate online learning and rigor E-content development, workshops to be organized for teachers. Various webinars, guidance lecture series and online competitions to be conducted	5. Organised various programs and workshops on the topics like, creating Google Classroom, conducting lectures and collecting attendance, EContent development, student orientation program to join online classes and various online activities were conducted for students benefits
6. Online Celebration of national and international commemorative days, Events and festivals	6. Celebrated online national and international commemorative days, Events and festivals like Smajik Nyay Din, Gandhi Jayanti (International Day of Non-Violence), Constitution Day, Martyr's Day, Teachers Day, Dr. Babasaheb Ambedkar Jayanti, etc.
7. New software required for evaluation of Online MCQs examinations conducted for	7. Eklavya Online Examination & Evaluation Software hired from Splash Gain Technology Solutions

students	Pvt Ltd
8. The work on Minor Research Projects to be continued due to Covid-19 Pandemic.	8. Continued.
INFRASTRUCTURE & LEARNING RESOURCES:	Nil
9. Ensuring Wi-Fi connectivity in all Class Rooms to facilitate learning experiments	In Process.
10. Renovation and painting of main Campus, departments, library and Auditorium.	10. Renovated and painted.
11. Resetting of Language Laboratory.	11. Under consideration
12. Fees installments facility for students due to pandemic condition	12. Identified such students and considered for fees installments. Prevailing pandemic situation COVID affected students were also considered for fee installments.
13. Arrangement of Online Annual festivals like e-Jallosh.	13. Successfully organised e-jallosh and received overwhelming response from students
14. ISO certification	15. ISO 9001:2015 certification carried out by TUV Austria.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
College Development Committee & IQAC	21/10/2021
<b>14. Whether institutional data submitted to AISHE</b>	

Year	Date of Submission
2020-21	28/03/2022

**15.Multidisciplinary / interdisciplinary****16.Academic bank of credits (ABC):****17.Skill development:****18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):****20.Distance education/online education:****Extended Profile****1.Programme**

1.1	683
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1	2521
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	2481
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	814
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	70
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	71
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	28
Total number of Classrooms and Seminar halls	
4.2	10949982
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	165
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

- The college is affiliated to the University of Mumbai and follows a curriculum designed by the University.
- Syllabus and syllabus revision from time to time is communicated through the University circular and faculty workshops.
- Department meetings are conducted for syllabus planning and review of implementation and completion of the syllabus as per planning.
- Effective curriculum delivery is ensured through a departmental timetable.
- E-platform of Microsoft Team is used across the departments for engaging online lectures.
- E-learning platform like Google classroom is used.
- WhatsApp groups and Telegram groups of students were created for effective communication.

Online revision lectures were conducted for facilitation of the newly introduced mode of examination and online viva was conducted for assessment of evaluation.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.vikascollege.org/calendar/Academic_Calendar_Blank_2020_21.pdf">http://www.vikascollege.org/calendar/Academic_Calendar_Blank_2020_21.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar is prepared every year.

IQAC in consultation with the Principal, Head of Departments, and in-charge coordinators of various events, prepares the academic



calendar. The calendar includes the schedules of different curricular, extracurricular, and co-curricular activities Taking into consideration the tentative schedule of the University examination, college-level examinations and internal assessment schedules are planned and included in the calendar. IQAC monitors the implementation of the academic calendar and effective continuous Internal Evaluation under the guidance of the Principal.

The academic calendar during the pandemic had a provision for flexibility to incorporate the changes directed by Govt. of Maharashtra and the University of Mumbai.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="http://www.vikascollege.org/calendar/Academic_Calendar_Blank_2020_21.pdf">http://www.vikascollege.org/calendar/Academic_Calendar_Blank_2020_21.pdf</a>

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

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

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

16

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

NIL

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

- Being affiliated to the University of Mumbai, the college offers courses whose curricula are designed by the University.
- Curriculum of various courses like environmental studies, Business

**Management, Foundation Course, and Business**

Communication cover the issues relevant to professional ethics, gender, human values, environment, and sustainability.

- Women Development Cell of the college organizes interactive sessions on gender sensitization, gender equality, etc.
- These subjects and sessions contribute to sensitization of students regarding all the above important issues, thus preparing them for responsible citizenship of the nation.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

18

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Institutional Data in Prescribed Format	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships**

1091

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="http://www.vikascollege.org/Students_Satisfaction_Survey/Students_Satisfaction_Survey_20_21.pdf">http://www.vikascollege.org/Students_Satisfaction_Survey/Students_Satisfaction_Survey_20_21.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://www.vikascollege.org/Students_Satisfaction_Survey/Students_Satisfaction_Survey_20_21.pdf">http://www.vikascollege.org/Students_Satisfaction_Survey/Students_Satisfaction_Survey_20_21.pdf</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

2520

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

414

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

- Internal and external examinations are conducted as per the directives of the affiliating University. Students are categorized as advanced and slow learners on the basis of their scores. Those failing to score the minimum passing standard and those who pass with ATKT are considered slow learners. Those passing with A and above grades are considered advanced learners.

- 2021 being the lockdown year, maximum students scored above passing standard due to the change in the examination pattern.

- Classes being conducted online during pandemic, e-resources like Google classroom and WhatsApp groups were utilized to cater to the academic needs of advanced as well as slow learners.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2520	70

File Description	Documents
Any additional information	No File Uploaded

**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

• Due to lockdown, teaching-learning happened online throughout the academic year. Some of the programs include project work, internship, and job training as part of the syllabus.

- In the following programmes, students were assigned project works relating to their academics. The viva voce for the same was conducted online:

- B.A.
- B.Com.
- B.Com. (A/c and Finance)
- M.Com. (Bus. Management)
- M.Com. (Advanced Accountancy)
- B.M.S.
- B. Sc. (IT)
- M.Sc. (IT)
- B.Sc. (Bio-Tech)
- M.Sc. (Bio-Tech)
- B.Voc. (Media Production)
- B.Voc (MLT)

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- For online teaching-learning, all the teachers used by Microsoft Teams and Google Meet.
- Slideshare is used by teachers.
- YouTube videos are used for effective teaching-learning.
- Students are provided with references to research papers on Researchgate.
- Google classroom is used to give study materials as well as assignments.
- Podcast prepared on writing English essays and it is played during the online class.
- A Powtoon animation video on soft skills was created and played during the online session.
- Google forms used for evaluation.
- E-resources are made available to students and teachers in the form of membership of N-LIST INFLIBNET.
- E-resources are linked to the webpage of the college library website.

Apps like Epic Pen, White Board were used by the teachers during the Online lectures.

OpenEducational Resources like Stimulations and virtual labs were used for practicals.

Online Compilers were used for programming subjects in I.T. and C.S. Departments.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )****2.3.3.1 - Number of mentors**

70

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

70

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

10

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>



**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

31

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

• College being affiliated to University of Mumbai, frequency and mode of internal assessment, wherever applicable is prescribed by the University.

Due to lockdown, internal assessment for different courses took place online.

Digital tools like Google form and Gmail were used for internal examination and submission of assignments.

• Students were also asked to present topics related to the syllabus online through PowerPoint presentations.

• Regular notices related to the schedule of internal examination and topics for assignments were circulated through WhatsApp groups as well as orally in the online classes.

• Internal assessment took place as per the schedule prescribed by the affiliating University.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NA</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound

and efficient

There were no major grievances except relating to the absenteeism/nonsubmission of the assignments.

In case of such grievances,

- Re-examination was conducted online
- Through personal calls and WhatsApp messages, students were motivated to submit assignments thus ensuring maximum participation.
- 

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 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.

The college is affiliated with the University of Mumbai and offers programs and courses designed by the affiliating University. The objectives, as well as outcomes, are defined by the University as a part of the syllabus.

In order to communicate it to the students and other stakeholders, these Pos and Cos are displayed on the website of the college.

Apart from this, teachers explain these at the beginning of the academic year and during the teaching-learning process in the classroom

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.vikascollege.org/po_co/POs_COs_Final.pdf">http://www.vikascollege.org/po_co/POs_COs_Final.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

- Attainment of Pos, PSOs, and Cos is ensured by regular teaching-learning and evaluation process.
- Every teacher ensures the attainment of Pos, PSOs, and Cos through classroom teaching followed by an informal feedback/ question-answer session in the classroom.
- Attainment of Pos, Cos is taken care of by allotting due weightage to the units in the syllabi while setting question papers as well as while allotting topics for project work/ assignments as a part of internal assessment.
- Heads of all the departments verify the attainment of Pos and Cos through feedback from teachers in the departmental meetings.

The principal, during meetings with the heads of departments, assesses the attainment of POs and Cos.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year**

777

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="http://www.vikascollege.org/examination/Passing_Percentage_of_Students_2020-21.pdf">http://www.vikascollege.org/examination/Passing_Percentage_of_Students_2020-21.pdf</a>

<b>2.7 - Student Satisfaction Survey</b>	
<b>2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)</b>	
<a href="http://www.vikascollege.org/Students Satisfaction Survey/Students Satisfaction Survey 2020 21.pdf">http://www.vikascollege.org/Students Satisfaction Survey/Students Satisfaction Survey 2020 21.pdf</a>	
<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>NIL</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>	
<b>3.1.2.1 - Number of teachers recognized as research guides</b>	
<b>01</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
<b>NIL</b>	

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

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

The college aims at the overall development of students especially from weaker sections as a proactive centre for excellence, combining knowledge with innovation.

Through various activities conducted by committees and departments, there is a consistent attempt to create an ecosystem for innovation and to create and transfer knowledge.

For example,

- In order to develop a research aptitude among students, they are encouraged to publish research papers.
- The teaching-learning process was completely online during this academic year.
- As a part of the Skill Development initiative, inter-departmental lecture series was conducted online for the students.
- An online certificate course in Communication Skills in English was conducted by the Department of English.
- Various Webinars were organized for faculty members and students by different departments.
- Guest lectures were organized for the students of the Department of Media Production.
- Faculty members participated in online FDPs in E-content Development and Faculty Development Program on Mathematics for Biological Sciences

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

02

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

03

File Description	Documents
URL to the research page on HEI website	<a href="http://www.vikascollege.org/research/Ph.D.Research_Scholars_Registered.pdf">http://www.vikascollege.org/research/Ph.D.Research_Scholars_Registered.pdf</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

NIL	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>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 year</b>	
28	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>
<b>3.4 - Extension Activities</b>	
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 year	
<p>NSS Unit of the college is very active in conducting outreach and extension activities. Every year, the student volunteers participate in a number of extension activities throughout the academic year.</p> <p>However, 2020-21 being the pandemic year, due to lockdown, and several restrictions on social mobility, many of the activities could not be conducted by the unit.</p> <p>But the volunteers distributed masks and sanitizers in the neighboring underprivileged localities.</p> <p>Tree plantation drive like every year is aimed at including a responsible eco-friendly, and sustainable approach among the students thus ensuring enrichment of the surrounding environment.</p> <p>The cleanliness drive conducted by the NSS unit in the neighboring area ensured a clean and hygienic environment for the citizens in</p>	

the locality during the Covid-19 pandemic.

325 units of blood collected during the blood donation camp was not only a motivation for student volunteers to donate blood and to organize the camp but it also contributed to the cause of saving lives in times of pandemic.

Students from B.Voc MLT participated in the Covid survey, RT-PCR processing, Antigentesting and Vaccination services during the Covid-19 pandemic.

They were appreciated by the NGOs as Covid Warriors.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

05

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

05



File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 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 year

200

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

03

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

17

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**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.

Considering the importance of the state of the art infrastructure and physical facilities for teaching-learning,

- The college has 26 classrooms with green board and adequate seatings arrangement for a maximum of 120 students.
- As the college functions in 2 sessions, infrastructural facilities are utilized to an optimum level.
- Total of 15 laboratories on the college premises serve the purpose of practical application in the learning procedure.

A. Chemistry - 1 UG Labs, 2 PG Lab

B. Physics - 1 Lab (with Darkroom facility)

C. Botany 1 Lab

D. Biotech - 1 PG Lab, 1 UG Lab, IT lab no. 3 utilized for Bio-Info practicals

E. Media - 1 Lab, 1 Studio

F. Medical Lab Technology - 1 Lab

**G. IT Labs - 5 Labs**

- Seminar hall with a seating capacity of 100 and the Audio Visual facilities and smartboard and Wi-Fi connection is utilized by all the departments for different activities like seminars and workshops.

- Computer facility is provided in the IT Labs and in the library with adequate internet connections.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

- The auditorium with adequate facilities on the ground floor is utilized for extra-curricular activities like the annual cultural festival and celebration of college days as well as different days like Yoga Day.

- The college owns 2 playgrounds and one more ground adjacent to the premises is made available to the college by Brihanmumbai Municipal Corporation.

- The college has a separate Gymkhana and storeroom.

- A separate room is provided for the students for indoor games.

- 2020-21 being the pandemic year, however, these facilities couldn't be utilized due to the restriction imposed.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

02

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

57.19

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

- Name of ILMS software: SOUL
- Nature of automation (fully or partially)- Partial
- Version 2.0.14
- Year of Automation 2009

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

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

**1.59**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

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

**17**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- The college has appointed a residential engineer for hardware maintenance who ensures regular up-gradation of hardware in terms of RAM, Keyboards, mouse, etc.
- Annual campus agreement is signed by the college for licensed software of Microsoft. The software gets automatically updated.
- As the teaching-learning took place online during the pandemic the college purchased the licensed software for online meetings i.e. Microsoft Teams.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

165

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

5230234

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

- Laboratories and equipment therein are maintained on a regular basis as and when required. In some cases, e.g. air conditioners are maintained by signing an annual maintenance contract.
- Computer hardware and software are 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 the electrical supply and appliances for the facilitation of the teaching-learning process.
- The parent body of the college has civil contractors appointed for the maintenance of sports grounds.

- Fire extinguisher in Laboratory are maintained by signing an annual maintenance contract.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

367

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

NIL



File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**B. 3 of the above**

File Description	Documents
Link to Institutional website	<a href="http://www.vikascollege.org/student_support/Student_Support_A.Y_2020-21.pdf">http://www.vikascollege.org/student_support/Student_Support_A.Y_2020-21.pdf</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**801**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**801**

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

10

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

37

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

**NIL**

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - 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) during the year**

**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) during the year.**

**NIL**

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

- Students' Council is formed as per the norms prescribed by the affiliating 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 act as volunteers in various committees for cultural festival and other programmes organized by the NSS Unit and Women Development Cell.
- Students anchored the online cultural festival e-Jalosh.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

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

02

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 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

**Alumni of the college contribute to the functions of the college as follows:**

- Mr. Navin Reddy, an alumnus, was the resource person for the national webinar on "Hyper ledger Fabric IBM Block chain Framework" organized by the Dept. of IT for students of the college.
- Every year, alumni contribute to the organization of different activities of the NSS Unit.
- They also contribute to the cultural activities. e.g. they perform as the judges for personality contest an event in the college cultural.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

## 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

Mission of the institution is to reflect the vibrations of social aspirations in education and the vision is to be an accredited, autonomous and proactive centre for excellence, combining knowledge with innovation leading to an all-round development of students, especially from weaker sections of society.

- Students belonging to reserved categories are given admission in proportion to the quota allocated to each of these categories.
- Besides this specific quota if seats are available , preference is given to students from disadvantaged community.
- Apart from facilities of freeship, scholarship and book bank scheme, some needy students are allowed to pay fees in easy installments.
- The counselor appointed by the college offers guidance and counseling to the students in personal, psychological as well as educational problem.
- Various self financing courses including vocational courses like B.Voc. (Media Production) and B.Voc. (MLT) have been introduced by the institution.
- Skill development being a major thrust area at the national level, different skill development webinars and online session were organized for the students.

File Description	Documents
Paste link for additional information	<a href="http://vikascollege.org/sanstha.php?page=list-goals">http://vikascollege.org/sanstha.php?page=list-goals</a>
Upload any additional information	<a href="#">View File</a>

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

- Decentralization of administration is ensured by the appointment of different academic and administrative committees.
- The Principal is helped and supported in the administration 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.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In order to handle the challenging situation of conducting examinations online during the COVID-19 pandemic, the examination committee, in consultation with the Principal and the IQAC, strategically planned the online examinations of all the semesters.

- In keeping with the directives from the affiliating University, the college hired an online examination software.
- Meetings were conducted from time to time with the Heads of Departments and with the teaching staff to convey their roles as question paper setters.
- Question banks of 250 MCQs were prepared for each course by the concerned paper setters as per the directives of the affiliating University.
- Students were informed and duly educated and counseled regarding the mode of online examination well in advance by conducting online meetings.
- Necessary operational procedures like conducting a survey of students' requirement for their readiness to appear for online examination were followed as per the directives from

the University.

- A special technical committee functioned for pre and during examination activities and grievances to be resolve online.
- Students were also shown videos relating to the procedure of appearing for online examination.
- Students were encouraged to take mock test before the actual online examination.
- Sample questions (MCQs) were shared on the website for students.
- Log-in ID, password was communicated to the students through e-mail and SMS to avoid inconvenience.
- Apart from this, all academic coordinators and HOD's helped the students in online procedure.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.vikascollege.org/student_support/THE_INSTITUTIONAL_STRATEGIC_PLAN.pdf">http://www.vikascollege.org/student_support/THE_INSTITUTIONAL_STRATEGIC_PLAN.pdf</a>
Upload any additional information	No File Uploaded

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.

- The college being affiliated to University of Mumbai, functions as per the directives from Govt. of Maharashtra and University of Mumbai.
- The University has honoured efficiency of the college by appointing as cluster lead college.
- The college has statutory bodies in place like College Development Committee (CDC), Internal Quality Assurance Cell (IQAC) as per provisions of UGC, NAAC and the

Maharashtra Public University Act 2016.

- All the academic and administrative policies including admission



and examination procedures are designed and implemented as per the guidelines of these institutions.

- The college has an effective administrative set up that includes Principal, Vice-Principals, Office Superintendents, Librarian, Clerks etc.
- Appointments of teaching and non-teaching staff take place following the service rules prescribed and amended by the UGC and Govt. of Maharashtra from time to time.
- Their services are governed and monitored as per the directives of these bodies and University of Mumbai.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Link to Organogram of the institution webpage	<a href="http://www.vikascollege.org/vikas/Organogram.jpeg">http://www.vikascollege.org/vikas/Organogram.jpeg</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

- Academic achievements by the staff as well as meritorious and

outstanding services rendered are appreciated in the form of felicitation

- Dr. Dutta Samant Free Medical Advisory Centre in the college campus offers free medical advice and consultancy to the faculty and non-teaching staff

- Employees are provided with loan facilities by Vidya Vikas Employees Credit Co-op Society Ltd. The credit society also gives scholarship to the wards of teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

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

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

10

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

• The PBAS (Performance Based Appraisal System) with APIs (Academic Performance Indicators) in recruitments and CAS (Career Advancement Scheme) for promotions is followed by the college for performance appraisal of the teaching staff. Apart from this, the principal conducts meetings with students to get feedback on the teachers overall performance. During the staff meeting, this feedback is duly

conveyed to the teachers.

• As per the directives of Govt. of Maharashtra confidential reports are used for the performance appraisal of the non-teaching staff.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

• 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.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

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

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

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Financial resources are utilized for all the curricular and extra-curricular and co-curricular activities with an objective of fulfilling the mission of the institution.

- Salaries of aided staff are paid through the government. Non-salary expenses are partly managed through fees and partly through management support.
- Salaries and non-salary expenses of unaided staff are managed through fees collected from students. In case of deficit the institution borrows funds from the parent body in the form of loan.
- Annual budget and statement of expenditure is presented to and approved by the CDC.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

### 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

**IQAC of the college is actively involved in the planning and implementation of all the curricular, co-curricular and extra-curricular activities ensuring institutionalization of the quality assurance strategies and processes**

**IQAC is in constant touch with the Principal in consultation of whom, all these activities are planned.**

By conducting meetings with HODs and activity heads, all the activities are planned and implemented.

Guidance and permission is sought in this regard after finalizing strategies for implementation.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

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

- During regular meetings with the HODs and academic coordinators, feedback received from the students is conveyed to them and in case of necessary corrective measures, they are advised to follow proper action.
- The Vice principal and the Principal regularly observe lectures delivered by the teaching staff. In case of any corrective steps required teachers are advised to do so.
- All the teachers ensure that students grasp the subject matter to a desirable extent and measure their progress by conducting regular class tests and question answer sessions.
- During the lockdown, the Principal and Vice Principal observed online lectures to ensure effective use of ICT tools by teachers.
- Students are encouraged to respond to feedback forms relating to the teaching process.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the**

**D. Any 1 of the above**

**institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NA</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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 year

- Foundation Course is offered at F.Y. and S.Y. levels of all programmes. The course includes unit relating to promotion of gender equity and gender sensitization.
- Women development Cell of the college regularly conducts Workshops/interactive sessions/ Seminars for students on gender equity and gender sensitization.
- Workshop on Responsible Netizen was organized online for the girl students to create awareness regarding the safety measures to be followed while online.
- The counselor appointed by the college provides counseling to the girl students relating to their personal / psychological problems hindering their academics.
- WDC of the college conducts awareness sessions for the girl students regarding the existence of the cell for any of their problem/ complaints.

- Installation of CCTV cameras helps in maintaining the safety and security of ladies staff and girl students specifically.
- There is a provision for separate ladies' common room in the premises.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.vikascollege.org/student_support/Gender_Sensitisation_Plan.pdf">http://www.vikascollege.org/student_support/Gender_Sensitisation_Plan.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://www.vikascollege.org/student_support/WDC_2020-21.pdf">http://www.vikascollege.org/student_support/WDC_2020-21.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

• **Solid Waste Management**

Separate dustbins are kept in every room and the waste collected on regular basis is sent to the BMC disposal unit.

• **Bio-Medical Waste Management**

Discarding Autoclave is used in the Bio-Tech and MLT Department to kill bacterial culture.

Biomedical waste like sample of blood, sputum, urine etc. are handed



over to Biomedical waste Management system of Municipal Corporation of Greater Mumbai are sent for recycling.

- E-waste Management

E-waste is sent to the local vendor for recycling.

- Waste Recycling System

Vermi-Composting project takes care of the wet waste in the premises

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

D. Any 1 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit**  
**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

- Constitution Day is celebrated every year and an awareness regarding inclusive environment, tolerance and harmony is created among students through speeches and the public reading of the preamble of the Constitution.
- To celebrate Social Justice Day, a state level webinar on vision of Rajarshii Shahu Maharaj was organized on 27th June, 2020.
- Sessions on gender sensitization and gender equity are organized to include inclusive culture among students by sensitizing them towards other gender.
- As part of Gandhi Jayanti Celebration, Gandhian values like secularism are promoted through competition like essay, poster making and through speeches.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- Apart from topics in syllabus, students are sensitized towards the constitutional obligations through celebration of various days like Independence Day, Republic Day, Constitution day, Maharashtra Day,

Martyr's Day, APJ Abdul Kalam birth Anniversary, Gandhi Jayanti etc.

- National song and National Anthem are played at the beginning of webinars.
- University song is played at the beginning of cultural programmes.
- Various outreach activities and blood donation camp organized by the NSS Unit inculcate social values among the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://www.vikascollege.org/aqar/Annual_Report2020-21.pdf">http://www.vikascollege.org/aqar/Annual_Report2020-21.pdf</a>
Any other relevant information	Nil

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

A. All of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Following commemorative days are celebrated in the college

- International Yoga Day
- Marathi Bhasha Gaurav Din
- Independence Day
- Republic Day
- Martyr Day
- Birth Anniversary of Subhash Chandra Bose- Parakram Diwas
- Gandhi Jayanti
- APJ Abdul Kalam birth anniversary- Reading Inspiration Day
- Dr. Babasaheb Ambedkar Birth Anniversary
- National Science Day is celebrated to commemoratethe discovery of Raman Effect.
- Teachers Day
- Samajik Nyay Divas

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice 1

**Title: Skill Development Sessions**

### Best Practice 2

**Title: Counseling to students**

File Description	Documents
Best practices in the Institutional website	<a href="http://www.vikascollege.org/Best_Practices/Best_Practies_2020_21.pdf">http://www.vikascollege.org/Best_Practices/Best_Practies_2020_21.pdf</a>
Any other relevant information	<a href="https://drive.google.com/file/d/1B4Rx4MeccffgHhojzhjHlhvx6RpaMuhZ/view?usp=sharing">https://drive.google.com/file/d/1B4Rx4MeccffgHhojzhjHlhvx6RpaMuhZ/view?usp=sharing</a>

**7.3 - Institutional Distinctiveness**

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

In spite of the global disaster like COVID-19 pandemic restricting human movement the college successfully conducted all the curricular, extracurricular activities online.

Teaching- learning, examinations, webinars, cultural festival, celebration of days of national and international importance, various competitions apart from those in cultural fest took place online meeting software as well as proctored examinations software.

The college successfully performed its role as the cluster lead college for all the examinations of the University of Mumbai.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To collaborate with organizations for training and certificate courses in order to enhance the employability of the students

2. To collaborate with organizations for conducting skill development courses for students

3. To encourage teachers for participation in the syllabus design committees of the affiliating university