

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

Vidya Vikas Education Society's
VIKAS NIGHT COLLEGE OF ARTS, SCIENCE & COMMERCE

1.2 Address Line 1

VIKAS HIGH SCHOOL MARG, KANNAMWAR NAGAR- 2

Address Line 2

VIKHROLI (EAST)

City/Town

MUMBAI

State

MAHARASHTRA

Pin Code

400083

Institution e-mail address

vikascollegeprincipal@gmail.com

Contact Nos.

022-25783540, 022-25784267

Name of the Head of the Institution:

PRIN. (DR.) RANJAN KUMAR PATRA

Tel. No. with STD Code:

022-25783540

Mobile:

+91 9892299780

Name of the IQAC Co-ordinator:

MR. SANTOSHKUMAR M. OJHA

Mobile:

+91 8452898452

IQAC e-mail address:

vikascollegeprincipal@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

15132

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/63/RAR/30 dated 23-03-2013

1.5 Website address:

www.vikascollege.org

Web-link of the AQAR:

http://www.vikascollege.org/IQAC/iqca_pdf/2015_16pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	76.00	2005	5 Years
2	2 nd Cycle	A	3.15	2013	5 Years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

27/06/2005

1.8 AQAR for the year (for example 2010-11)

2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR_____2012-13 Submitted to NAAC on 28/09/2013
- ii. AQAR_____2013-14 Submitted to NAAC on 30/09/2014
- iii. AQAR_____2014-15 Submitted to NAAC on 29/09/2015
- iv. AQAR_____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

VOCATIONAL COURSES (B.Voc.)

1.12 Name of the Affiliating University (for the Colleges)

UNIVERSITY OF MUMBAI

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text" value="√"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2. 6 No. of any other stakeholder and Community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="15"/>

2.10 No. of IQAC meetings held : -

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

1. Quality Education and Training of Trainers
2. Microsoft International Certification on Information Security and Ethical Hacking.
3. Workshop on MS-Excel 2015-16 for clerical staff.
4. Workshop on MS-Excel 2015-16 for teaching staff.
5. Why Software developer should learn Software Testing.
6. National Industry Targeted Aptitude Test (NITAT-2016)

2.14 Significant Activities and contributions made by IQAC

1. Oriented faculty members and students for research work.
2. Oriented faculty members and Non-teaching Staff to become techno-savvy and leading the institution towards Digital Campus.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To Start Research Centre (Ph.D. in Commerce)	Research Centre (Ph.D. in Commerce) started from the academic year 2015-16.
2. To Start new professional career oriented programme B.Com(Banking & Insurance)	Application pending with University of Mumbai
3. To promote Research environment in the college	Research Development Cell was formed and three faculty members registered in Ph.D.
4. To foster skill Development among the staff	Oriented faculty-members and non-teaching staff to become techno-savvy and leading the institution towards Digital Campus.

5. To develop student's portal and to make online Study material available to students.	Under Progress
6. To strengthen alumni association and to develop a mentoring system in specialised skill based areas.	Under Progress
7. To conduct NAAC sponsored seminar on "Enhanced of quality in higher education"	Seminar organized from financial support from the College Management.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

- The College Management made provision for financial support for quality enhancement activities of the college.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	01	01	00
PG	05	00	05	00
UG	10	00	06	02
PG Diploma	00	00	00	00
Advanced Diploma	02	00	00	02
Diploma	02	00	00	02
Certificate	00	00	00	00
Others	00	00	00	00
Total	19	01	12	06
Interdisciplinary	07	00	05	06
Innovative	06	00	00	06

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	20
Trimester	00
Annual	00

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

During the academic year 2015-2016, the syllabus of S.Y.B.M.S. and T.Y.B.M.S. was restructured and revised by University of Mumbai.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

From the academic year 2015-16, the college has got recognition as a 'Research Centre' from University of Mumbai and started Ph.D. in Commerce.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
15	09	05	01	00

2.2 No. of permanent faculty with Ph.D.

01

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
86	06	05	00	01	00	00	00	92	06

2.4 No. of Guest and Visiting faculty and Temporary faculty

06

10

00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	29	29	02
Presented papers	27	08	00
Resource Persons	00	03	00

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Apart from Project based Learning, Interactive Method and Computer Assisted Learning, the college has also adopted workshop methods to teach skill base courses i.e. B.Voc.

2.7 Total No. of actual teaching days during this academic year

187

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Bar Coding, Photocopy, online Examination form filling. Digitization of question papers

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

07	01	01
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2.10 Average percentage of attendance of students

76%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com.	269	01	07	43	06	57
B.M.S.	51	00	18	27	08	53
B.Com (Acc & Fin)	41	10	45	24	07	86
B.A.	32	00	03	25	25	53
B.Sc.	37	00	16	32	06	51
B.Sc (Bio-tech)	57	02	17	18	14	51
B.Sc (IT)	142	05	21	15	09	50
B.Sc.(Comp. Sci)	31	00	10	23	03	36
M.Com.	15	00	27	53	00	80
M.Sc (Chemistry)	05	00	20	40	00	60
M.Sc (IT)	08	00	25	63	00	88
M.Sc. (Bio-tech)	07	00	29	57	00	86

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The college has an Academic Review Committee functioning under the IQAC, which constantly monitoring, reporting and reviewing the academic progress of the college. The Parents-Teacher Association also actively participating.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	00
HRD programmes	00

Orientation programmes	03
Faculty exchange programme	00
Staff training conducted by the university	11
Staff training conducted by other institutions	08
Summer / Winter schools, Workshops, etc.	00
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	42	02	00	02
Technical Staff	09	00	00	00

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- * Special fund is sanctioned in the college budget for research activities.
- * Research Development Cell is taking initiative to develop a research based culture in the college.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	03	02
Outlay in Rs. Lakhs	125000	140000	86000	60000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	00	00
Non-Peer Review Journals	00	00	00
e-Journals	00	02	00
Conference proceedings	01	02	00

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	N.A.	N.A.	00	00
Minor Projects	2015-16	University of Mumbai	Rs.86000	Rs.48000
Interdisciplinary Projects	N.A.	N.A.	00	00
Industry sponsored	N.A.	N.A.	00	00
Projects sponsored by the University/ College	N.A.	N.A.	00	00
Students research projects <i>(other than compulsory by the University)</i>	N.A.	N.A.	00	00
Any other(Specify)	N.A.	N.A.	00	00
Total	---	---	Rs.86000	Rs.48000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences Organized by the Institution

Level	International	National	State	University	College
Number	01	01	00	00	00
Sponsoring agencies	College Management	College	N.A.	N.A.	N.A.

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
00	00	01	00	00	00	00

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Free medical advice for the students, parents and teachers.
- Blood Donation and Health Check up Camp.
- Youth for Rural Development Camp.
- Swacha Bharat Abhiyan
- Helped Mumbai Police in traffic control during Ganapati immersion.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (in acres)	2.98	00	NA	2.98
Class rooms	26	00	NA	26
Laboratories	14	00	NA	14
Seminar Halls	02	00	NA	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	00	00	N.A.	00
Value of the equipment purchased during the year (Rs. in Lakhs)	00	Rs.12.51 Lakhs	UGC and College	Rs.12.51 Lakhs
Others	00	Rs. 1.46 Lakh	UGC and College	Rs. 1.46 Lakh

4.2 Computerization of administration and library

- Wi-Fi internet connection in library and LAN connection within the campus.
- SOUL software is installed in the library.
- E-journals facility through INFLIBNE T- Nlist programme.
- Library Blog
- Vikas Staff Academy: Whatsapp Group; a communication media is formed to facilitates Academic, Research and Administrative information.
- HTE Sevaarth Software used for online administration of salary grants.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value Rs.	No.	Value Rs.	No.	Value Rs.
Text Books	18715	3412072	2109	353940	20874	3766012
Reference Books	16377	3868764	574	526425	16951	4395189
e-Books	97000	5000	28000	00	125000	5000
Journals	51	168540	00	64185	51	232725
e-Journals	6000	15000	247	00	6247	15000
Digital Database	01	5000	00	00	01	5000
CD & Video	180	19875	00	00	180	19875
Others (specify)	00	00	00	00	00	00

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	187	145	187	00	00	14	18	10
Added	26	10	26	00	00	10	00	06
Total	213	155	213	00	00	24	18	16

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Upgradation (Networking, e-Governance etc.)

FOR STUDENTS:

- Seminar on Microsoft International Certification on Information Security & Ethical Hacking.
- IT Champs a computer based programme is organized every year for students of all faculties.
- Seminar on “Why Developer should learn Software Testing”.

FOR STAFF:

- In house training programmes were conducted by the faculty members from the Department of Computer Science on MS-Excel & MS-Word.
- In-house training programme on “Use of E-resources” was conducted by the Library staff for staff and students to facilitate learning and research skill.
- Students are allowed to use internet in Library and faculty members are availing the same facility in their departments.

4.6 Amount spent on maintenance in lakhs:

i) ICT	2.28
ii) Campus Infrastructure and facilities	12.17
iii) Equipments	0.94
iv) Others	0.18
Total:	15.57

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- *College prospectus and college web-site contains the details about available students Support Services.
- * Induction Programme at the beginning of academic year is a source of enhancing awareness about all in detail.
- * Mentor system is in operation to minimize the communication gap between Students and teachers..
- *Career counseling workshops were conducted

5.2 Efforts made by the institution for tracking the progression

- * The system of continuous monitoring of individual and departmental performance and feedback for improvement is in operation.
- * Periodical review of growth on post accreditation period and an MIS system is in operation.

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	2622	118	00	00

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	1831	67		909	33

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1667	685	13	572	01	2938	1601	644	117	377	01	2740

Demand ratio 1:1

Dropout % - 0%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Entry Level coaching classes were conducted for Banking services, MPSC and UPSC examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="00"/>	SET/SLET	<input type="text" value="00"/>	GATE	<input type="text" value="00"/>	CAT	<input type="text" value="00"/>
IAS/IPS etc	<input type="text" value="00"/>	State PSC	<input type="text" value="00"/>	UPSC	<input type="text" value="00"/>	Others	<input type="text" value="00"/>

5.6 Details of student counselling and career guidance

* Mrs. Vrushali Gokhale, M.A. (Psychology) a professional counselor, has been appointed as a full time counselor. She has conducted several interactive sessions with students in various aspects.

* The College periodically organizing Career guidance programmes for students.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
17	300	35	00

5.8 Details of gender sensitization programmes

The Women Development Cell has conducted one programme on gender sensitization during the year.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2. No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	00	00
Financial support from government	404	Rs.5680690
Financial support from other sources	02	Rs.10215
Number of students who received	00	00

International/ National recognitions		
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5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: ____NIL____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION: To be an accredited autonomous, and proactive centre for excellence, combining knowledge with innovation leading to an all round development of students, especially belong to the weaker sections of the Society in their chosen area of specialisation.

MISSION: To reflect the vibration of social aspirations in education.

6.2 Does the Institution has a Management Information System

YES: The college has a MIS system relates to student admission, Student records, Finance and Routine Administration.

From various sections to the Principal and subsequently from the Principal to the College Management (Secretary, Vidya Vikas Education Society)

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Introduction of value based career oriented programmes at Diploma, Advanced Diploma and Degree Level i.e. B.Voc. (Medical Laboratory Technology) and B.Voc. (Media Production)
- Independent Board of studies for design and development of syllabus of B.Voc. Courses as per UGC norms.

6.3.2 Teaching and Learning

A transparent admission system, College Academic Calendar, Department wise teaching plan and feedback, Remedial coaching, Mentor system, and use of ICT.

6.3.3 Examination and Evaluation

Semester Examination system with 25% and 40% weightage on internal assessment in UG and PG Examination respectively, Case Study, and Project Evaluation as per the examination rules of University of Mumbai.

6.3.4 Research and Development

- * Research Centre (Ph.D. in Commerce) is established after getting required permission from the University of Mumbai.
- *Regular discussion and workshops on research orientation.
- *Budgetary provision for research and development in the college budget.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Automation of the library system, Wi-Fi Internet connection, E-Journals, Way-2 SMS mode for staff and students, INFLIBNET connectivity to individual staff, and use of LCD projectors in the class rooms.

6.3.6 Human Resource Management

- *Financial aid to Teaching Faculty for research work.
- *Loan facility from Employee's Co-op Credit Society.
- *Preference to pass-out and deserving student to join as faculty and staff after acquiring required qualifications.

6.3.7 Faculty and Staff recruitment

Preference is given to our deserving and pass-out students during faculty and staff recruitment.

6.3.8 Industry Interaction / Collaboration

- Interaction and collaboration with industry for industrial visit, student's project work, workshops, placement, and funded research projects.
- B.Voc. (Medical Laboratory Technology) and B.Voc. (Media Production) both courses are in collaboration with Industrial partners.

6.3.9 Admission of Students

- Help Desk is setup for guiding, counselling and providing admission related information to the students.

Teaching	* Employee's Co-operative Credit Society. * Free medical Advisory Centre
Non teaching	* Employer's Co-operative Credit Society. * Free medical Advisory Centre

6.4 Welfare Schemes for	Students	* Free medical Advisory Centre * Instalment facilities on payment of fees *Students group insurance Scheme with Oriental Insurance Co. *Book Bank Scheme for EBC students
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6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A.	No	NA
Administrative	No	N.A.	No	NA

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

*Formally established Alumni Association.

*Formal meeting with the alumni twice a year for Annual plans.

*Informal interaction with and support from alumni, when and where required.

6.12 Activities and support from the Parent – Teacher Association

- * Formally established Parent – Teacher Association.
- * Formal meeting once in each term (twice in a year).
- * Informal interaction of parents with class teachers, when and where required.

6.13 Development programmes for support staff

- * Encouraging them to pursue higher education by proving financial support and concession in duty hours.
- * Preference in taking admission in courses conducted by the institution.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- * Garbage free campus with installation of an eco-friendly garbage collection box in Collaboration with “STREE MUKTI SANGATHAN” an NGO.
- * Zero plastic campus.
- * Use of dust-free chalks.
- * Use of smart board.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- * Promoted research environment among staff and students.
- * Student with economically poor background are permitted to take admission by paying fees in instalment.
- * The University Examination forms of the students are verified by the senior member of examination committee before submission to ensure accuracy and to minimize future complications in examination and result.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- * The college has started Research Centre (Ph.D. in Commerce) after necessary permission from University of Mumbai.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- * Formation and functioning of Staff Academy.
- * Mentoring System

***Provide the details in annexure (annexure need to be numbered as i, ii,iii)**

7.4 Contribution to environmental awareness / protection

- *Tree Plantation by the NSS unit in the campus and in rural camp at Vangani, Dist- Thane, Maharashtra
* Swacchata Abhiyan during rural camp at Vangani Village and Vikhroli (East)

7.5 Whether environmental audit was conducted?

No

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

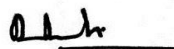
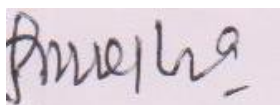
- We are an oldest and biggest Night College having more than 4000 student intake capacity.
- Because of our social goodwill, even it is a Night College; we have good strength of 33% Girl students.
- It is one among six B.Voc. Colleges of University of Mumbai, approved by UGC.
- Imparting higher education to the economical poor section of the society, with the concept of “Learning while earning” is the motto of our college.

8. Plans of institution for next year

- * To start some career oriented add-on courses preferably for in-house students.
- * To make the college as Digital Campus.
- * To promote Research environment in the college.
- * To foster skill development among the staff.
- * To develop student’s portal and to make online study material available to students.
- * To strengthen alumni association and to develop a mentoring system in specialized skill based areas.

Name **Mr. Santosh M.Ojha**

Name **Dr. Ranjan K. Patra**



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ANNEXTURE - I

Best Practice No – 1

1. Title of the Practice:

FUNCTIONING OF STAFF ACADEMY

2. Goal:

- To encourage an exchange of interdisciplinary ideas among the faculty members.

3. The Context:

- The college offers various multidisciplinary courses/programmes under Arts, Science and Commerce faculty.
- Faculty members, being experts in their specific area of knowledge, can enlighten their fellow colleagues on various matters from their field of expertise.
- By encouraging such practice among faculty members, it also an attempt to enhance their research aptitude.

4. The Practice:

- The members of Staff Academy meet every last Saturday of the month.
- The topic and Resource Person and the schedule of the session are pre-planned and notify to all teaching and non-teaching staff before one week.
- The Resource person is from among the Faculty members.
- Generally, the members are encouraged to spare time in addition to their regular working hour for this activity.
- The concerned Resource person is allotted with two hours for presentation followed by question-answer session.

5. Evidence of Success:

- During the academic year 2015-16, following faculty members presented their topics as a part of activity.
 1. CA. V. S. Kasliwal, Head, Dept. of Accountancy
Topic: “Annual Budget 2015-2016”.
 2. Prof. S. Mathew, Vice-Principal
Topic: “How to fill-up PBAS form (Self-Appraisal Form)”
 3. Prof. (Ms.) S. K. Deshpande, Head, dept. of English
Topic: “Common errors in English”
 4. Prof. S. K. Athawale, Asst. Professor, Dept. of English
Topic: “How to improve English pronunciation”
 5. Mr. U. U. Kulkarni, Librarian,
Topic: “ E- Resources for research”.

6. Problems Encounter and Resources required:

- Some members find difficult to attend the session because of their regular class room lecture and practical.
- Time constraint is a limitation to enhance the coverage of the activity.

7. Notice:

- The management of the college is highly supportive towards this activity and has assured to support in terms of achievement of the goal.

8. Contact Detail:

Name of the Principal: Dr. R. K. Patra

Name of the Institution: Vidya Vikas Education Society's Vikas Night
College of Arts, Science & Commerce

Accredited Status: Reaccredited Grade – A with CGPA 3.15

Work Phone: 022-25783540, 022-25784267 Fax: 022-25796196

Website: www.vikascollege.org

E-mail: vikascollegeprincipal@gmail.com

Mobile: 09892299780

BEST PRACTICE NO - 2

1. Title of the Practice:

MENTORING SYSTEM

2. Goal:

To ensure an all-round personality development of the students by providing them with guidance, counselling and psychological support in addition to the academics.

3. Context:

- Maximum of students belong to the under-privileged sections of society.
- Being the first generation learners, they need personal counselling, guidance as well motivation as regards their curricular, extra-curricular and career growth.
- The Faculty members allotted to a specific division of class, can act as a mentor to these students in terms of their overall personality development.

4. The Practice:

- Considering the maximum coverage of subjects being taught by a faculty member in a particular division, she/he is allotted a division of a class as the mentor.
- The concerned member takes care of general attendance, personal counselling of the students as relates to their problems as well as their participation in various curricular and co-curricular activities.
- Every mentor conducts a meeting with the parents of the students from his/her class wherein parents are informed about overall progress / attendance of their ward.
- Whenever necessary, the students are guided to consult the counsellor appointed by the college.

5. Evidence of Success:

During the academic year 2015-16, the total numbers of 2740 students are benefited from this practice.

6. Problems Encountered and Resonances required:

In some cases, students find it difficult to express their difficulties to the teachers.

Students' inability to express themselves is a limitation to enhance the coverage to this practice

7. Notice:

The Management of the College strongly supports the practice and has assured to extend complete support to achieve the goal.

8. Contact Detail

Name of the Principal: Dr. R. K. Patra

Name of the Institution: Vidya Vikas Education Society's Vikas Night
College of Arts, Science & Commerce

Accredited Status: Reaccredited Grade – A with CGPA 3.15

Work Phone: 022-25783540, 022-25784267 Fax: 022-25796196

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Mobile: 09892299780

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
INFLIBNET	-	Information and Library Network Centre
N-LIST	-	National Library and Information Services Infrastructure for Scholarly Content
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
