



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**VPM'S RAMNIKLAL Z. SHAH COLLEGE OF ARTS,  
SCIENCE AND COMMERCE**

MITHAGAR ROAD, MULUND EAST, MUMBAI  
400081

[www.vpmrzshahcollege.edu.in](http://www.vpmrzshahcollege.edu.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

“**Education** is the most **powerful weapon** which you can use to change the World”

– **Dr. A.P.J. Abdul Kalam**

Vidya Prasarak Mandal is an esteemed trust situated at Mulund (East), Mumbai 400081, Maharashtra, which strives to enhance quality in education. The college was established in the year 2003 and is affiliated to University of Mumbai. Our institution has rendered untiring service to the Mulund region and its vicinity. It has earned a fine reputation for excellence in all spheres spanning from academics to extracurricular activities and sports.

Starting with B. Com. and B. Sc. (Information Technology), with only 78 students in the year 2003, now the college has strength of about 2000 students pursuing graduation degrees. Today the College conducts various programmes like , B. A., B. Sc., B. Sc. (CS), B. Com. (B&I), B. Com. (A&F), BMS and BAMMC.

The infrastructural and technological improvements being undertaken to meet the growing demands of modern education will also further rekindle inquisitiveness and quest for knowledge among the students. Our dedicated teaching faculty members share a great rapport with students and are always encouraging and are supportive of their new ideas. We instill in students “**Right attitude, positive attitude and attitude of gratitude**”.

Our motto ‘Knowledge is Power’ has been and will continue to be the source of inspiration in every activity. Blessed with the visionary leadership of the management, dedicated teaching and non-teaching staff, alumni and students, Vidya Prasarak Mandal will continue to march forward in its journey towards excellence.

### **Vision**

"To Facilitate a Student Centered Environment Where the Intellectual, Cultural, Social, Physical and Recreational Needs of the Students are Fulfilled."

### **Mission**

"With a spirit of sincerity we foster an integrated character, imbued with high moral, social, ecological and spiritual values in students, respect cultural and ethnic diversity in the community, set high standards of academic, professional and societal performance, empower students with leadership, training skills to enable them to be agents of social change, equip students with global competency, develop inquisitive minds to inculcate a culture of research mould, teachers to be role models for students."

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### **Institutional Strength**

1. Teaching services are based on students' understanding, grasping power, intellectual needs and wants
2. Specific needs of individual student are addressed
3. All-round growth of student, encouragement for extracurricular activities, to ensure good citizen
4. Well-equipped IT laboratory and practical training
5. Management's strong social and ethical philosophies rooting down to college activities
6. Functional placement cell
7. Enabling financial aid to students by way of scholarships and freships
8. Easy access, connectivity by road and local trains
9. Multilingual students comfort

### **Institutional Weakness**

1. Existing space fully occupied---More space will be required to meet new demands
2. Curriculum rigidity due to non-autonomous status
3. Lack of research culture
4. Non - structured approach to meet urgencies
5. Low contribution by the alumni
6. Less programs in science stream
7. No PG programs

### **Institutional Opportunity**

1. Unleash potential, multi-disciplinary growth
2. Use of online tools to conduct a greater number of knowledge driven programmes
3. Scope for introducing add on courses and value-added courses to meet the demand of competitive manpower by globalised economy

4. Scope for encouragement to social and industrial research
5. To encourage alumni to plough back to the institution by awareness and participation
6. Making college a centre of community training by offering certificate courses open for all
7. Teachers to explore opportunities in Board of studies, syllabus framing etc. at university level

### **Institutional Challenge**

1. To channelize resource mobilization for sustainable development of the college
2. Developing college infrastructure in the context of increasing cost for meeting current requirements
3. 100 percent students' involvement in various activities
4. To initiate environment and ecology supportive work methods and systems

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

To achieve the objectives of curriculum planning and implementation, the college prepares academic calendar prior to commencement of the academic year based on university calendar. Workload and time table distribution to the professors is also done well in advance. Attendance of students is marked in ERP software, which ensures the proper maintenance of records. We have ICT enabled teaching learning facilities which are extensively used by all the faculties. Google classroom platform and meeting apps are used to ensure seamless delivery of lectures.

Examinations and assessment are conducted as per the guidelines of the university with strict adherence to the rules and schedules. Internal assessment of students is done based on various assignments, presentations. The University Examination Timetable is displayed on the notice board and also on the website. Students', teachers' and alumni feedback is collected at regular intervals. The feedback on the placement drive is also collected. The programs offered have choice based credit system/elective course system. Various add-on / certificate courses are too run, for students of all the streams.

The institution ensures that we imbibe professional ethics, gender equality, human values, conservation of environment and sustainability through various subjects in the curriculum. Many events are also organized to ensure all the good values and teachings for the students. NSS unit, Women Development cell take active participation in imbibing the said values.

Experiential learning through project work, field work and internships give an immense practical knowledge to the students. In addition to this, job opportunities provided to the students through placement cell form the part of experiential learning.

### **Teaching-learning and Evaluation**

To ensure complete transparency in the teaching and evaluation system, the college communicates the teaching and evaluation schedule to the students at the beginning of each semester.

The academic calendar is prepared every year in advance as part of planning. Being the minority institution, the college follows the rules for minority institutes for FY admissions. The admission process has been facilitated by an online mode. Students from diverse geographical, economical and educational backgrounds secure admission.

Student centric creative and innovative teaching methods are used in order to enhance the learning experiences of students. Academically weak students are helped through remedial coaching and personal guidance. Experiential and participative learning methods are promoted through activities like project development, classroom seminars, group discussion, problem solving sessions, quiz contests, poster presentations, elocution competitions, essay writing contests, ppt presentations.

The College understands the need for new teaching pedagogy and made the arrangement of Wi-Fi enabled campus and classrooms with projectors are provided for ICT and LMS based teaching learning experience.

The college has well qualified and efficient staff with a combination of **young** talent and experienced faculties. Guest lecturers and webinars are organized for academic enrichment and the awareness of current trends. Students are encouraged to conduct research in order to build a research culture among them.

The Examination Committee strictly adheres to the rules and regulations of the University. The college has a transparent, time-bound and efficient mechanism to deal with examination related grievances. Parents are informed about the academic performance of their wards while issuing grade cards for semester end examination in open day meetings.

Mentoring is conducted by the mentor of the class. Mentors help students regarding academic, personal and other matters. Program outcomes, program specific outcomes and course outcomes for all the programs offered by the institution are clearly stated and displayed on the college website and are communicated to students.

### **Research, Innovations and Extension**

The college facilitates a student centered environment where intellectual as well as recreational needs of the students are being fulfilled. A research committee has been formed to promote research culture in the college. The college atmosphere has always encouraged faculty members to prepare, participate and present research papers in various international, national and state level conferences and seminars. Various workshops and symposiums are organized for staff and students. The college also provides adequate infrastructure, library facilities, learning resources and human resources to undertake research projects. Faculty members have been achieving endeavors like Ph. D. and NET/SET with the support given by the college.

NSS and the Department of Life Long Learning and Extension of the college are extremely active and conduct numerous activities towards the benefit of the society, environment and all members of the community. The collaborations and MoUs initiated by the college with outside bodies belonging to the education and corporate world, extend growth of the students in various aspects of their career.

### **Infrastructure and Learning Resources**

Along with academic development, the institution encourages students to participate in cultural activities and physical activities by providing an auditorium, gymkhana, and playground with all necessary amenities.

The infrastructure of the College includes not only classrooms, laboratories (Chemistry, Physics and Computer), library and auditorium, but also equipped with LCD projectors in classes and laboratories, photocopier, scanners and CCTVs. The computer laboratories are equipped with good configurations of computers and the latest software. The entire college campus is a Wi-Fi enabled zone. Additional facilities include water purifiers, electricity back-up and fire extinguishers. The library is also equipped with an Online Public Access Catalogue (OPAC) facility and internet connectivity, for accessing online journals and lectures. In addition to this Library subscribed to the N-List Database from INFLIBNET to facilitate e-learning and provide both in-house and remote access to the required reading material. Proper repairs and maintenance are done at regular intervals of time to ensure a good ambiance. Financial provisions are done in the budget for infrastructure augmentation and development.

### **Student Support and Progression**

The institution extends student support by way of mentoring, guidance and counseling in various aspects of education and their field of study.

Our Institution supports students by making scholarships and freeships available, along with Government, and non- government agencies. Students are mentored for competitive examinations and Career Counseling support is also offered to explore new career avenues. A transparent and timely mechanism for redressal of student grievances including sexual harassment and ragging cases is present and always responsive.

The college has a dedicated Placement Committee providing internships and placement for outgoing students. College also provides support for students pursuing higher education and students applying for qualifying examinations in state, national, international level by providing tie-ups with outside institutions.

The college encourages students to participate in Sports and Cultural activities at university, state, national, international level. students are also motivated to represent and engage in various administrative, co-curricular and extracurricular activities such as Student Council, WDC, Social Science Association, Literature club etc. Alumni of the college plough back significantly to the development of the institution through financial and/or other support services.

### **Governance, Leadership and Management**

The institution has a well-set vision and mission inspired from the motto of the college "Knowledge is Power". Also, the Goal of the institute refers to sincere commitment towards the education of the students. The foundation of all the governance is the management of the college at Authority level along with the principal and Vice principals. On execution level, CDC members are appointed for coordination between staff and management of the college. Conveners and heads of all departments are distributed the responsibilities on participative level. Student representatives are appointed to execute functional level responsibilities. Governance on all levels of the management ensures the development of academic and administrative leadership by adopting a proactive approach. The management ensures maintaining participative environment in formation and implementation of quality initiatives. The institute encourages faculty development and research for teaching staff by providing financial support and runs several programs for their development. It

also strategizes faculty empowerment in case of recruitment, performance appraisal and faculty development programmes. For the better-quality educational environment internal quality of the college is maintained with good initiatives taken by IQAC.

The institution executes the well-allocated budget for various activities with strong financial control mechanisms. Also, it ensures effective utilization of the funds. The internal and external audit further ensures efficiency of the fund management. The IQAC focuses on the prospective plan of an institute and encouraging E-governance in present times. Curricular, Co-Curricular, Extra-Curricular activities along with the administrative activities in the College, quality initiatives all come under the control of IQAC. Administration, attendance, examination, result, accounting management are done by using efficient technological assistance. The overall quality assurance mechanism of IQAC monitors and motivates its stakeholders to achieve the vision and mission of the College.

### **Institutional Values and Best Practices**

Imparting value-based education, include creating awareness among students with respect to gender equity, environmental consciousness and professional ethics. The Institution is committed to provide a safe and healthy environment to students and employees. It sensitizes them with the mechanism to deal with any kind of sexual harassment. Gender equality is promoted through self defense workshops, one day seminars, webinars and competitions for students.

The Institution has adopted environment friendly practices as the outcome of environmental and energy audits conducted on a regular basis.

The Institution is sensitive towards the needs of the local community and also recognizes the special needs of differently abled students and has set up various facilities for their convenience. It functions as per the Code of conduct as prescribed by the College authorities for different stakeholders. The great values like unity, justice and fraternity are inculcated through celebration of National festivals, recognition to National personalities, encouragement to participate in SRD/NRD parades etc. Motivation to improve and maintain academic performance is given by way of different schemes and prizes.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	VPM'S RAMNIKLAL Z. SHAH COLLEGE OF ARTS, SCIENCE AND COMMERCE
Address	Mithagar Road, Mulund East, Mumbai
City	MUMBAI
State	Maharashtra
Pin	400081
Website	<a href="http://www.vpmrzshahcollege.edu.in">www.vpmrzshahcollege.edu.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Kavita Sharma	022-21635238	9969184939	-	vpmdgcol@yahoo.co.in
IQAC / CIQA coordinator	Shruti Shouche	022-25637313	8082432903	-	shouche1970@yahoo.co.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular



<b>Recognized Minority institution</b>	
If it is a recognized minority institution	Yes
If Yes, Specify minority status	
Religious	
Linguistic	Kannada
Any Other	

<b>Establishment Details</b>				
Date of establishment of the college	04-08-2003			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Maharashtra	University of Mumbai	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC				
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

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

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Mithagar Road, Mulund East, Mumbai	Urban	0.568	2478.18

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,Arts	36	HSC or equivalent to HSC	English	120	52
UG	BA,Arts	36	HSC or equivalent to HSC	English	72	45
UG	BSc,Science	36	HSC or equivalent to HSC	English	72	63
UG	BSc,Science	36	HSC or equivalent to HSC	English	120	34
UG	BSc,Science	36	HSC or equivalent to HSC	English	72	67
UG	BCom,Commerce	36	HSC or equivalent to HSC	English	72	59
UG	BMS,Commerce	36	HSC or equivalent to HSC	English	72	69
UG	BCom,Commerce	36	HSC or equivalent to HSC	English	72	60
UG	BCom,Commerce	36	HSC or equivalent to HSC	English	288	264

### **Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				46			
Recruited	0	0	0	0	0	0	0	0	9	32	0	41
Yet to Recruit	0				0				5			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				22
Recruited	14	7	0	21
Yet to Recruit				1

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

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	1	5	0	6

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	2	0	3
M.Phil.	0	0	0	0	0	0	1	2	0	3
PG	0	0	0	0	0	0	5	21	0	26

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	14		7		21

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1005	5	0	0	1010
	Female	1019	3	0	0	1022
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	32	29	26	36
	Female	24	31	28	38
	Others	0	0	0	0
ST	Male	0	2	3	1
	Female	4	4	1	1
	Others	0	0	0	0
OBC	Male	31	34	37	44
	Female	32	38	36	43
	Others	0	0	0	0
General	Male	314	265	238	252
	Female	256	240	233	212
	Others	0	0	0	0
Others	Male	51	58	54	34
	Female	36	64	60	53
	Others	0	0	0	0
Total		780	765	716	714

**Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	Institution offers a curriculum designed by Mumbai University which includes multidisciplinary credit-based courses and projects in the areas of human resources, marketing, advertising and journalism, through the programs of BMS and BAMMC respectively, towards the attainment of the goal of multidisciplinary education. Within the specialization as well as in the overall curriculum of any program, the institution offers those multidisciplinary courses which help students in the context of job opportunities emerging in the business world.
2. Academic bank of credits (ABC):	Institute in future is planning to widen its scope by adopting proposals mentioned in NEP 2020, giving flexibility to students in acquiring education. Some steps towards the same such as having tie ups with outside institutions to facilitate implementation of 'Academic Bank of Credits'
3. Skill development:	Institution offers various add – on courses, such as Personality development, Tally, Advanced Excel, Labour Laws, IIT spoken tutorials, Spoken English, Spoken Kannada, Youth Employability Program etc. Through these courses and other programmes like workshops, the institution has been always instrumental in developing the skills of students to make them prepared and versatile to fit into expectations of industry towards human resources. Brahma Vidya sessions, mentoring sessions, programmes conducted by NSS, WDC, Marathi Vangmay Mandal, Kannada Association, Social Science Association etc. have facilitated development of humanistic, ethical, constitutional and universal human values of truth, righteous conduct, peace, tolerance, love, non-violence, scientific temper and life skills through their activities. The distinct feature of the college is that the management members take interest and efforts to groom students in developing various skills.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	For the better understanding of students , Majority of the Teachers deliver the lecture in English as well as in vernacular medium like Hindi, Marathi. Institution has preserved the Indian heritage of languages by establishing Marathi Vangmay Mandal and Kannada Association, being a Kannada Minority institution. The associations organize different programmes related to Indian culture, traditions and arts. 'Granth Dindi', 'Bharud', 'Powada', 'Antakshari ',



	<p>'Yakshagana' can be mentioned as the events depicting Indian culture and traditions. These events not only represent culture, but also teach ancient Indian valuable thoughts, spirituality and ethics. Every year the Arts department celebrates 'Hindi Diwas' on 14th September. Spoken Kannada course run by the college is also an example towards efforts of the institution on integrating the Indian Knowledge system. Library of the institution has a Marathi books section, though the institution does not offer Marathi courses in any of the programs. In the Academic Year 2020-2021, the college conducted online workshops on Madhubani Art and Mandala Art for the students.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>The outcomes of all courses are explained to students at the beginning of the semester. Feedback is collected from students on the same. Industrial and field visits, hands-on training during workshops, competitions, seminars, webinars, guest lectures, internships, add on courses and events organised by respective departments give required knowledge and develop skills to achieve course and program outcomes.</p>
<p>6. Distance education/online education:</p>	<p>Considering the benefits of online teaching, the institution has started online courses, conducted webinars and workshops especially during pandemic time. The institution intends to continue this hybrid, blended mode of teaching even later by way of online meetings. The content of the courses has been enriched with well designed PowerPoint presentations and well drafted documents. Use of audio – visual aids like relevant YouTube videos, animated videos etc. have given better understanding of concepts by students. Meeting apps, Google classroom, email, WhatsApp has made student teacher communication more easy and flexible, instant and effective. Add-on courses have been made available not only for our students but for other college students as well, this helps students to attend sessions from any place. The college has a goal to start more such courses in future as part of the prospective plan.</p>

## Extended Profile

### 1 Program

#### 1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
442	442	444	438	443
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	9	9

### 2 Students

#### 2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2032	1950	1950	1973	1912
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
360	360	360	499	499

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
639	584	569	567	547

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
40	43	42	41	41

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
46	49	48	50	49

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 11**

**4.2**

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

2020-21	2019-20	2018-19	2017-18	2016-17
5.23	8.42	8.85	8.01	8.38

**4.3**

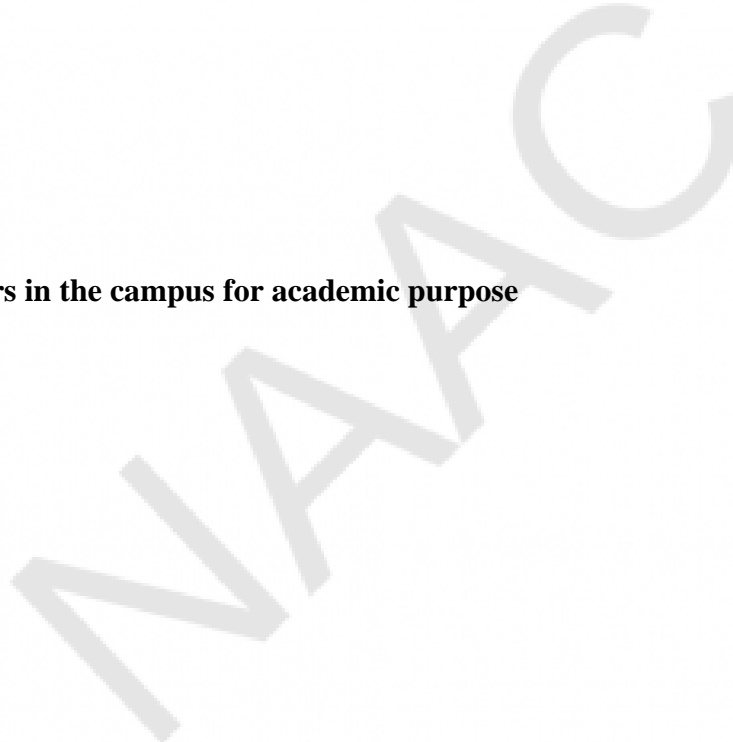
**Number of Computers**

**Response: 76**

**4.4**

**Total number of computers in the campus for academic purpose**

**Response: 76**



## 4. Quality Indicator Framework(QIF)

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### Criterion 1 - Curricular Aspects

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#### 1.1 Curricular Planning and Implementation

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

###### Response:

The college is constantly working to improve the students' overall development. The University of Mumbai's specified syllabus is followed with great care and accuracy. The academic calendar is meticulously planned as per the inputs from various committees to ensure that all curricular and co-curricular activities lead to the desired outcomes.

###### Academic Calendar:

Prior to the commencement of the academic year, the college prepares the academic calendar in consultation with HODs, Coordinators, Vice-Principals, Convenors of various associations, various committee convenors based on the University calendar. This gives a clear picture of the available dates for noteworthy activities to ensure proper teaching-learning transactions and continuous evaluation. The academic calendar contains events, holidays, guest lectures, an internal examination schedule, etc.

###### Pre-work at departmental level:

At the beginning of the academic year, all HODs conduct a meeting to discuss the workload and plan the activities based on the college's academic calendar.

###### Timetable committee:

The timetable committee prepares an individual timetable based on the workloads received from the HODs. Individual teachers prepare a weekly teaching plan considering available dates and periods for the teaching-learning process and syllabus to be covered. Teaching plans are submitted to the Head of the Department. If a faculty member fails to complete his or her syllabus within the stipulated time, they schedule additional lectures to ensure the syllabus is completed.

###### Memorandum of Lectures:

Attendance of students is marked on a daily basis and a message having the status of the topic taught is sent to the students' mobile number as well. Every teacher records daily teaching-learning activities. For this, an academic diary and a mobile application are provided. The mobile app is used to record attendance and topics taught in a lecture. The concerned HODs and timetable committee ensures that all lectures are conducted seamlessly as per the timetable.

Instructions for submitting assignments, projects, and practical journals are provided, and the schedule for internal exams is well-planned and carried out prior to the final examination.

Weekly records of teaching-learning activities are submitted to the HOD for review, which is further verified by the Vice-Principal/Principal.

Use of Information and Communication Technology(ICT): For better understanding of the topic by the students, ICT-enabled teaching-learning is used widely. Example - Teachers use PPT presentations, quizzes, video clips, program editors, etc.. Teachers use LMS (Google class) for sharing lecture notes, assignments. WhatsApp groups of every class to share study materials and notices.

**Meetings:**

The college gets regular updates of circulars through websites from the university regarding the changes or modifications in the curriculum. The HOD informs the concerned teacher about changes in the curriculum. Teachers attend the workshop arranged for the new syllabus.

**Under the lockdown situation:**

All faculties participated in online Faculty Development Programmes, Short Term Courses, and webinars to learn and adapt to various tools used for the online teaching-learning process. The college conducted various webinars where students participated in huge numbers. Mentors helped students deal with the problems faced during the lockdown.

File Description	Document
Link for Additional information	<a href="#">View Document</a>

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

**Response:**

College prepares the academic calendar for examinations based on Mumbai University’s exam schedule. The academic calendar is finalized well ahead of the start of the next academic year. The academic calendar is displayed on the staff room notice board and also uploaded on the college website for the students' and stakeholders’ convenience.

It contains approximate schedules for the admission process, teaching-learning schedules, curricular and co-curricular activities, extra-curricular activities, major departmental and administrative events, and holiday dates.

All lectures and tests are planned according to the calendar, ensuring complete adherence.

**Classes and Labs time-table:**

A timetable of regular lectures/practicals for every semester is prepared by the timetable committee and displayed on the notice board and shared with students. The practical examination timetable is prepared by

the concerned department's HOD/coordinator with batch-wise details and displayed on the notice board and website.

**Lesson Plan:**

All faculty members create lesson plans, topics to be covered, and ensure unit-wise completion as per internal test dates based on the lesson plans submitted. Lesson plans are submitted by the subject teachers to HODs/ Coordinators at the beginning of the academic year.

**Internal Examinations:**

The Internal assessment test of the semester is generally scheduled as per the academic calendar after approximately one and half months after the commencement of the term. Attendance, participation in-class activities and overall performance of students are also considered for internal evaluation

**Question Paper Setting:**

The question paper of internal exams is prepared by concerned faculties as per the guidelines given by the university and submitted to the examination committee. Teachers also contributed in question paper setting for semester-end online MCQ type of examinations during the lockdown.

**Exam sheets re-evaluation:**

The answer sheets are re-evaluated as per the applications received from the students within 7 days after the declaration of results.

**Assignments and Quiz:**

Additional tests, assignments, and quizzes are also part of Continuous Internal Evaluation. Teachers conduct class tests consisting of MCQs on the related topic for practice and revision with the help of Google forms.

**University Exams:**

The examination committee convener holds meetings or communicates in the staff meeting the schedule of university examinations. The exam committee finalizes the internal exam and practical examination timetable in consultation with concerned HODs/Coordinators/Vice Principal for smooth conduct of the college-level exams. University examinations schedule is displayed on the website/ notice boards and also shared through WhatsApp groups immediately after receiving from the University.

**Student feedback:**

Feedback is collected from the students at the end of the academic session on the overall teaching and learning process through online feedback forms maintaining complete anonymity. The IQAC then analyses the same and appropriate actions are taken.

**Academic Monitoring:**

The Head and coordinator of the department monitor the activities of the department. Weekly records of teaching-learning activities are submitted to the Head of the Department in a daily diary, which is further verified by the Vice-Principal / Principal.

File Description	Document
Link for Additional information	<a href="#">View Document</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 last five years**

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

**Response:** B. Any 3 of the above

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

**1.2 Academic Flexibility**

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

**Response:** 100

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

Response: 9

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>



**1.2.2 Number of Add on /Certificate programs offered during the last five years****Response:** 25**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
13	8	3	1	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years****Response:** 13.15**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
831	341	115	29	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</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****Response:****1. Courses in the syllabi:**

The institution offers compulsory courses, viz., "Foundation Course" for BA, BCom, and BSc programs. Basic human values, socio-economic issues, environmental issues, and other topics are covered in this course. Students are expected to prepare a project report on such issues and submit it for internal evaluation. This course is taught for two years as part of a three-year BA, BCom, and BSc degree programs. Many courses in Management, Information Technology, Banking and Insurance, and Accounting and Finance all emphasize the development of professional self-awareness and ethics. Environmental Studies, Media, Gender & Culture, Information Technology in Accounting, Green Technology, and other courses keep students academically active and grounded. The programs include syllabi to teach students on gender-related issues as well as laws which protect women.

Value-added Courses conducted by the institution. The college provides a variety of value-added courses, such as Youth Employability Program, Campus to Corporate, Spoken English, Spoken Kannada, courses through spoken IIT tutorials and Labour Laws. The IT/CS department offered course on mobile application development.

2. Events relevant to cross-cutting issues organized by the institution: The institution organizes and hosts multiple programs to inculcate professional ethics, gender equality, human values, promotion of sustainable environmental practices etc. The curriculum is supported by a range of activities throughout the year imbuing varied human values.

The college teachers engage the students in various activities through Guidance lectures, Women Development Cell, N.S.S. programmes, Extension activities through DLLE Unit and cultural activities.

#### **NSS Unit:**

NSS unit organizes several activities, workshops, and programs to develop environment-friendly and sustainable ways of living for all the stakeholders of the institution. It engages in activities such as tree planting, cleanliness campaigns, blood donation camps, and a seven-day residential camp that encourages volunteers to be self-sufficient, environmentally conscious, and responsible citizens. International Yoga Day is celebrated in the institution to promote the health and well-being of all the stakeholders

#### **Women Development Cell (WDC):**

The Women Development Cell of the college organizes various programs to uplift the lives of adolescent female students. It strives to empower them emotionally, mentally, and physically. The Cell arranges programs and workshops on sustainable menstruation, self-defense, health, and nutrition. In our college, we've also installed a sanitary napkin vending machine.

The WDC organizes different programs focusing on women empowerment, gender equality, sexual harassment, etc. All the departments organize various seminars and webinars to make students aware of the various relevant topics. Various seminars and webinars are conducted regularly to ensure that our students turn out to be good and responsible citizens.

Professional ethics have always been a core value in the culture of VPM's R Z Shah college. The institution always maintains the dignity of all the employees throughout the hierarchy. Any case of misconduct is dealt with a great deal of respect and confidentiality.

Days of national and international significance are celebrated at the college, such as Republic Day, Women's Day, Independence Day, Teacher's Day, International Yoga Day. These celebrations help students develop moral, ethical, and social values.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>

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

**Response:** 23.36

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

2020-21	2019-20	2018-19	2017-18	2016-17
108	102	101	105	100

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 43.95

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

**Response:** 893

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

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

**Response:** B. Any 3 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

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

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

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

File Description	Document
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 80.06

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

2020-21	2019-20	2018-19	2017-18	2016-17
714	716	765	780	767

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

2020-21	2019-20	2018-19	2017-18	2016-17
960	960	900	924	936

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

**Response:** 30.63

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

2020-21	2019-20	2018-19	2017-18	2016-17
71	86	100	187	221

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

## 2.2 Catering to Student Diversity

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

#### **Response:**

First year students admitted in the college in different programs of study are the first generation learners, hailing from the rural and poor socio economic backgrounds and having studied through vernacular medium. College is alive to this social reality and accords priority for mainstreaming the learners.

The College has a policy of categorizing students at the entry level, that is, in first-year classes, based on their H.S.C. grades. Students are classified as slow learners or advanced learners.

#### **Slow Learners:**

Efforts are made to prepare slow learners for examinations during tutorials. In addition to regular lectures, remedial lectures are put in place to help students understand concepts. Students are given practice questions for self evaluation and testing their knowledge and skills which prepare them for examinations.

Initial lectures are devoted to the understanding of basic concepts in the subjects like English, Accountancy, Mathematics, Physics, Chemistry etc. so that the grasping level of the slow learner is improved.

College organizes free Spoken English & Communication skill classes for the benefit of students of vernacular medium as well as for those whose proficiency in English is low.

Mentor – Mentee scheme: Every teacher is allotted a group of about 40-60 students. The mentor personally monitors the progress of slow learners and addresses their academic and personal issues.

#### **Advanced Learners:**

Advanced Learners have membership to the Gold Card Program at the College Library, which allows them to borrow more reference/textbooks.

Students Are Encouraged To Participate In research activities like Avishkar Projects Organised By University Of Mumbai. Every year, students take part in a Madhava Maths Exam organized by Homi Bhabha Center for Science Education and S. P. College Pune's Department of Mathematics.

On a routine basis, students receive additional guidance in the form of Students Development Programs and Career Guidance Sessions. Students are encouraged to participate in the intra college , inter-college & University level competition.

The institute has the practice of recognising and rewarding exceptional students with rewards in the form of endowment prizes.

File Description	Document
Paste link for additional Information	<a href="#">View Document</a>

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

**Response:** 50.8

## 2.3 Teaching- Learning Process

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

**Response:**

The teaching methods are restructured for more involvement of students into teaching learning process

**Problem Based Learning (PBL):-** The college has adopted this method in order to develop and enrich students' critical thinking and reasoning power. Departments like Accountancy, Mathematics, Physics, Chemistry, English are using this method successfully for enhancing the learning experiences of the students.

**Participative Learning (PL):-** In this special learning, students are exposed to different approaches to tackle the problem, adapting different methods to achieve the result which leads to change in behavior, and improvement in relationship.

It enables the students to share, analyze and enhance their knowledge of life and conditions .This method is popular among the students

In which students actively participate in activities such as:

- Class seminars / PowerPoint presentation
- Group discussions
- Questioning method/Quiz method
- Field visits/Industrial visits/Survey etc.
- Field /Industry visit Projects.
- Case study etc.

- Website development

PowerPoint presentation methodology makes students involved in the contents of the various courses. Students collect information about the topics from reference books, internet search etc.

In various U.G. Program project work is compulsory as a part of their curriculum. The project guides, teaches and motivates students to go beyond their academic curriculum and help them to present research work in a more professional manner.

In subjects like mathematics & Business Communication, tutorials are conducted in small batches of around 30 students. This improves students rapport with the teacher.

Graphical & Pictorial formats are used while delivering lectures. Subject teachers prepare study material & videos based on the topics searched from websites like youtube, tutorialspoint.com, Wikipedia, NPTEL, IIT's etc. and present them to the students for more clarity.

The college regularly arranges industrial visits to strengthen theoretical knowledge of the students through hands-on practical experience. Field visit to R.B.I., B.S.E., VIDHAN BHAVAN during assembly etc. gives exposure to the students on Industry requirements of academic level.

Formation of student support groups for doing research under the close supervision and mentoring by teachers who act as mentors as well as research guides. This activity is done in coordination with the Avishkar committee.

File Description	Document
Link for additional information	<a href="#">View Document</a>

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

#### Response:

College faculty uses the latest ICT tools to enhance the teaching learning process and to make learning more interesting and student friendly.

The college has around 126 desktops, 8 laptops and 50 MBPS stand by line Internet Connection & 200 MBPS Internet for Students, 10 classrooms, 1 seminar room and 5 { IT /CS/PHYSICS/ CHEMISTRY /IPS} laboratories. Other than Chemistry Laboratory all the laboratories are equipped with LCD Projectors and Wi-Fi enabled to facilitate teachers to directly stream web pages and videos. Printers and scanners are available in laboratories and the library.

The college library has access to 6,000+ e-journals and 1,99,500 e-books accessible on <https://nlist.inflibnet.ac.in/> and 6,00,000 e-books on National Digital Library. The library also has two computer systems for students to explore more knowledge from the internet. College library provides SHODHGANGA, INFLIBNET, N-LIST etc. Students and faculty members utilize e-reference books and



journals available in the e-library.

Faculties encourage students to enroll for skill development programs like ADD ON courses example: IIT Courses conducted by IIT Mumbai in collaboration with our college, Personality Development course, Spoken English course etc.

College faculties have started using virtual labs like Amrita University virtual lab, LogiSim, IIT Kharagpur, IIT Mumbai, etc to demonstrate practical skills. College has IOT kits, Raspberry pi kits, 8085 Microprocessor kits, 8051 Microcontroller kits for smooth conduction of Hardware based Practical. Teachers use web tools to show live recordings of demonstrations and procedures linked to practical and theoretical subjects during lectures.

Teachers made a transition from offline teaching to online teaching during the pandemic situation. College has registered for the G-Suite, through which digital contents are shared like assignments, tests, Quiz, practicals & other e-resources. Some faculties record and upload lectures on YouTube channels in the form of e-lectures.

Students are encouraged to prepare presentations, assignments, projects using Microsoft Office and other ICT tools. Teachers use social media platforms like WhatsApp to connect with the students individually and collectively beyond the classroom for giving extra information and support to students.

All the departments conduct webinars and guest lectures on the new developments using the Zoom platform. Various committees conduct online activities, chat shows, research presentation competition, book review etc. The College has an integrated Academic Management System and comprehensive tool (ERP) for faculty, students and administrators to facilitate process of admissions, tracking of attendance, students progress in the course, results, fee payments, issue of bonafide and transfer certificate etc.

As per the Mumbai University direction college has started conducting online examinations with Eklavya software due to the pandemic situation.

The Institute will continue to adopt newer ICT techniques to improve the competence and efficiency in assessment of Teaching, Learning and Evaluation Processes.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	<a href="#">View Document</a>

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

**Response:** 50.8

#### 2.3.3.1 Number of mentors

Response: 40	
File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
Mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

<b>2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years</b>	
Response: 85.58	
File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

Response: 6.79

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	3	3	2	1

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

### 2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

**Response:** 7.28

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

Response: 291

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

## 2.5 Evaluation Process and Reforms

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

**Response:**

Internal assessment is conducted by the institution as per the directives of the University of Mumbai. Under all UG programs students are required to complete six semesters in three years. The learner is declared passed in a program provided he/ she passes in internal and external exams of all semesters. However, the students are allowed to keep the term (ATKT) for higher standards as per the University guidelines.

This system of evaluation is 100% transparent and robust as :-

1. The students are issued the prospectus that gives full detail of the subject taught and system of evaluation.
2. The allotment of marks under this system is explained to the students in the beginning of the academic year in the orientation program and during initial lectures of the semester like- marks for class test, project, attendance, discipline, and semester-end examination, etc.
3. The students are allowed to apply for rechecking of marks, photocopy of the assessed answer papers and revaluation of answer papers, etc.
4. The schedule of examinations to be held in each semester is published on notice board and also on College website, well in advance.
5. Class tests are part of internal assessment, conducted approximately after 45 days of the starting of the semester. The semester-end examination is taken after approximately 90 days of classroom teaching.
6. The 100 marks of the examination is divided between external and internal evaluation as 75: 25, as per University directives. The students are made aware of such ratios.
7. Question papers are set at the University level/ College level for semester-end examinations, and question papers for internal exams are set at the college level. Seating arrangements, time duration of the paper, appointment of invigilators, etc are done as per the norms.

8. In case of use of unfair means during the examination by the students, the matter is dealt as per University guidelines. The nature of punishment depends on the gravity of the case. The details of punishment for using unfair means are informed to the students before the commencement of the examination and are also given in the prospectus.

9. As part of quality initiatives, open-day practice was introduced to conduct meetings between the students, parents and the class teacher {Mentor} where the Grade Cards of the semester end examination are handed over to parents.

This practice has received an applauding response from the student's community as well as parents.

The college administration gives freedom to the departments to choose the method of formative evaluation to bring the variety in the methods of internal examination and evaluation which includes: Multiple choice question tests, Assignments, Class test, Project tests, Oral test, E-test, Presentation in the form of PPT.

The Mechanism of internal assessment is transparent, strong, healthy in terms of frequency and the method in which such assessment is conducted.

File Description	Document
Link for additional information	<a href="#">View Document</a>

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

#### **Response:**

The College conducts the examinations on behalf of the University of Mumbai from Semester I to IV. Hence the grievances related to these semesters are dealt with at the college level. However, as the examinations for Semester V & VI are conducted by the University of Mumbai, the grievances related to these semesters, if received by the college, are forwarded to the university for further disposal.

The Examination Committee constituted at the college level, consisting of the Chairperson, teachers, and non-teaching staff deals with examination related grievances like examination timings, mistakes in the question papers, assessment of answer papers, declaration of results, etc. The Committee ensures a transparent, time-bound, and efficient mechanism to redress the grievances.

At the end of the examinations, examinees are informed about the tentative date of declaration of results and the procedure to be followed for the submission of examination-related grievances. Aggrieved students are asked to give their representation written for the issues pertaining to the examination, to the examination committee. An acknowledgment of that effect is given. If the grievance is connected with the conduct of examination, it is dealt with on a day to day basis i.e next day of the examination and if it is connected with the assessment of answer papers, the revaluation form will have to be submitted within eight days from the date of issue of mark sheet.

The students can go for rechecking of marks and /or to get a photocopy of the assessed answer papers.

Grievances related to the reevaluation of answers books are dealt with by the examination committee by appointing external examiners after the payment of necessary fees as per university norms.

All grievances are redressed within a specified period.

1. Verification of Marks : - 07 Days
2. Photocopy of the Answer Paper : - 08 Days
3. Reevaluation of Answer Paper : - 30 Days

The learner can apply for all three options if he/ she is not satisfied with one or other option. The Principal keeps an eye on the overall procedure by conducting the meeting with the examination committee. This ensures that the mechanism is transparent and necessary efforts are initiated by the examination committee for the declaration of the results as prescribed by the University of Mumbai.

File Description	Document
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

#### Response:

The college offers Nine programs and the outcomes for all the programmes/courses have been well defined. When the outcome is clearly defined it helps the student to understand the knowledge and skill offered by the programmes/courses.

The importance of the outcomes is communicated to the teachers during the IQAC Meeting and College general meeting and teachers are instructed to communicate the same to students. The departments hold meetings to design the strategies so that outcomes are attained by the students.

The program/course outcomes of the programs offered by the department are posted and regularly updated on the college website.

Also, during the first week of lectures of each class in each semester the course outcomes are communicated and explained by teachers to the students along with the syllabi. Feedback is taken after the course outcome is communicated to students.

Hard copy of outcome and syllabi is available for students in the college library.

File Description	Document
Upload COs for all courses (examples from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

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

#### Response:

The college offers nine (9) programmes with clearly defined outcomes. Programme specific outcomes and course outcomes are in sync with each other. The assessment of student learning outcome is done by measurement tools like seminars, tests, group discussion and assignments. The college uses it to overcome barriers to learning. The Course-level Assessment includes Continuous assessment having a weightage of 25%. Various components for continuous assessment are tests, presentation, and assignment. The weightage of the end semester examination is 75%.

A common structured mapping is planned for all the programmes (Given in additional information) Course outcomes to be mapped against programme outcomes and programme specific outcomes. The calculation of level of attainment of programme outcomes is also to be done by mapping the CO and PO matrix. The assessment method for every student is to be done based on the tests, assignments and semester end examinations.

The effective feedback system of the college, enables the institution to evaluate the attainment of programme specific outcomes. The students of the college provide inputs on drawbacks, limitations, constraints and merits in teaching and learning process. Feedback is also collected to assess the performance of the department and the faculty members. Teachers of the college help in resolving students' problems – academic, psychological, economical etc. supporting them to attain the programme outcomes. Periodic parent teacher interactions also help the institution to check for the attainment of the outcome.

Evaluation of the attainment of program-specific outcome is a key to assure the quality enhancement process of an institution.

After a detailed consideration, the IQAC has devised the mechanism for the evaluation of program outcome. The utmost care has been taken to make this mechanism transparent- measurable, robust and objective. The unique feature of this mechanism is that there is an excellent blending of subjective observation and objective assessment of the students' performance.

The strategy developed for evaluation of students will be practiced from 2021.

File Description	Document
Paste link for Additional information	<a href="#">View Document</a>



**2.6.3 Average pass percentage of Students during last five years****Response:** 89.53**2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
627	544	472	494	472

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

2020-21	2019-20	2018-19	2017-18	2016-17
639	584	569	567	547

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.38

File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

Response: 0.35

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.25	0.10	0	0	0

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

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

Response: 36

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

2020-21	2019-20	2018-19	2017-18	2016-17
05	04	0	0	0

##### 3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	5	5	5



File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

**Response:** 68

#### 3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
36	12	05	09	06

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 3.2 Research Publications and Awards

### 3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

**Response:** 0.65

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

2020-21	2019-20	2018-19	2017-18	2016-17
19	02	02	03	01

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 0.22

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	0	1	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3.3 Extension Activities

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

**Response:**

Every academic year, the college organizes various extension outreach programmes, social functions through NSS, Social Extension Services, Women Development Cell and Placement Cell. Apart from the academic activities, students of our college take more interest and participate in helping needy students by organizing social and economic programmes.

Every year students perform street play to bring awareness about population explosion and other social issues.

Every year the NSS Unit conducts a residential camp in the adopted village in Neral, under the guidance of Programme Officer. The camp activities include construction of roads and repairs, education awareness etc. They distribute the materials to the tribal families like Clothes, Stationery etc.

In the year 2016 - 2017 and 2017 -2018, on the basis of the data collected through surveys on Male -Female and Children - Elder ratio, students spread awareness about health and sanitation, family planning etc. under different banners e.g., '**BETI BACHAO BETI PADHAO**', during the camp.

Regarding Swachh Bharat Abhiyan, our students advise on one house - one latrine and bathroom, cleaning the house and street, taking bath daily and also encourage tribal people to take part in National Programmes from time to time.

Students of our college voluntarily organize '**VAN MAHOTSAVA**', planting Trees, in College Campus and on the outskirts of the college. The students also every year organize **BLOOD DONATION CAMP** in collaboration with Government Hospitals.

The NSS Students voluntarily painted the walls of NSS office and Girls Common Room in the year

2019-20.

Frequently they visit slums in the Mulund vicinity and organize **SARVA SHIKSHAN ABHIYAN** to encourage the parents to send their children to schools. Our students raised funds, collected old clothes, bed-sheets etc. and donated to flood affected areas in the year 2021.

On Independence Day and Republic Day, students organize processions, cycle rallies to create awareness about **Nationalism, Patriotism, Cultural heritage of India, National Unity and Integration.**

Our students organize **Dyaneshwar Palkhi** and Dindi in Mulund area by singing Bhajans Abhangas playing Lezim and Varkari dance etc. This is the most beautiful scenario of Maharashtra attire and listening to Abhangas of Saint Tukaram, Dyaneshwar, Gora Kumbhar and other Saints.

The Women Development Cell (WDC) every year organizes a number of lectures, seminars, and workshops for girl students by inviting experts on the subjects related to gender problems and gender equality.

YOGA day is celebrated by our students, teachers and parents.

The Placement Cell of our college gives an opportunity of jobs to students in various private and public sectors.

R. Z. Shah College caters to more than 2000 students, coming from the suburbs of Mumbai, like Ghatkopar to Badlapur, Titwala etc.

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

**Response:** 38

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

2020-21	2019-20	2018-19	2017-18	2016-17
02	20	08	04	04

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

**Response: 116****3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
27	23	27	13	26

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

**3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years****Response: 17.62****3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
682	295	247	407	117

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

**3.4 Collaboration****3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years****Response: 59****3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
04	13	08	22	12

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of linkage related Document	<a href="#">View Document</a>

### 3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

**Response: 6**

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

2020-21	2019-20	2018-19	2017-18	2016-17
04	2	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
e-Copies of the MoUs with institution./ industry/ corporate houses	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

VPM's Ramniklal Zaveribhai Shah College was established in the year 2003. The College built-up area is around 2478.18 square mt. The College offers 3 years of undergraduate programs such as BA, BCOM, BSc, BAF, BBI, BMS, BAMMC, BSc in IT and BSc in CS. As per UGC norms, the Institution has adequate infrastructure and physical facilities such as Classrooms, Laboratories, Library, Staff Room, Seminar Hall, Auditorium, Girls common room, NSS room, First Aid Room, IQAC Cell, Examination Room.

The college has been making additions to existing infrastructure as per the requirements of increasing academic needs. At present, the institute's focus is on creating ICT infrastructure so as to facilitate an effective teaching-learning process. The library has sufficient stock of the necessary books pertaining to the syllabus as well as extra reference materials such as journals, magazines, Newspapers, E-books, E-Journals, etc. The library is currently automated with LIBMAN software.

The seminar hall has modern amenities like a projector, audio and visual system and air-conditioner. The seminar hall is used to conduct lectures, curricular, extra-curricular activities.

Cleanliness and hygiene are maintained in the toilet blocks. A Sanitary pad vending machine is provided in the girl's Toilets.

The Science Departments have well-established laboratories to conduct practical and experiments as per the curriculum and syllabus.

All the laboratories are fully equipped with enough equipment and Wi-Fi facilities. The computer laboratories are fully equipped with the latest configuration. All computers are connected to LAN. The department of Computer Science & Information Technology has the excellent physical infrastructure to enhance the Teaching-Learning process. 10 classrooms, with OHP facilities,

The total internet bandwidth available is 200 MBPS broadband and 50 Mbps backup line. The use of the College building and infrastructure is optimized between 7.00 a.m. to 6.30 p.m. It will be made available for conducting courses like Labour Law, Banking, CAT, MBA Entrance Exam. These courses are started on online mode.

All floors have CCTV surveillance systems including the lobby and main gate.

All sections of the college are well connected via intercom. The government of Maharashtra has reserved a playground for VPM. It is used for conducting sports activities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

##### Response:

VPM's, Ramniklal Zaveribhai Shah College has adequate facilities for extracurricular activities. The Cultural Committee helps students to expose their hidden talents and to exhibit the same on various platforms. The activities help to enrich the social and cultural life at the campus and help students to develop leadership and team-building skills. Each of these activities provides a platform to exchange knowledge, build awareness and receive recognition.

Every year, the Institute organizes FEVER PITCH a Cultural Fest, and many more cultural programs under the banner of the VPM Cultural committee, Athang and Kannada Association. There is one Seminar Hall and one Auditorium with adequate seating capacity for conducting the cultural activities. The auditorium is also used for bigger social events. The various departments of the Institute have their own student association under which various Techno-Cultural events will be conducted. The Institution supports the students financially to participate in inter-college, University, State and National level cultural competitions.

The mission of the Sports department is to provide a broad spectrum of sports, recreation and leisure activities for students and staff. The primary motto is to provide programmes that stimulate growth, development and retention of the students in a contemporary and safe environment that develops fitness and wellness, social interaction and leadership opportunities.

- On the campus the indoor sports area comprises of one hall i.e. Auditorium is utilised for multipurpose activities like sports and cultural activities. .
- The Outdoor Sports area is a Quadrangle of dimension and used for Box Cricket, Kabaddi, Shot-put, Tug-of-War, Discus throw, Volley Ball, and Football, Badminton and annual sports meet.
- The Institute utilises Playground which is kept reserved by the government of Maharashtra for VPM.

Playing equipment's/sports items for both indoor and outdoor games are provided for all the participants. A minimum of 100 students and staff use the sports facility on any given day. During Institute annual day, awards are given for outstanding achievers in sports and cultural activities. Financial support in the form of TA/DA, Registration fee, Uniforms/Jerseys, is provided for all the participants for University, State and National level Competitions, both in cultural and sports activities.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

**4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)****Response:** 100**4.1.3.1 Number of classrooms and seminar halls with ICT facilities****Response:** 11

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)****Response:** 23.68**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1.26	.54	3.57	4.42

File Description	Document
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

Library is automated using Integrated Library Management System (ILMS)

Library of the Institute is on the 4th floor of the College. Library remains open from 8.00 am to 5.30 pm. It has a collection of Textbooks, Reference Books, Project Books of Students, Journals, Newspapers etc.

- Library has subscribed N-List database. It is a part of e-shodhsindhu. N-list provides access to



6000+ e-journals and 1,999,500 e-books.

- Wi-Fi Facility is available for the users.
- Library has OHP Facility

Automated Library Management System:

- Library is partially Automated in February 2021 with Libman Software
- OPAC Facility is available for the users

With the help of Libman software following Operations are carried out

- Accession Register
- Bar-Coding of Books
- Circulation
- Cataloguing
- Report Generation
- Visitors Management
- OPAC
- Library Notice uploading
- M-OPAC Mobile App

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

#### 4.2.2 The institution has subscription for the following e-resources

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

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-

**journals during the last five years (INR in Lakhs)****Response:** 1.92**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
.05	1.48	1.89	3.25	2.95

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

**4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year****Response:** 3.33**4.2.4.1 Number of teachers and students using library per day over last one year**

Response: 69

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:****INTRODUCTION:**

Institute always took lead to introduce the latest technology and upgraded IT infrastructure regularly. The Wi-Fi facility is used to fulfil the in campus network sharing & information interchange.

All the Computer laboratories and facilities are connected with the Internet and are made available to the faculties and students for their academic needs.

The institution has 200 MBPS Broadband facility and 50 MBPS backup line.

## Upgradation

- Computers with basic configurations, Intel I3 3.20 GHZ 2nd generation processor has been upgraded to Intel I5 2.90 GHZ 9th generation systems.
- HDD upgraded from 500 GB to 1 TB.
- RAM of 2 GB is now improved to 8 GB as per requirements in computer labs.
- The bandwidth of Internet connectivity is upgraded to 200 MBPS to meet increased requirements out of the pandemic situations.
- Old Dot matrix printers are partially replaced by Ink-jet and later on by Laser printers, Xerox printer.
- Old scanners are now upgraded to the latest version.

**Online Lectures:** The institute has licensed versions of G Suite in which the online lectures and practicals are being conducted. Every student and faculty is given an id for the same.

**ERP System:** Office administration is using ERP System subscribed from MASTERSOFT. Inc.

**LCD Projectors:** Every classroom, Computer labs, Physics Lab and Library has an LCD Projector facility.

### Year 2020-21

Sr. No.	Name of the Department	No. of Computers
1	IT + CS + IPS	33+43+18+8(laptops)
2	Physics	05
3	Office	08
4	Library	05
5	Exam Cell	06
6	NSS	1
7	For Faculties	5
8	IQAC Cell	2
	<b>TOTAL</b>	<b>134</b>

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 26.74

### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** A. 250 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

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

**Response:** 126.49

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.40	1.37	7.52	16.05	25.48

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</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.

**Response:**

The Management of VPM's RZ Shah College continuously strives to meet the growing needs of the institution in the twenty-first century academic world. The academic programme of the College is from June to April. The institution opens its doors for extension activities such as remedial classes for academically weak students / slow learners.

The maintenance work in the college takes place during the summer vacation in the month of April and May. To maintain cleanliness in college premises separate house-keeping personnels are appointed on a college-role basis.

**The major features of the policies/processes/systems are as follows: -**

**Classrooms**

- The lab, classrooms and seminar halls, Sports Complex are being utilized in an optimum way.
- Class rooms cleaning is carried out on daily basis.
- LCD and WI-FI Facility is available in every classroom to facilitate Teaching Learning process.
- After Institute hours, as per need, the class rooms are made available to students for study.

#### **Laboratories:**

- All routine and breakdown computer maintenance is done by internal computer maintenance personnel.
- Lab development & procurement work is being done by respective lab Assistant in consultation with HODs
- Minor lab maintenance is carried out at the in-house maintenance section.
- Stock Register is maintained to check the availability and loss of physical fixtures by designated staff members.
- Each computer laboratory is looked after by the trained laboratory staff.
- Cleaning and maintenance of these computer and peripherals are done on regular basis.
- Students are allowed to use use computer labs for their projects and assignment with the permission of Laboratory staff.

#### **Library**

- Every year the major procurement of books and renewal journals is carried out.
- Books and Journals purchases are done on the basis of recommendations received from Faculty members.
- Library remains open from 8.00 am to 5.30 pm except Sunday and Public Holidays.
- Book bank scheme is offered to meritorious and needy students.
- Students Entry in the library is permitted only with the ID card The library is equipped with online library management (ILMS) using which books are issued to students.
- Reference books, encyclopedias, projects and journals are not issued.
- Reference Books can be referred to in the library reading room only.
- Library Committee is formed and regular meetings are held to discuss about library requirements and different activities for the students.
- Stock Checking is done annually to check the availability and loss of physical fixtures by Library staff members.

#### **Sports Facilities**

- Sports committee takes care of the sports room and the other facilities for sports who also look after the maintenance of the same.
- Sports facilities are available to College students in between 9.00 am to 5.00 pm. A first aid box is made available for the students in case of emergency.
- Sports and Games materials are purchased periodically according to the strength of the students.
- Procurement for sports equipment is done by Sport Coordinator in consultation with Principal and as per requirement.

#### **Support Facilities :**

- All departments' have access to the auditorium.

- The AO (Administrative officer ) is responsible for maintenance of the building and other facilities.
- The maintenance staff is fully adequate and appropriately skilled to perform the maintenance job.
- The physical facilities are maintained by the technical staff such as electrician, plumber, carpenter, etc..

**Other Maintenance :-**

- The garden is maintained by the In-House Staff.
- Water purifiers is maintained and repaired regularly as per the requirement.
- The Lift is maintained under Annual Maintenance Contracts.
- CCTV Cameras are installed in Every classroom, floors, departments and campus for security purpose.
- Repairing and maintenance of the facilities like CCTV, air conditioners, etc are carried out on a regular basis.
- Housekeeping staff keep the campus clean by sweeping and sanitizing of classrooms, seminar hall, laboratories, faculty rooms, office, library, corridors and wash room and remaining campus area regularly.
- RAMP is maintained by housekeeping staff for the benefit of the handicapped students.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

Response: 2.28

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
90	45	26	25	39

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

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

Response: 1.23

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
14	23	24	20	39

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

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

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

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

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

**Response:** 34.37

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

2020-21	2019-20	2018-19	2017-18	2016-17
1362	990	243	491	319

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

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

**Response:** B. 3 of the above



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

## 5.2 Student Progression

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

**Response:** 8.65

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

2020-21	2019-20	2018-19	2017-18	2016-17
24	60	31	53	79

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 36.31

#### 5.2.2.1 Number of outgoing student progressing to higher education.

Response: 232

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

Response: 20

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) year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	1	1

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

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

Response: 103

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	24	23	30	18

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</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 )

#### Response:

Standard operating System of the Students Council

Role, Responsibilities and Authorities of student council .

Council Heads will be nominated by Current year Student Council Convenor of the college.

Council Heads

- a) General Secretary
- b) Ladies Representative
- c) Team Leaders

Council Members

- a) The Council Members are the representative of all the students committees of the college.
- b) They are selected through an interview process carried out by the Class Mentor of each class.
- c) All the members will be held equally responsible in the proper functioning of student committees.

#### 2. Functioning of Student Council

- a) Council is formed within a week after commencement of First year classes
- b) Selection procedure is conducted by Student Council Convenor and staff members on the basis of the skill, interest and achievement in extra curriculans activities.
- c) All the council heads report to council staff members after the selection process by the Convenor of Council.

- d) All Council members are Class representative of concern Class and Coordinate between class teacher and their peer members.
- e) Council member ensures to maintain decorum and discipline of the college
- f) In the second term, the Inter collegiate Festival "Fever Pitch" is organized by council members every year.

Below enumerated are students' representation in administrative responsibilities and participation in extracurricular activities.

#### Administrative Responsibilities

- The college has a committed Students Council. The General Secretary is Nominated through a due thorough process.
- Students Council provides active assistance to students during the college admissions. They also organise freshers' party and Fever Pitch, the cultural Festival of college.

Students actively participate in various committees like NSS, Extension Committee, Cultural Committee, Marathi Wangmay Mandal, Kannada Association, Magazine Committee (Vista) and WDC contribute to fulfilling administrative responsibilities.

In the Year 2020-21 a group was formed with the help of Vice Principals and Class Teachers as mentors and Student council members as student mentors. The Student Mentors responsibilities included in trying to know students' interest and motivate them, finding out the reason for absenteeism,, help with scholarships, and assist class teachers to mentor the class.

- In addition, the Student Council organizes and promotes events, invites resource persons, connects with other organisations, and brings sponsorship for the events. They coordinate with the teachers and motivate students.

Students are actively involved in various societies of the college and win prizes every year. The students avail opportunities to hone and showcase their talents in music, dance, fashion, dramatics, fine arts, photography, and debating.

- Every year, students are engaged in programmes like self-defense workshops, cleanliness drives, health check-up drives, blood donation camps, soft skill enhancement workshops, tree plantation drives, social awareness campaigns, nature trekking, visits to Industries parks and Financial Institutions Stock exchange etc.

Students undertake projects that address the needs of people from economically weaker backgrounds by adopting a village, donating books, clothes, shoes etc. during calamities to the underprivileged.

Students participate in various activities like group discussions, presentations, Webinars, Mock parliament and in making short films on relevant socio-economic issues.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 52.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
29	60	52	61	62

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</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

**Response:**

The Alumni Association is registered, Pandemic acted as a boon in disguise when it came to connecting with alumni members. The lockdown and the consequent equipment with technology and varied platforms brought the VPM family closer. Thanks to apps like Telegram and Whatsapp, a further connect was established. In Dec 2020, an online meeting was held where bonds were refreshed. As a result of the same, 387 alumni members were reached. A survey form was circulated via these platforms where 187 members responded showing their willingness to guide/ mentor students.

Telegram group has 217 alumni members in it where they get regular information about the events happening in college. The college also created its official Instagram page (@vpm.rz.shah.official) where further attempts were made to reach more members.

Abhishek Kulkarni, an alumnus of the college and presently an Account Director at Ogilvy & Mather, conducted a National Webinar for students on 'Taking the Leap: Advertising Post Covid' on February 5, 2021.

Alumni members help by way of judging events for Kalarang Cultural Competitions, Aarohan NSS Intercollegiate Fests.

Mr. Sumedh Deshpande, an alumni member, helped in Even semester of the academic year 2018-19. He taught Business Law II to SYBCom and Legal Environment and Advertising Ethics to TYBMM (Advertising) on CHB (Clock Hour Basis).

Vividh Korgaonkar, Jayesh More and Aakash More have been active members who have constantly helped the current students in theatre activities. Ms Shrushti Desai and Mr. Vilsan Joy were dance judges for Kalarang solo dance competition. Ms Shrinidhi and Ms Swati were judges for Kalarang Mandala Art Competition. Mr Pravin and Khusbhu Joshi were judges of Fashion show . Mr Prajwal Shetty and Mr Prince judges of photography. Mr Abhishek Kulkarni judge for Advertisement event .The Cultural Committee leaves no stone unturned when it comes to contacting the alumni members (especially previous winners of fests and competitions) to motivate the current batches of students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** E. <1 Lakhs

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

##### Vision

To Facilitate a Student Centered Environment where the Intellectual, Cultural, Social, Physical and Recreational needs of the Students are fulfilled.

##### Mission

With a spirit of sincerity we foster an integrated character, imbued with high moral, social, ecological and spiritual values in students respect cultural and ethnic diversity in the community set high standards of academic, professional and societal performance empower students with leadership training skills to enable them to be agents of social change equip students with global competency develop inquisitive minds to inculcate a culture of research mold teachers to be role models for students.

##### Goal

We believe that education is a tremendous responsibility and not just an activity. We assume moral and social responsibility in every activity of ours as a matter of conscience. We believe in sincere, honest and committed relationships with all our stakeholders. We dedicate ourselves to improving the quality of life in our own way by adopting the highest quality standards in imparting education to match the world's best. Our dedication to education is total.

##### Leadership

The institution follows a democratic and participative mode of governance where our Management is highly committed and dedicated to accomplishment of Vision and Mission of the institution, and it also gives sufficient freedom to the Principal to function in order to fulfill the Vision and Mission of the college. The Principal is the highest authority providing leadership for the Degree colleges and towards this, she is assisted by the Vice Principals, Coordinators, Heads of the Departments, Convener of the Committees and Associations, and the Office Superintendent, who heads the non-teaching staff. VPM's Degree College not only aims to educate students and hand over a degree certificate but also guide them to become leaders in their various fields. The College provides ample opportunities for learning and developing leadership traits. Besides being Class Representatives, Students are provided opportunities to be members of Student Council, NSS, Extension, Sports Committee, Cultural Committee etc. This is not the exhaustive list of activities undertaken to develop leadership qualities but there are numerous magnitudes of ways of exemplifying leadership traits – not all of them flashy or coming with an official title.

The College provides ample opportunities to develop numerous leadership traits such as financial acumen, collaboration, cooperation, communication skills, team building, planning, intellectual diversity,

commitment to diversity, coordination, etc.

IQAC focuses on improving and sustaining Quality Presentation. The perspective plan is built under leadership of the Internal Quality Assurance Cell (IQAC); they have considered inputs from the majority of stakeholders, which includes Students, Teaching Staff, Non-teaching staff, Administrative support, Ex.-Students (Alumni), Parents, and Management at all levels, Well-wishers.

While articulating the perspective plan, already established documents like Management Policies / Goals, Vision & Mission are considered.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

#### Response:

#### Case Study:

Our Institution carried out various activities where there is a participative management and decentralization of power.

In Annual Budget Making of the institution there is a team of teaching and administrative staff involved and by participative management of all Committee heads, Coordinators & HOD's of all departments actively take part in the budget making process.

Similar procedure of decentralized and participative management is practiced for organization of co-curricular, extracurricular and sports activities in our institute.

- The College encourages and follows culture of decentralization and participative management by involving all staff members in a number of administrative roles.
- The decision-making apex body at the College level is the College Development Committee (CDC).
- The CDC has representatives from various stakeholders such as teaching staff, administrative staff and the students.
- The participative management is achieved by decentralization from CDC Chairman through Principal, Vice- Principal, Heads of the Departments, teaching faculty and administrative staff.
- Before the commencement of every academic year various College Committees are formed by the Principal as per the recommendations of Vice – Principal and IQAC.
- Committees comprise of Teachers, non-teaching staff and students. Some committees are statutory and



the rest are formed for good governance.

- IQAC does the planning and evaluation for quality assurance in the College and organizes meetings periodically throughout the year.
- IQAC plays important role in monitoring the academic and administrative activities. Faculty members participate in the management process.
- Every Committee prepares their plan and implementation strategies. The College activities and working is carried out through various committees like admission, time table, examination, purchases, etc.
- Management of the college encourages college development and overall student progression. The management is proactive and has given adequate powers to the Principal to manage the College.
- Traditional courses are managed by respective HODs. We also have Class Teachers, who report to their respective Coordinators / HODs & they have to report to Vice Principal & Principal.
- Self-financing courses are managed by the Coordinators. Regular meetings are held to address the common issues. The Management is decentralized as Coordinators manage the course in consultation with the Principal.
- On student level participation, students are empowered to play an active role as Student Coordinator along with other student members for organizing and conducting curricular and extracurricular activities.
- Management of the College promotes a culture of participative management by involving the staff and students in various activities. They are allowed to give their suggestions for improvement in any aspect of the College and College related activities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

**Response:**

IQAC focused on improving and sustaining quality assurance. The perspective plan is built under the leadership of the Internal Quality Assurance Cell, after considering inputs from majority of stakeholders, which includes Students, Teaching Staff, Non-teaching staff, Administrative support, Ex. Students, Parents, and Management at all levels, Well-wishers.

While articulating the perspective plan, already established documents like Management Policies / Goals, Vision & Mission are considered.

**Case Study:**

The Training and Placement committee of the college always ensures that giving the right opportunity to the students, will help them to showcase their talent in the real world.

This committee is formed by Principal, Vice Principals, one Convener and members from the teaching staff of the College.

The committee brings the finest companies placement pool for campus interviews for the Final year students. This provides job opportunities to the students even before they appear for the final exam. Job security in the minds of talented students helps them to shine brighter in the actual world. Committee arranges interviews for the students and provides pre interview training through rigorous Training workshops to help them to shine in front of interviewers. Resume writing lecture series in 2020, online aptitude tests of companies, mock interviews, online personality grooming lectures and many such kinds of training were given to the students to boost up their confidence. To attract the best talents, Companies, begin the recruitment procedure with a pre-placement talk which describes the company profile and expectations. Interactive sessions are held in the form of soft skill seminars, case study competitions and speaker sessions for building a relationship with their prospective employees.

College runs a total of 9 Programs and the number of students taking admission course wise is approximately 800 to 1000. Success of the placement committee is measured with the final selection of the students. Companies like ICICI, Cap Gemini, Infosys, Eclerx, Syntel, GEP etc. are the key recruiters of the college from the last five years. Also, committee members visited Imperative Business Ventures Pvt. Ltd. and Envirocare Labs Pvt. Ltd. in 2021 for planning recruitment with our college.

Along with the recruitment in good companies, the committee also guides the students for higher education or professional education institutes. Importance of enhancing information technological skills in the modern era are also taken care by the Placement committee. From pre interview training to recruitment as the committee's slogan says "campus to corporate" in association with Rotaract Club of Mumbai Mulund valley several workshops, tests and webinars were conducted.

Training and placement committee of the College with good effort offers part- time jobs to the students studying in the first- and second-year classes.

The Teachers of the committee also gave basic computer education to residents living nearby having no age bar and completely free of cost.

Training and placement committee of the College stands for their commitment of betterment of future of the students and play vital role in providing **first Job** opportunity in their life journey.

File Description	Document
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

#### Response:

Our institution is affiliated to the University of Mumbai therefore all the academic and co-curricular and extra-curricular activities are undertaken according to the University of Mumbai. Institution is managed by Managing committee. Our Managing Committee is headed by Chairman, President, two Vice-chairmen, Honorary General Secretary, Honorary Joint Secretary, Honorary Treasurer, and Honorary Dy. Treasurer along with nine other members. We also have College Development Council for smooth communication between staff and Managing Committee members.

Our institution is headed by a Principal, followed by two Vice- Principals, IQAC Coordinator, Convener of Examination, Conveners of all committees, Librarian, Office Staff. Various Criteria Heads along with members under NAAC report to IQAC coordinator, all HODs and Departmental Coordinator report to Vice Principals on behalf of Teachers.

Exam committee members with the help of exam administrative staff report to the Exam convener. All extracurricular committees are headed by conveners who directly report to the Principal of the college. All the committee members report to conveners.

Library Staff work under a librarian and librarian controls and manages the administration and maintenance of the books, E library through members and helping staff.

Administration staff and Accountants work under the Office Superintendent. Examination, Affiliation, Accounts, HR, Establishments are the departments formed in the college for smooth functioning. Also, several committees are formed by Conveners along with members.

Every class is monitored by One class Teacher in mentor mentee system as prescribed by University of Mumbai.

Class teacher forwards all the notices, information about holidays or any other college activities, important schedules to their classes. For effective coordination class representatives are appointed in the ratio of 1 CR for 30 students. All the Class representatives get the instructions from Vice Principals and class teachers and forward it to their respective classes. Class teachers carry out orientation of their respective classes. This ensures all the important information is reached to every student from their classes. At the same time, they collect the feedbacks, attendance for the seminars/webinars with the coordination of their class teachers.

Parents Teachers meetings are conducted yearly or semester wise to communicate to the parents about the results and attendance of their wards.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

**6.2.3 Implementation of e-governance in areas of operation**

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

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.3 Faculty Empowerment Strategies****6.3.1 The institution has effective welfare measures for teaching and non-teaching staff**

**Response:**

**For teaching staff:**

1. Provident Fund and Gratuity scheme for approved and sixth pay staff.
2. Staff picnics are arranged, grant of leave and flexibility of work for staff with health issues and children with board exams, maternity leave. Free medical checkup facility provided for the staff.
3. Teachers' day celebrations are organized by the Institution.
4. Faculty members were sponsored for Industrial visit.
5. Faculty members were encouraged to participate in seminars, workshops, refresher course, short term course, orientation courses by providing financial support.
6. Every year on sports day, annual day, and Fever Pitch and on last working day lunch and snacks were provided.
7. Inlibnet in 2016-17 was made available to the staff for e-source.
8. Staff is facilitated by loan under V.P.M.'s School Staff welfare- Society

**For non-teaching staff:**

- Provident Fund and Gratuity scheme for approved and sixth pay staff
- Festival advance money against the salary facility is made available for the non-teaching staff
- Facilitated non-teaching staff to pursue graduation from our college.
- Non-teaching staff is facilitated by loan under V.P.M.'s School staff welfare Society.
- On sports day, annual day, Fever Pitch and on last working day lunch and snacks are provided
- College uniform allowance to non-teaching staff

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 24.79

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

2020-21	2019-20	2018-19	2017-18	2016-17
09	00	17	18	07

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

**Response:** 5.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
13	04	05	01	03

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development

**Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).****Response:** 21.95**6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
40	0	0	0	04

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

**6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff****Response:**

The institution has a performance appraisal system for teaching and non-teaching staff.

**Teaching Staff:**

The institution has a performance appraisal system for the teaching staff. Every teaching staff has to fill-in the performance appraisal

form for career upgradation.

The self-appraisal is scrutinized by the Head of the Department, Coordinator, Vice Principals and the Principal before being forwarded to Management for career upgradation.

**The self-appraisal focuses on the following aspects:**

- Educational Qualification
- Papers taught at the UG and PG levels
- Number of research scholars guided for M.Phil. and Ph.D.
- Orientation and Refresher Courses completed
- Number of Workshops / Conferences attended



- Number of Research papers presented in conferences/seminars
- Number of Research articles and books published
- Extension activities
- Contribution to the College
- Membership of professional bodies
- No. of leave without pay in a month/year
- No. of leaves Taken
- No. of early goings
- Books Issued/returned from library

In addition, in the past five years the College has instituted a system of performance appraisal for faculties. Each faculty has to submit a report of their academic and other activities to the Principal before the semester ends.

The achievements of the faculty such as publications, awards, honors, etc. are recognized by the college and appreciated through announcements in faculty notice board and publications are recorded in the Reports for which financial support were also given.

**Non-Teaching Staff:**

Performance appraisal for non-teaching staff of the institution is undertaken as and when promotion is given. Efforts are made to improve their capabilities and performance through periodical trainings.

The College has conducted training in computer skills, Executive Development Programmes (EDP) and Empowerment Through English Language (ETEL) training programmes to improve English communication skill of the non-teaching staff.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**6.4 Financial Management and Resource Mobilization**

**6.4.1 Institution conducts internal and external financial audits regularly**

**Response:**

The institute carries out several financial transactions throughout the financial year both in receipts and payment side.

- For every financial transaction, proper receipt or voucher is prepared and issued.
- Major financial transactions are approved by CDC.
- Budgetary provision is prepared well in advance by the college taking into consideration the requirements of its departments and support services. The college allocates budget to each Financial Requirements at the beginning of the year. Separate criteria are used for each requirement for confirming the optimum spending. A collective use and sharing approach are used for Capital Investment Also.
- The Principal of the college is in charge of financial resources given an autonomy by the management for the proper utilization of the available financial resources under the guidance by the Managing Committee.
- In initial years, volume of financial transactions was low therefore it was controlled by management and core committee of our college. From 2019 – 2020 onwards due to increase in volume of transaction, our college has started with Internal Audit.
- College conducts statutory (external) audit regularly through an established mechanism.
- The accounts section of the college maintains accounts. Final audit is conducted by a third party, duly certified Chartered Accountant appointed by the Management. Audit process is conducted at the end of every quarter of year.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 8.35

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

2020-21	2019-20	2018-19	2017-18	2016-17
.24	3.77	.94	1.54	1.86

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>



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

#### Response:

It is the Policy of Institution to plan an expenditure related to academic and extra-curricular activities of the college at beginning of the year.

- The Financial Budget is prepared by budget committee.
- In budget, critical analysis of anticipated expenditure with expected revenue is conducted.
- All committee conveners and their team submit the requirement of funds for their planned activities for next academic years. The requirements are crucially verified by Principal to assure the optimum utilization of resources and funds allocated to each and every committee.
- Apart from Financial Sources, Material resource mobilization is verified by purchase committee of college
- Administrative audit is conducted to ensure efficient and optimum utilization of material resources.
- Thus, the institution ensures the appropriate allocation and optimum utilization of Human resources which consist of Teaching and Non-teaching staff
- Our Teaching Staff is equally active on academic as well as Extra Curricular grounds.
- Training and placement committee of the college always ensures that giving the right opportunity to the students will help them to showcase their talent in the real world.
- College faculty also involved in providing certified vocational courses.
- Our college is working in 3 different shifts and running 9 different courses. With this we ensure optimum utilization of college classroom.
- Under the administrative audit all the fixed assets capacity and utilization are crucially monitored. Apart from Fixed assets every single minor usage of stationery and daily usage material for academic and extra-curricular activity's purpose, is also verified deeply.
- Human resources consist of Teaching and Non-teaching staff is also optimally utilized with the equal distribution of workload as well as committee work. Duty list of non-teaching staff is also prepared on yearly basis and it ensures that work division is properly made.
- Apart from regular work division of staff, work of any Extra Curricular event conducted in our college is divided equally among all the staff according to the capacity and command of work in the same line.
- Our college also conducts different training, quality & skill improvement program for teaching and non-teaching staff to enhance the quality work of staff.

With above, other informative sessions based on various fields are conducted to make overall development of staff.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

### 6.5 Internal Quality Assurance System

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

#### **Response:**

The Internal Quality Assurance Cell has always been a pillar of strength and was actively established on 27 July 2019 to monitor day to day activities of the college, to achieve excellence in the field of education and all over development of the College.

Before 2019, College had effective mechanism for Quality Initiatives in the form of representations in the Local office bearers body (LOB), LOCAL MANAGING COMMITTEE (LMC) & LOCAL MANAGEMENT CORE COMMITTEE. Since 2019 IQAC is being functional towards Quality initiatives and improvements in all aspects.

The examples of practices institutionalized as a result of above-mentioned mechanism & IQAC are given as under:

#### **Augmentation of Infrastructure.**

- Renovation of IT Lab with additional computers to reduce computer: student's ratio as well as increase the seating capacity in the Lab.
- Renovation of class Room No. 3 with replacement of old desks with new one and with additional capacity of seating arrangement.
- Built up an additional Computer room cum tutorial room next to the library.
- Renovation of Exam room with furniture, and increased storage capacity for college records.
- Renovation of Girl's common room with all required facilities.

(sponsored by Lion's club)

- Made additional seating space for students on 4th floor in the corridor.
- Wi-fi enabled campus for students.
- Converted existing classroom in ICT enabled classrooms.
- Additional urinals for Boy's on ground floor.
- Purchased new sound system for college auditorium.
- Purchased new Air Conditioner for Physics Lab.
- Installation of new LCD projector in the library.

**Strengthen Research Culture in the College.**

IQAC plays an important role in inculcating research culture in the college. IQAC in the college encourages research activities. At present, 4 faculty members have been awarded Ph. D degree. The College teachers have published research papers in the journals notified by UGC and UGC CARE, research papers in various conferences with ISSN / ISBN books/chapters in various publications.

Students and teachers are encouraged to participate in Annual Avishkar Research Competition organized by University of Mumbai.

**As per IQAC suggestions**

- The College has organized various Seminars/Webinars/ Symposiums/Workshops in last 5 years. Also organized an International Multi-Disciplinary E- Conference on 12th June,2021.
- Financial support is provided to the faculties for presenting their research work in Seminars /Conferences/Workshops etc.
- The College has established functional linkages and MOU's for Students development, On the job training, etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:**

The College reviews its Teaching-learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC.

Following are two examples of institutional reviews and implementation of teaching-learning reforms facilitated by IQAC.

**Example 1:** Gradual increase in the use of New Technology for Teaching-learning enhancement.

To cope up with the changing needs of education system there was a need for introducing the usage of new technology for teaching-learning process. Taking this into account, the IQAC has taken efforts to

improve the facilities:

- Training sessions on ICT were arranged for teachers.
- Internet and WI-FI facilities were improved gradually to 200 Mbps (50 Mbps as backup)
- LCD projectors were installed in classrooms and Computer Labs.
- Computer data loggers with sensors were made available for teachers and students in laboratories for better experimentation and conceptual understanding.
- 'Lab View' and other software were made available for students.
- Faculties were encouraged to develop simulations, animations and other learning materials and the outcome is promising to the College.
- Projects were assigned to students to develop ICT based teaching-learning materials.
- Online feedback system is introduced for feedback on curriculum, teaching learning which is analyzed and the consequence is discussed with the respective teachers.

#### **Example 2: Teacher's Academic Daily Diary:**

Effective teaching achieves its success only if it is well planned. And, hence for the proper planning of teaching, each teacher is provided with an academic diary along with timetable, annual/semester wise teaching plan, workload, syllabus completion summary and academic and administrative committee responsibilities. Every teacher has to maintain an individual Teacher's Diary to record the day to day teaching-learning activities. The Teacher's Diary gives an overall summary of the topics covered by a teacher in each class per course, per semester. The Individual Teacher Diary is verified by HOD of the concerned Departments and is then submitted to the Principal for final assessment. The Principal monitors the overall teaching performance of the teachers through the verification of the Diary and intermittent class observation.

Besides this, IQAC has reviewed and implemented its teaching-learning process through the following ways:

- Ensuring regularity in lecture engagement, syllabus completion, smooth conduct of internal and external examination, timely declaration of results.
- INFLIBNET- NLIST, database, and 50 Mbps internet connection and Wi-Fi facility.
- UGC-COC/Skill Based/Value-added courses for students
- The College employed various student-centric learning methods such as Presentations, Case-studies, Role-Play, Seminars, Webinars, Guest lectures field visits, On the-job-training, Survey, Competitions, etc.
- Student learning outcomes are reviewed through class tests, assignments, open book tests, internal assessment tests, and University examinations. University result analysis is done for each semester at the

Department level and is discussed in IQAC/CDC meetings for further improvement and implementation.

(For first cycle - Incremental improvements made for the preceding five years with regard to quality

For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**6.5.3 Quality assurance initiatives of the institution include:**

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

**Response:** C. 2 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

##### Response:

The Institution promotes Gender equality through various initiatives and programs conducted every year. It also ensures proper discipline and provides a safe environment for the students. The Women Development Cell and other Committees conduct various activities on Gender related issues. Various facilities provided by the Institution to ensure gender equality are as follows:

1. **Safety and Security**
2. **Counseling**
3. **Workshops and Seminars**

##### Safety, Security and Facilities

1. The Girls Common Room has been provided to the girl students with an attached washroom and other required amenities such as bed, clean drinking water, relaxing chairs etc. The college has installed a sanitary napkin vending machine in the girls wash room.
2. During the orientation program conducted for first year students, they are made aware of the Anti-Ragging Cell, Internal Complaint Committee and Student Grievance Redressal Cell.
3. The institution has provided security at all the entry gates. No one is allowed to enter the college premises without an ID card. The entry for outsiders is subject to the verification by the concerned person.
4. The college has installed 48 CCTV Cameras covering all the periphery of the college premises for the purpose of security of the students.
5. Code of conduct is prepared by the college for students, teaching and non-teaching staff and it is displayed on the college website.
6. If girl students stay in the College after College working hours for extra studies or for preparation of events, they are accompanied by female teaching staff.
7. Women Development Cell encourages girl students to participate in self-defense programmes.

##### Counseling

The College has a Mentoring system. A mentor teacher of class guides students regarding academic, personal and other matters through counseling.

The mentors help students with timetable management, one to one counseling, Parents-Teachers Meeting, plan of study, use of reference books,

preparation of synoptic answers and question bank.

Mentors help students to solve their personal problems through interactive session related to family issues, medical issues, relationship issues and so on. Along with academic guidance the mentors also help students in career opportunities suitable to their aptitude.

### **Workshops and Seminars**

Following One Day workshops, seminars, competitions were conducted as under: -

1. "Menstrual Hygiene"
2. "Gemology"
3. "Gender Based Violence Awareness"
4. "Sanitation and Hygiene" was organized in collaboration with Tendril Group.
5. "Positive Aspects of Investments for College Students" was organized in collaboration with Consumer Guidance Society of India, sponsored by Bombay Stock Exchange and Consumer Guidance Society of India.
6. "Health and Nutrition" in coordination with the Inner Wheel Club of Mulund WDC of college installed the Sanitary Napkin Vending Machine.
7. "Self Defense Techniques"
8. A National Webinar on the topic "Body Positivity" in collaboration with BAMMC department and Cultural Committee of the college.
9. "Cyber Crime and Safety Awareness" in association with Youth on The Move, the NGO and Police Department.
10. An Online Elocution Competition on Women Empowerment and Gender equality.
11. "Motivational strategies for New Age Leaders"

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>

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

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

**Response:** D. 1 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

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

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

**Response:**

#### Solid Waste Management

1. Metal, wood, glass, paper and plastic waste collected from laboratories, library, office and college campus is given to scrap dealers for recycling.
2. Signboards are displayed in the College campus to encourage plastic free environment, water conservation, required usage of electricity. energy conservation and save tree .

The College has provision for collecting biodegradable waste from campus and converting it into compost through a Composting Tumbler. After completion of the process, compost is used as manure in the garden and also sold to the students and staff. Regular awareness, workshops and seminars are conducted by the



NSS Unit and Women Development to inculcate the practice of waste management fruitfully as under: -

### 2017-18

Workshop on Waste Management – An Interactive Workshop on Waste Management, was organized by Women Development Cell on 13th September 2017. The workshop was conducted by Miss Sneha Gokhale and attended by 33 students.

### 2018-19

The NSS unit of college in collaboration with Stree Mukti Sanghatana and Parisar Bhagini Vikas Sangh had undertaken activity of generating waste compost from waste food on 12th June 2018. The natural fertilizer made from this is packed into paper bags and distributed to people.

### 2019-20

Waste Management Session was conducted on 22nd February 2020. Miss. Lalita from Stree Mukti Sanghatana gave information on various types of waste and also explained how the waste can be converted to fertilizer. Waste Compost was made from the waste food and turned into Organic fertilizer by NSS volunteers. The fertilizer was packed and distributed to the College Staff.

### 2020-21

Due to Covid pandemic this activity could not be continued. This activity will be carried out when the college will start off-line.

### E-Waste Management

NSS Unit of the College participated in the project organized by the University of Mumbai on E -Waste Collection Drive. 41 volunteers participated in this event on 1st February, 2021. The College NSS Unit collected 149 Kgs of E-Waste and submitted it to the University.

File Description	Document
Geotagged photographs of the facilities	<a href="#">View Document</a>
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>

### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

**Response:** C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

**7.1.5 Green campus initiatives include:**

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

**Response:** B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	<a href="#">View Document</a>

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

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

**Response:** C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>

**7.1.7 The Institution has disabled-friendly, barrier free environment**

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

**Response:** C. 2 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

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

**Response:**

The college undertook various activities in providing tolerance and harmony towards socio-economic, cultural, regional, linguistic and communal diversities as under: -

**1) Ek Boond Zindagi Ki**

Pulse Polio Awareness, Training and Drive was conducted in collaboration with BMC T-ward for various stakeholders.

**2) Plant a Tree, Get Oxygen Free**

To conserve the environment, awareness is done through posters, tree plantation with names and street plays. The college conducts an environmental audit every year.

**3) Give Clothes a Second Life**

To develop a sense of social responsibility, the College undertook a Cloth Donation Drive under which new and old clothes were collected, processed and distributed by volunteers to needy people.

**4) Donate Blood, Save Life**

The volunteers supported various Government blood banks in blood donation drives and also organized Blood Donation Campaign in college campus.

**5) Nashe ko chhodo, rishte jodo**

Anti-addiction drives were conducted by the college through posters, rally, street play and sessions.

**6) Fight the bite**

A Dengue Malaria awareness program was conducted in the College premises in collaboration with BMC officials. The importance of cleanliness and preventive measures to be taken to stop breeding of mosquitoes are explained through a rally and door to door awareness drive in the adopted slum area.

**7) Alert Today, Alive Tomorrow**

The college encourages students to participate in AVHAN Disaster Management state level camp. These students give demonstrations at college campus on disaster management.

#### **8) No Honking - Responsible Driving**

The college promotes Road Safety awareness drive through poster display, Seminar and Maha-Walkathon in collaboration with PWD, MMVD, CASI Global and CSR Diary.

#### **9) Leave nothing on the beach except footprints**

The college in collaboration with Aarna Foundation cleaned Dadar Chowpatty and painted walls there explaining the importance of maintaining cleanliness.

#### **10) Satark Raho, Surakshit Raho**

The College organized Jagrut Mumbaikar Session in collaboration with Mumbai Police guiding to remain alert in case of terrorism and terrorist attack and the process of investigation followed by Police.

#### **11) My India Walkathon**

My India Walkathon rally was organized showcasing the culture of various states across India and spreading the message of solidarity, harmony, fraternity and brotherhood.

#### **12) Brahmavidya**

The College in collaboration with Brahmavidya Association arranged 'Brahmavidya' sessions for College Staff.

#### **13) Activities related to COVID-19 pandemic**

Following webinars were conducted on Pandemic time.:

- A short film on Basic Protective Measures to fight against COVID-19
- How to maintain mental health during COVID-19
- Live your Life Mindfully
- Orientation on COVID-19 Stigma and Discrimination

#### **14) Crowd Management**

The college volunteers assist Police in managing crowd at Ganpati Visarjan Ghat in Mulund.

#### **15) Kannada Association**

The college Kannada Association conducts various activities such as Kannada Utsav, Essay competition, Dance, Bhajan during festivals.

#### **16) Athang - Marathi Vangmay Mandal**

“Athang ” undertakes various activities such as Guru Purnima celebration, Seminar on Marathi movies screening, Marathi Antakhari and organizes a traditional procession called ‘Grantha Dindi’ on the occasion of Ashadi Ekdashi.

### 17) Hindi Diwas

The College celebrated Hindi Diwas with various activities.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

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

#### Response:

To sensitize students about their responsibilities as citizens, the College conducts activities through various Committees such as NSS, Women Development Cell, Rotaract, DLLE.

#### PATRIOTISM

1. Independence Day, Republic Day celebrations are held every year and a ‘Save the Flag’ drive is conducted to highlight the need to honor the National Flag. A ‘Flash Mob’ was held on the occasion of 73rd Independence Day to instill a feeling of national unity, brotherhood and oneness.
2. As a tribute to the Indian Army, Surgical Strike Day was observed by the NSS Unit.
3. To give students an insight into the life of Mahatma Gandhi, his unique friendship with Charlie, his views on the Parliamentary System and Health Perspective a Regional Symposium on ‘Lesser-Known Gandhi’ was organized by the College.
4. Khadi Fest was organized by NSS and Extension Committee to mark the birth anniversary of Father of the Nation ‘Mahatma Gandhi’ and promote the Gandhian thoughts on the use of Swadeshi clothes.
5. ‘Kargil Vijay Diwas’ was observed to honor and remember our Jawans who fought selflessly to provide safety and peace to the nation.
6. On the 125th birth anniversary of Netaji Subhash Chandra Bose, a virtual webinar on “Parakram Diwas” was conducted by the NSS Unit depicting the life journey of Netaji.
7. As a tribute to Phulwama Martyrs NSS volunteers, observed “Black Day ”.

8.As a tribute to the Indian Soldiers, Shradhanjai Event was conducted.

## CIVIC SENSE

- 1.To cultivate students' reading habits, Wachan Prerna Din was celebrated on the occasion of the Birth Anniversary of Dr. A P J Adbul Kalam.
- 2.NSS volunteers also participated in Sanvidhan Daud and Gaurav Yatra conducted by University of Mumbai.
- 3.To highlight and educate the students about the importance of the Indian Constitution, NSS Unit and Marathi Vangamay Mandal celebrated Indian Constitution Day. Tributes were also offered to Dr Babasaheb Ambedkar, the Father of Indian Constitution on this day. The students created awareness through Rally with posters.
- 4.To commemorate the birth anniversary of India's first female teacher, social reformer and educationist Krantijyoti Savitribai Phule, NSS Unit Celebrated 'Women Teachers Day' through an informative session on the life of Savitribai Phule.
- 5.AIDS awareness drive was conducted through posters, sessions and rally.

File Description	Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View Document</a>

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

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

**Response:** B. 3 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

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

#### **Response:**

The Institution celebrates many commemorative days, events and festivals so that the students are aware of events of international and national importance as under: -

#### **1) International Day against Drug abuse**

The college observed International Day against Drug Abuse and Illicit Trafficking on 26th June. To spread awareness about the ill effects of drug addiction, a poster making competition was organized and these posters were displayed in college premises.

#### **2) International Plastic Bag Free Day**

The college conducted an awareness programme on International Plastic Bag Free Day on 3rd July to spread the message of using alternative sources to Plastic Bags and harms of using plastic bags. The students made short videos and posters for the same.

#### **3) International Yoga Day**

On 21st June, our college celebrates Yoga Day by organizing practical sessions on Yoga for students and staff. The college conducts poster making competition to create awareness about the importance of Yoga amongst students.

#### **4) Marathi Rajbhasha Diwas**

The college Marathi Vangmay Mandal- Athang celebrates Marathi Rajbhasha Diwas in college premises.

#### **5) National Youth Day**

The Birth Anniversary of Swami Vivekananda is observed as National Youth Day on 29th January with a session to provide insight into the life of Swami Vivekananda.

#### **6) NSS Day Celebration**



NSS Day is celebrated every year on 24th September. Essay writing, Rangoli making, Shirt painting and best out of waste competition is organized to mark the occasion.

### 7) World Ozone Day

On the occasion of World Ozone Day the college students and staff took pledge to protect and save all forms of life on the earth.

### 8) National Voters Day

The National Voters Day is celebrated by the students by preparing and exhibiting posters in the college premises. Voter ID campaign was conducted by NSS Unit to create awareness about the Right to Vote and the need of Voter ID cards for the same.

### 9) World Earth Day

The students created awareness about "Save the Earth" through posters On the occasion of World Earth Day.

### 10) World Health Day

The college organised a virtual session on World Health Day (Aarogya Din) to understand and study the importance of physical and mental health of human beings.

File Description	Document
Geotagged photographs of some of the events	<a href="#">View Document</a>
Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

### Best Practice 1

#### 1. Title of the Practice

**QUICKLY REFUSE IF YOU CANNOT RECYCLE OR REUSE**

#### 2. Objectives of the Practice



1. To conserve the environment using newspaper bags and cloth bags as they are 100% biodegradable, reusable and recyclable.
2. To create awareness about the harmful effects of plastic bags and reduce their usage by promoting newspaper bags and cloth bags in college premises as well as in nearby markets.
3. To introduce revenue generating programmes for wards and their parents.

### **3. The Context**

Plastic has ruled the global packaging industry for the last 5 to 6 decades. The major advantage of plastic is durability, however plastic below 50 microns is a major contributor to environmental pollution.

Even though polythene bags are convenient for carrying wet and bulky products, they are non-degradable and are becoming a major reason for water-logging during rainy seasons in metropolitan cities like Mumbai. Our college is located in Mumbai suburban city. In addition to this if the plastic is burnt, it releases harmful toxic chemicals and if buried in the soil it degrades the fertility of the land. By taking into consideration all these problems, the College NSS Unit and Extension Committee started with newspaper bag making and distribution events which was later upgraded to cloth bag making and distribution.

### **4. The Practice**

The NSS Unit of College started this initiative from the Academic year 2013-14 and has been consistently following this practice every year. The volunteers of the NSS unit learned to make the paper bags through online videos and also took sessions for interested students of the College. For the practice, newspapers were collected from students and from the college library. The students created awareness about the benefits of using these eco-friendly bags as they can be reused or sent for recycling and will save the trees, water and energy. These newspaper bags made by students were distributed to vegetable vendors, retail shops and medical shops free of cost. These newspaper bags were also used by the Examination Committee for packing answer sheets in place of plastic-coated envelopes. This initiative was highly appreciated by all stakeholders. The opinion of the users was that these bags are not durable and they could not be used for carrying wet and bulky products. Therefore, the volunteers came up with the alternative to plastic bags and newspaper bags in the form of cloth bags. In the Academic year 2018-19, the College NSS unit collected washed old clothes from students to make cloth bags. The cloth bags were stitched by the parents of wards and revenue generated by selling these bags in the market was returned to these parents. The students performed street plays and also conducted a rally to create awareness about the use of cloth bags.

The users appreciated this initiative as the cloth bags are more durable, washable and reusable as compared to newspaper bags. This activity was later carried out by the Extension Committee in the year 2019-20 as revenue generation activity for the parents who stitched these bags. The newspaper bag making and distribution activity is continued by the NSS unit. In 2020-21 due to the pandemic situation, the activity could not be conducted.

**The activity of “Quickly Refuse If Cannot Recycle or Reuse” is practiced as under:**

Year	2016-17	2017-18	2018-19	2019-20	2020-21
No. of News Paper Bags	204	500	275	200	NIL
No. Of Cloth Bags	NIL	NIL	44	210	NIL

### 5. Evidence of Success

Every new idea can be successfully executed only if awareness is created amongst the society. There was a good increase in the total number of newspaper bags made and distributed in the year 2017-18 as compared to the previous year. To overcome the limitations of newspaper bags and reduce the use of plastic bags, the idea of cloth bags was initiated in the year 2018-19 by NSS Unit of College. 44 cloth bags were made by parents from the old, washed clothes and all 44 bags were sold for Rs. 30 each. This amount was later given to the parents who stitched these bags.

This cloth bag making and selling activity was carried forward by the Extension Committee from the year 2019-20. A total of 210 bags of different sizes were stitched and sold in the market for Rs. 15, Rs. 10 and Rs. 20 each bag depending upon the size of the bag. Total revenue generated was given to the parents stitching these bags. The aim behind the cloth bag making was not only revenue generation but to promote the use of newspaper and cloth bags. The use of plastic bags was restricted to essential plastics, which brought about a reduction in plastic use in the college campus.

### 6. Problems Encountered and Resources Required

#### NEWSPAPER BAGS

##### a) Problems Encountered:

1. The paper bags are made out of newspapers. Sourcing papers for making paper bags was one of the challenges.
2. Newspaper bags are not durable and cannot carry heavy items such as vegetables and fruits. These bags cannot be used multiple times. Therefore, buyers do not prefer to use these newspaper bags.

##### b) Resources required:

Newspapers, Stationery, Hole guard, Thread

##### c) Alternative to overcome the Problems:

Alternate resources can also be used for making bags, such as cloth, wool, good quality paper, cardboard, jute etc.

#### CLOTH BAGS

##### a) Problems Encountered:

1. The cloth bags are made out of old and used clothes. Collection of good quality clothes to make

these bags durable and marketable is a big task.

2. As these bags are made out of used clothes, some buyers refuse to buy these cloth bags on the ground of hygiene.
3. To make the bags attractive and marketable, creativity is required while making the bags. If decorative items are used, the cost of bags increases and thus selling price also increases, and marketing of these bags becomes a challenging task.

**b) Resources required:**

Old but durable clothes, sewing machine, thread, person with knowledge of using sewing machines.

**c) Methods adopted to overcome these problems:**

The Cloth collection drive was conducted by the volunteers of NSS and Extension Committee. Under this drive, NSS volunteers explained how the old clothes collected will be used to make cloth bags and revenue generated will be given back to parents.

The volunteers explained to the buyers about proper maintenance of hygiene as only cleaned and washed clothes were collected and stitched into cloth bags.

To get a good market price, the bags were stitched in different shapes, sizes and patterns. According to the demand of customers these bags are made and sold.

**Best Practice 2**

**1. Title of the Practice**

**MOTHER NATURE RECYCLES**

**2. Objectives of the Practice**

1. To develop an organic waste management system that ensures the adequate collection and treatment of waste.
2. To create awareness amongst youth and students about the use of waste as a resource.
3. To reduce the amount of organic waste in landfills, and managing waste.
4. To develop the managing, marketing and accounting skills among students.

**3. The Context**

Generation of ideas is the first step towards the adoption of any new project. The idea of adoption of this project started with the seminar organized by the college WDC cell on “Zero Waste Campus Project” with

the help of Stree Mukti Sanghatana in the year 2017-18. The execution of this project was done by the NSS Unit in the same year. The project was aimed at:

1. Creating awareness amongst students and staff about the use of waste as a resource and its relationship with climate change and global warming.
2. Promoting growth of plants in college premises with the use of compost generated from waste.
3. This project not only promotes the recycling of waste but also helps in skill development of students through active participation in collection of waste and marketing of compost.

#### 4. The Practice

The idea of Waste Composting was initiated in the year 2017-18. To gather required information about the practice of composting, the Women Development Cell of the college organized a seminar in the year 2017-18. The NSS volunteers also attended a waste compost workshop organized by V. G. Vaze College on 11th August 2017. The NSS Unit of the College decided and implemented it to spread awareness among nearby societies about generation of compost from organic waste and managing waste better. This practice of composting started in the year 2017-18. The volunteers contacted the Society Secretary and asked them to promote waste composting activity in their society. The volunteers received a positive response and appreciation from these societies.

After the positive reply from the society the students decided to undertake this activity in college premises. The project started in collaboration with Stree Mukti Sanghatana on a "Waste Compost Project" and signed a MOU for installing and maintaining a compost bin in the College premises. Under this project, the volunteers segregated dry and wet Waste from The Canteen and College premises. Volunteers crushed all the waste and mixed them with Cocoa Powder. This activity was allotted to 6 volunteers on a daily basis. After 3-4 weeks, fertilizer was ready to use. The volunteers packed and sold the fertilizer at a Waste compost stall setup in the College premises. This fertilizer was also used for the plants in the College premises. However, the practice could not be conducted in 2020-21 due to Covid-19 pandemic.

#### 5. Evidence of Success: -

The NSS volunteers of the college started this activity with a small group discussion with the EVS teacher.

The progress figures are as under: -

Year	Total Production	Used for college	Sold	Rate per Kg	Total
2017-18	10 Kgs	2 Kgs.	8 Kgs	Rs. 25	Rs. 200
2018-19	16 Kgs	2 Kgs.	14 Kgs	Rs. 25	Rs.350
2019-20	20 Kgs	2 Kgs.	18 Kgs	Rs. 25	Rs. 450
2020-21	NIL	NIL	NIL	NIL	NIL

#### 6. Problems Encountered and Resources Required

a) Problems Encountered:

- 1.To make compost sufficient quantity of waste is required. The Volunteers found it difficult to collect the required quantity of waste as most of the students stayed in the premises for 3 to 4 hours.
2. Waste needs to be segregated into wet and dry. It was very difficult to segregate the waste from the canteen in wet and dry conditions.
3. Marketing of compost made by the college unit was a challenging job. Whether the compost created from waste serves its purpose was a big question. Therefore, the volunteers find it very difficult to get a good price for the same.

**b) Resources required:**

Compost bin, Waste (Wet and Dry to be collected and segregated)

**c) Methods adopted to overcome these problems:**

1. The NSS unit of the college made awareness about the collection of waste in college and school premises. This enables them to collect the waste required to undertake this project.
2. Segregation of waste was the basic problem. Later this problem was solved by keeping two dustbins, namely for wet and dry.
3. The college NSS Unit kept 2 two kgs of Waste Compost and used it in college premises for plants to check the effectiveness of the same. After finding it safe and effective they sold it.

File Description	Document
Best practices in the Institutional web site	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

**7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:**

In line with our vision statement, the College focusses not only on imparting quality education but also on overall development of the students. To achieve this, the College encourages students to participate in various activities.

**1) Towards Self-Reliance for the visually challenged, a learning model for students**

The College has been actively involved in bringing about a change in the lives of the visually challenged people by providing them a platform to market products made by them and make them financially

independent. The objectives of this initiative are: -

- a) To help the visually challenged people by giving market to the Rakhis made by them.
- b) To develop the marketing skills to sell these Rakhis and generate revenue as well as the skill of maintaining records and accounts.
- c) To foster the Indian tradition of Raksha Bandhan festival among the youth by keeping stalls of Rakhis in college premises.

Our students have taken initiatives to empower the visually challenged by starting a practice of selling Rakhis made by them at stalls arranged in the College premises on the occasion of Raksha Bandhan. This practice was initiated by our first step towards being responsible citizens and supporting the visually challenged people the rightful place in the society.

## 2) Gold Card Scheme & Book Bank Scheme

**Gold Card:** - With a view to motivate students in achieving academic excellence, the College has initiated a scheme of issuing Gold Cards to meritorious students from the year 2011-12. Under the normal process of textbooks/ reference books issued, each student is given only one book for home issues. However, under the Gold Card Scheme, academic toppers get the benefit of getting an additional book for home issues.

**Book Bank:** - With a view to provide assistance to the needy students studying in UG courses in the College and belonging to economically weaker sections of the society, the College Library started a Book Bank facility in the year 2013-14. Under this scheme, a full set of textbooks are issued to needy students. Many students have benefitted from this scheme and have completed their graduation.

## 3) IIT-Bombay Spoken tutorials

To develop self-learning skills, students are encouraged to obtain a certification in online courses from IIT-Bombay in collaboration with our college, which will also help them to enhance academic knowledge on latest topics. During the last two years, 266 students have completed Spoken tutorial certification courses. The courses selected by students for certification include HTML, Python, R Programming, TUX Typing, SciLab, Front Accounting, Moodle, C and CPP, Advanced CPP, Che Collective Virtual labs, Libre Office Suite, Java.

## 4) Spoken English Course (Teach India Initiative)

The College has collaborated with the Times of India group in their Corporate Social Responsibility initiative 'Teach India' with the British Council as the knowledge partner. The programme focuses on imparting spoken English skills to underprivileged youth for enhancing their employability. The curriculum is designed to help learners speak English fluently using modern, proven English language teaching techniques in a period of 2.5 months. They are taught 2 hours a day, 6 days a week. Furthermore, the programme is designed to enhance the soft skills of learners and help them face interviews. The course, written by the British Council, focuses on the spoken and written English communication skills required in everyday situations in various areas. The main focus of the program is on grammatical accuracy, fluency, pronunciation and confidence. The programme was conducted by trained professional volunteers from the TOI group in the College premises and was provided free of cost to enable more students to take benefit

from the program.

### 5) Professional Trainer for Cultural activities

The Cultural Committee of the College organizes workshops for Dance and Music to foster overall development of students. For the same, the College arranged for professional trainers from KSHITIJ Group. These workshops have helped students excel in Dance and music competitions organized at the Intercollegiate and University level and bagged prizes.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>

NAAC

## 5. CONCLUSION

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### **Additional Information :**

Vidya Prasarak Mandal which was founded in March 1960 to provide educational facilities to the Kannadigas in the city of Mumbai with its location in the suburb of Mulund.

Under the visionary leadership of the chairman of the institution with an aim to cater to economically backward students, VPM's College of Arts, Science and Commerce was established in the year 2003 after permission was granted to start the College on a 'permanently unaided basis.' The College was renamed as VPM's R. Z. Shah College of Arts, Science and Commerce in 2009.

The College has formed several committees to carry out various administrative and academic functions. The College has a Science Association, Social Science Association and Marathi Vangmay Mandal. The NSS unit of College has enthusiastic volunteers who conduct a number of socially helpful programs. Students are encouraged to participate in all co-curricular and extra-curricular activities and competitions. The college secured ninth position, amongst 400 colleges, in the Intercollegiate Youth Festival organized by the Mumbai University. The college organizes intercollegiate fest named 'Fever Pitch'.

The results of final year students of all courses at the examinations held by the University of Mumbai have been always higher than the University of Mumbai pass percentage.

The College encourages faculty members to enhance their academic qualifications and research work.

Though the College enjoys Linguistic Minority status, admissions are open for all sections of the society with all facilities of Free-ships and Scholarships.

The College uses ERP software Mastersoft College Management System to digitize work processes and improve operational efficiency by automating admissions, examination, HRMS and Library.

Thus, the College is continuously striving to achieve its goals and objectives through its defined vision and mission.

### **Concluding Remarks :**

VPM's R Z Shah College of Arts, Science and Commerce, being a linguistic minority institution carries out several cultural activities through its Kannada association. This association conducts various programmes to foster its Cultural Asmita. The Mulund Kannada Sangha was also initiated by Vidya Prasarak Mandal which conducts various activities in Mulund Suburb.

The College has continuously upgraded to meet the changing demands arising from the nearby community and educational environment. The College focuses on quality and holistic education. The institute has supported needy and economically weak students through various scholarships. The Placement Cell of the College is actively engaged with several companies. Students joining the college with lower scores at the entry-level have graduated with flying colours with the relentless efforts of dedicated faculties.



Students who were actively involved in NSS Cell have continued the legacy after passing out of college by running their own NGO.

This institution is run by academicians, philanthropists and professionals who are working relentlessly for the welfare of all. The college promotes different add-on courses and skill development courses to make students self-reliant.

To reach up to the peak of the benchmarks, we are focusing on areas like research, resource mobilization, strengthening organizational internal systems and procedures to meet contingencies, starting Post Graduate programs and increasing alumni engagement.

**NAAC Accreditation will help us to achieve various milestones in line with our vision, mission and goals.**

NAAC

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																														
1.2.3	<p><b>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</b></p> <p><b>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>524</td> <td>214</td> <td>115</td> <td>29</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>831</td> <td>341</td> <td>115</td> <td>29</td> <td>0</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	524	214	115	29	0	2020-21	2019-20	2018-19	2017-18	2016-17	831	341	115	29	0										
2020-21	2019-20	2018-19	2017-18	2016-17																											
524	214	115	29	0																											
2020-21	2019-20	2018-19	2017-18	2016-17																											
831	341	115	29	0																											
1.3.3	<p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year</b></p> <p><b>1.3.3.1. Number of students undertaking project work/field work / internships</b></p> <p>Answer before DVV Verification : 1786</p> <p>Answer after DVV Verification: 893</p> <p>Remark : As there is no supporting documents provided, the value is edited on pro rata basis.</p>																														
2.1.1	<p><b>Average Enrolment percentage (Average of last five years)</b></p> <p><b>2.1.1.1. Number of students admitted year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>2.1.1.2. Number of sanctioned seats year wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>960</td> <td>948</td> <td>900</td> <td>924</td> <td>948</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>960</td> <td>960</td> <td>900</td> <td>924</td> <td>936</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17						2020-21	2019-20	2018-19	2017-18	2016-17	960	948	900	924	948	2020-21	2019-20	2018-19	2017-18	2016-17	960	960	900	924	936
2020-21	2019-20	2018-19	2017-18	2016-17																											
2020-21	2019-20	2018-19	2017-18	2016-17																											
960	948	900	924	948																											
2020-21	2019-20	2018-19	2017-18	2016-17																											
960	960	900	924	936																											
2.1.2	<p><b>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary</b></p>																														

seats)

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	61	58

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
71	86	100	187	221

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

Answer before DVV Verification : 292.33

Answer after DVV Verification: 291

Remark : The value is edited excluding the librarian experience

**3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****3.2.1.1. Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
20	02	02	03	01

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
19	02	02	03	01

**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
11	03	06	05	19

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
8	0	1	0	0

Remark : The values edited considering UGC care, scopus journals

**3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

**3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
29	27	32	15	32

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
27	23	27	13	26

Remark : The values are edited excluding ineligible activities.

**3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years**

**3.3.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
810	325	348	442	302

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
682	295	247	407	117

Remark : The values are edited excluding ineligible events

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	126000	54000	357000	442000

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	1.26	.54	3.57	4.42

Remark : values are converted into lakhs

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5000	148000	189000	325000	295000

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
.05	1.48	1.89	3.25	2.95

Remark : Rectified on the basis of latest clarification by HEI and converted into lakhs

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1401000	1368000	752000	1605000	2549000

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17

1.40	1.37	7.52	16.05	25.48
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Remark : The values are converted into lakhs after cross checking with the supporting documents.

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

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : The value is updated

**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (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) year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
29	68	49	65	57

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
29	60	52	61	62

Remark : The values are updated

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
06	00	13	14	07

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
09	00	17	18	07

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
23700	376600	94300	154400	186400

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
.24	3.77	.94	1.54	1.86

Remark : The values are converted into lakhs

**7.1.7 The Institution has disabled-friendly, barrier free environment**

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for 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**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

Remark : The value is updated

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p><b>Number of courses offered by the Institution across all programs during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>442</td> <td>442</td> <td>442</td> <td>438</td> <td>442</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>442</td> <td>442</td> <td>444</td> <td>438</td> <td>443</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	442	442	442	438	442	2020-21	2019-20	2018-19	2017-18	2016-17	442	442	444	438	443
2020-21	2019-20	2018-19	2017-18	2016-17																	
442	442	442	438	442																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
442	442	444	438	443																	
2.1	<p><b>Number of students year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>2032</td> <td>1950</td> <td>1950</td> <td>1973</td> <td>1912</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>2032</td> <td>1950</td> <td>1950</td> <td>1973</td> <td>1912</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	2032	1950	1950	1973	1912	2020-21	2019-20	2018-19	2017-18	2016-17	2032	1950	1950	1973	1912
2020-21	2019-20	2018-19	2017-18	2016-17																	
2032	1950	1950	1973	1912																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
2032	1950	1950	1973	1912																	
2.2	<p><b>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>185</td> <td>185</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	0	0	0	185	185	2020-21	2019-20	2018-19	2017-18	2016-17					
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	0	0	185	185																	
2020-21	2019-20	2018-19	2017-18	2016-17																	



360	360	360	499	499
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2.3 **Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
627	544	472	494	472

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
639	584	569	567	547

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5229458	8419815	8845522	8006899	8378831

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5.23	8.42	8.85	8.01	8.38

3.3 **Number of Computers**

Answer before DVV Verification : 134

Answer after DVV Verification : 76

3.4 **Total number of computers in the campus for academic purpose**

Answer before DVV Verification : 115

Answer after DVV Verification : 76