



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

MATUSHRI PUSHPABEN VINUBHAI VALIA COLLEGE OF COMMERCE

**M.K SCHOOL COMPLEX ,FACTORY LANE,BORIVALI WEST MUMBAI - 400092
400092**

www.mpvvaliacollege.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

April 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

"**Matushri Pushpaben Vinubhai Valia College of Commerce**" is one of the pioneer education institutes in Borivali (west) which has completed its **Silver Jubilee in Academic Year 2017-2018** and is continuously focusing on upgradation of quality education. It is run by "**The Borivali Education Society**". Its among very few colleges in Mumbai to have a locational advantage of being less than a kilometer away from the railway station, as well as from bus stop which is a lifeline of Mumbai.

The Borivali Education Society got its name changed on 16 June 2006 to Matushri Pushpaben Vinubhai Valia College of Commerce got affiliated to the **University of Mumbai on 16th July- 1993** for the course of **B.Com** and the first milestone was achieved. In the year **2007** the second milestone was obtained with the introduction of **M.Com (Accountancy & Business Management)**. The objective of imparting quality education in the field of Commerce and Management was further bolstered with introduction of **Self Financing course (Business Management Studies, B.Com in Accounting and Finance, B.Com in Banking and Insurance)** in the year **2011**.

In the year **2016 Matushri Pushpaben Vinubhai Valia College of Commerce** was able to achieve the **Quality Standard** for attaining certification of **ISO 9001-2008**. In the year **2018** the College went for an upgradation in the **ISO** certification standard and got **ISO 9001-2015**. In April 2019 the College underwent recertification of **ISO 9001-2015**.

The College aims not only train young minds for promising career but also to face the challenges of competitive world in all aspects. The quality education is a primary focus of our institute with utmost care on recruiting competent staff with strong qualification and experience background.

Vision

Strive and aspire to make our college premier institute for higher education, to imbibe leadership, entrepreneurship skill and mould our students to be a responsible citizen of our society.

Mission

To provide holistic development by inculcating values, lifelong learning skill, positive attitude among students and to provide an environment where students are encouraged to express their views and showcase their hidden talents.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Location advantage less than 1km to the Borivali railway station/Bus Stop..

2. Qualified, Experienced and Dedicated Staff.
3. Affiliated to University of Mumbai Degree- Undergraduate, Post Graduate, Self-Financing Courses - Business Management Studies, B.com in Accountancy and Finance, B.Com in Banking and Insurance are offered.
4. Air Conditioned class rooms are provided for M.Com and Self Finance courses
5. Coeducation college & partially aided college
6. Granted Linguistic Minority (Gujarati) College
7. Affordable fee structure
8. Fully air-conditioned computer lab with completion of modern upgradation LAN connectivity are available
9. Vibrant NSS unit
10. Vibrant DLLE unit
11. College provides Campus placements
12. Regular Cultural and Sports activities

Institutional Weakness

1. Needs to renovate building
2. Low economic background of students
3. Vernacular education background of students
4. Not a vibrant Alumni in development of institute

Institutional Opportunity

1. The students not only from Borivali but also from Mumbai suburbs have easy access due to the location advantage of location.
2. The college is already running professional as well as post-graduation courses in same premises thus providing opportunity to students for better placement.
3. To enhance industry tie for placements , seminars and workshops
4. To further enhance placements through Alumni
5. Motivate staff for research work and publications
6. Progress in renovation of the independent 7 floor building

Institutional Challenge

1. To develop research aptitude of students
2. Provision of latest facilities and modern infrastructure at affordable fees
3. Mushrooming of new institute in and around
4. Create encouragement among students to pursue higher education
5. Motivate more students to face competitive exams

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- **Matushri Pushpaben Vinubhai Valia College of Commerce** being a Commerce and Self Financing Institute affiliated to University of Mumbai adheres to the curriculum designed by the University.
- The College offers UG and PG programs. Institute prepares academic calendar at the Institute level before the commencement of semester in line with the guidelines provided by University of Mumbai which helps the faculty members to orient in the right direction in terms of timely completion of semester portion. The curriculum is delivered effectively to attain Program Outcome and Course Outcome offered by college. As our college is Affiliated to University of Mumbai, all the Examinations are conducted as per the norms and guidelines of University.
- The college offers Certificate courses on various student relevant topics like Tally, Digital Marketing, Soft skills development. Career oriented programs are conducted with the help of external training and educational institutes.
- The college also conducts seminars and workshop under the wings of IQAC, DLLE & Women Development Cell for students.
- The college courses integrates with cross cutting issues (professional ethics, gender, human values, environment sustainability). Curriculum enrichment is a pre-requisite for holistic development of students. Experiential and Participative learning is undertaken through Project work and various co-curricular activity.
- The college strives to offer the quality education through evaluation by students and seeking feedback from the students, which in turn helps in improving the performance.
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Teaching-learning and Evaluation

- The admission process of the Institute is governed by the rules and regulations prescribed by the University of Mumbai. The process and details regarding admission are displayed on notice board and are also available on the website of University of Mumbai. The College offers opportunities to Gujarati community, SC, ST, OBC, differently-abled, economically weaker section in admission as per norms and directives of the University of Mumbai.
- The Teaching -Learning process involve classroom teaching and online teaching. All the departments of the institution systematically develop plan for effective implementation of the curriculum considering the University of Mumbai and academic calendar, Institute policies and administrative decisions.
- The college also aims to keep overall development of the students. They are refreshed through seminars, industrial visit, workshops, project work etc. Students learning level is assessed and accordingly measures are undertaken to improve the performance of student.
- At the Institute students freely interact with their subject teachers, HOD's and the Principal. This model helps students and faculty members to maintain healthy learning environment in the department and in turn at the Institute.

Research, Innovations and Extension

- The Institute encourages faculty members to take up research work and paper presentation.
- Students of M.Com. and Self Finance needs to undergo Internship and research program and on the basis of which they are required to prepare and submit their project reports.
- Students are also encouraged to participate in extension activities of NSS and DLLE such as Blood Donation camps, Book Donation, Plastic recycle, Road safety, Pulse Polio Drive, Tree plantation and Health Awareness activities.

- The College has collaboration with other institutes, industries which benefit student as well as faculty members through activities like Student Exchange and Faculty Exchange programmes.

Infrastructure and Learning Resources

- The institute has adequate facility of class room, library and computer laboratory, . We also have Auditorium used for conducting various academic & cultural events. The students also get the facility to play outdoor and indoor games like cricket. Football, batminton , chess, carrom and other such games.
- The college library is automated with RFID system .E-Resources like N-list are available for remote access. The library also maintains 10 computers for students reading and refrence purpose.
- The college abreast its IT facilities as per the changing technology. College has computers are with LAN faciltiy with the bandwidth of 100 MBPS.
- College undetakes regular maintenance of infrastructure physical, academic and support facilities like computers, airconditioners, pest control, water cooler etc.
- The college has CCTV cameras at strategic locations for safety and security in the premises.

Student Support and Progression

- Matushri Pushpaben Vinubhai Valia College of Commerce College caters the educational needs of large number of students from neighboring areas. Students are the integral part of all activities organized at the institution. The college plans and executes all its programs keeping the students betterment in focus. The college supports unprivileged students and they are considered in the Aided section.
- The college also provides fcilities of sholarship under government and non government bodies The courses for building soft skills and communication skills are conducted for students by the internal and external sources. There is a successful campus recruitment process in place with substantial number of students being placed every year in leading companies. Seminars and workshops on Career development, Guidance on Pursing Higher Education, Competitive Exams, Entrepreneurship management are conducted on periodical intervals for students to enhance their knowledge.
- The college has active NSS, Cultural, DLLE, Sports Committee which focus on identifying talent within the students and provide them with scope and platform to showcase their talent.

Governance, Leadership and Management

- The Institution being ISO 9001:2015 certified strives for quality maintenance in day to day operations.The College functions in alignment with the Vision and Mission . The college runs under the guidance of visionary leadership engaging the students for the higher education in the same premises by running PG courses like MCom. The College also aims in enhancing leadership and Entrepreneurship skill by conducting various events, arranging seminars. The holistic development of students is the main focus of the management wherein positive values are developed among students through various cultural other activities.
- The function of the institution and its academic, administrative units are governed by the principles of decentralzation and Participation. The institute has decentralized governance system for performing various activities.
- The organogram of the college reflects well defined organization structure with hierarchical relationship of authorities and responsibilitites.

- Every year Performance appraisal of the staff is conducted , which enable to enhance the quality to staffs so that teaching learning process can be improved. The college also provides various welfare facilities for teaching and Non teaching members of college. The faculty members are motivated to attend FDPs , workshops and seminars to enhance their teaching skills and bring quality among students.
- There are established procedures and processes for planning and allocating of financial resources in the institute.
- IQAC of our college aims at improvement of quality and have conducted various certificate courses on continuous basis and have also adopted effective online teaching system
- As ISO certified institute, we have been successful in institutionalizing quality assurance in administrative, academic and other initiatives. Leadership is promoted among staff and students by involving them in various committees and suggestions of both students and staff are taken in the implementation of the college activities.

Institutional Values and Best Practices

Our college promotes Gender Equity through various curricular and co-curricular activities. The various syllabus content across the programme are based on the topic and committees like DLLE, WDC, NSS unit . CCTV cameras are put for Safety and security of staff and students

There College uses LED lights , Bio Medical waste, E-waste management . The management had taken up several initiative for Green Audit, Energy Audit etc. The college has also taken up activities like Tree Plantation, Say NO to plastic, paper bag making, etc. The college strive to promote inclusive environment through cultural, DLLE, NSS event, linguistic, communal and other diversities. Also efforts are put in sensitizing students and staff to constitutional obligations. The prescribed code of conduct for students and staff are displayed on the College website . The college also celebrates national and international commemorative days, events and festivals national and international commemorative days, events and festival.

To achieve the excellence the college has adopted two best practices

- **MOULDING THE STUDENTS AS A RESPONSIBLE CITIZEN OF THE SOCIETY**
- **TRANSPARENCY - AMONG STAKEHOLDERS**

The excellence in academic and other administrative processes is only possible with the support of top management and their visionary approach.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MATUSHRI PUSHPABEN VINUBHAI VALIA COLLEGE OF COMMERCE
Address	M.K School Complex ,Factory Lane,Borivali West Mumbai - 400092
City	Mumbai
State	Maharashtra
Pin	400092
Website	www.mpvvaliacollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	V.manikandan	022-28985320	9323409000	022-28333347	valiacollege07@yahoo.com
IQAC / CIQA coordinator	Zubin Batliwalla	022-28082182	9821111829	022-28990984	zubinassociates@yahoo.co.in

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority Status.pdf
If Yes, Specify minority status	
Religious	
Linguistic	Gujarati
Any Other	

Establishment Details				
Date of establishment of the college	21-06-1993			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Maharashtra	University of Mumbai	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Recognitions	
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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	M.K School Complex ,Factory Lane,Borivali West Mumbai - 400092	Urban	3.2	3500

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	Higher Secondary Education	English	1800	785
UG	BCom,Commerce	36	Higher Secondary Education	English	180	48
UG	BCom,Commerce	36	Higher Secondary Education	English	180	137
UG	BMS,Management	36	Higher Secondary Education	English	180	176
PG	MCom,Commerce	24	Graduation in Commerce	English	120	68
PG	MCom,Commerce	24	Graduation in Commerce	English	120	44

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				4			
Recruited	0	0	0	0	0	0	0	0	2	0	0	2
Yet to Recruit	1				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				32			
Recruited	0	0	0	0	0	0	0	0	2	11	0	13
Yet to Recruit	0				0				19			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				8
Recruited	6	2	0	8
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				12
Recruited	11	1	0	12
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
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

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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	1	0	0	1
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	2	9	0	11
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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	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
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		4	11	0

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	639	7	0	0	646
	Female	497	3	0	0	500
	Others	0	0	0	0	0
PG	Male	50	0	0	0	50
	Female	62	0	0	0	62
	Others	0	0	0	0	0
Certificate / Awareness	Male	18	0	0	0	18
	Female	21	0	0	0	21
	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	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		0	0	0	0

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	College believes that students entering the industry will no longer be a narrow specialists but generalists with a relevant depth of multiple disciplines. The college offers credit-based courses in areas of environmental education, value-based education, and community services. Students are provided with project work and internships to engage them in experimental learning. College also developed Certificate courses in multiple areas. Teachers also emphasize experiential-based teaching by conducting Debate, Group discussions, presentations and creating opportunities for interdisciplinary thinking
2. Academic bank of credits (ABC):	The college has planned for providing provision for a

	centralized data management system to maintain and store the details of academic credit and other details of students, which will support students of the Under Graduate and Post Graduate Programme for multiple entries and exit options.
3. Skill development:	The college has various committees, that conduct various seminars, Cultural and sports events to enhance students' skills towards their holistic development in alignment with the Mission and Vision of the college. The College takes initiative to design and develop Certificate Courses for the student. The courses impart skills like Communication skills, Research skills, IT-based Skills, and other such skills required to keep pace with the changing environment.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	College understands the need for national and regional languages and conducts the events like the celebration of Marathi Day to promote the regional language. Various activities which are conducted to integrate the Indian knowledge system, such as article writing, poem writing, singing, quiz are conducted to promote the Indian language. The Cultural Committee contributes to make students understand the rich and diverse culture of India by encouraging them to participate in events like Guru Purnima, traditional days, patriotic activities, singing, Garba, Navratri celebration and other likewise activities
5. Focus on Outcome based education (OBE):	The college adopts outcome-based education for students. College imparts a learner-based method of teaching. Under the guidance of IQAC members, the Course Outcome is aligned with the Program Outcomes. The Attainment of POs is measured by using strategic tools. Effective plans are also prepared to improve the results of students.
6. Distance education/online education:	The College is abreast with technological advancement and conducts lectures efficiently through Zoom ID with the capacity of 100 to 500 students. The college has MoU with the Software vendor for an effective teaching-learning process Along with online teaching, hybrid teaching is also conducted to facilitate students. Online education allows to reach out to an extensive network of students, instead of being restricted to the geographical area.

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
220	220	220	225	221
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	6	6	6

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1397	1527	1782	1831	1942
File Description		Document		
Institutional data in prescribed format		View Document		

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
450	450	450	450	450

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
589	512	392	607	480

File Description	Document
Institutional data in prescribed format	View Document

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
21	28	27	28	27

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
36	36	36	36	36

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 29

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
57.049	79.285	75.762	80.846	60.016

4.3

Number of Computers

Response: 40



4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

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, being affiliated to the University of Mumbai, follows the curriculum designed by the University of Mumbai.
- The planning of curriculum delivery is planned by the individual faculty member of every department and submitted to the Head of the department.
- The Head of the Department consolidates the whole information and submits it to IQAC.
- IQAC consolidates the curriculum planning for the entire college and places before CDC.
- CDC prepares the budget provisions. After the approval of the budgeted provisions, it is submitted to the governing council of the trust for its approval and for its implementation.
- Subject-wise details are uploaded on the college website for the benefit of students. The entire process is documented at each stage.
- The effectiveness of curriculum delivery is assessed through students' feedback and also through their performance in continuous internal assessment as well as term-end examinations
- Academic calendar is prepared well before the commencement of every academic year by the Institute and each department. This calendar consists of a plan of conducting :

1. In house Class Test
2. Examinations
3. Project submission
4. Internal Viva
5. University schedule exam
6. External Viva

- Subject allocation is done in the department meeting convened by the HOD.
- Class timetables are prepared and displayed before the commencement of the Semester. Individual faculty timetable.
- Teachers are allocated a schedule of work that includes the number of classes to be met. The teachers guide the students with prescribed course content and recommended relevant books.
- Tutorial sessions are conducted for subjects like Business Communication & Mathematics / Statistics.
- Industrial Visit are organized for BMS, BCOM(B&I) & BCOM(A&F) students for providing them with industrial exposure and enhance their knowledge
- As most of our students come from vernacular medium hence bilingual method of teaching is adopted for easy understanding.
- Attendance is recorded by all faculty members during theory and practical sessions. Process of a monthly review of students' attendance and reporting the status of students with lower attendance to respective parents is carried out to maintain the discipline of continuous evaluation.

File Description	Document
Link for Additional information	View Document

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

Response:

The college follows an internal evaluation process as per the guideline of the University of Mumbai. In recent Years the University of Mumbai has changed the annual pattern of examination into a Semester system for B.Com as well as Self-finance courses.

- Internal Examination: - The schedule for Internal Examination is decided by the Principal, Head of Departments in coordination with the examination committee. The internal examinations are conducted for 25 marks for the Self-financing streams of BMS, B.Com(Banking and Insurance), and B.Com(Accountancy and Finance).
- Project: Students are evaluated on the basis of the Project for the subject of the Foundation Course across streams of B.Com, B.Com(Banking and Insurance), B.Com(Accountancy and Finance), BMS,M.Com(Bussiness Management), and M.Com(Advanced Accountancy). The subject faculties decide on a few topics related to their curriculum.
- Attendance Requirement: Students are required to maintain a minimum of 75% attendance. A list of students who have failed to maintain the minimum attendance is displayed on the notice board and are asked to give a reason and undertaking for the same. The students are allotted a maximum of 5 marks in their internal assessment for Self-Finance Courses.
- Practical: Students of SY B.com & TY B.com are assessed on the basis of a practical exam of 25 marks in the subject of Computers. A separate file for practical purposes is maintained for each.
- Marks for NSS & DLLE: Students enrolled for NSS and DLLE are given marks as per the norms of Mumbai University

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional information	View Document

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: 6

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 8

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
1	2	2	2	1

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

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: 2.17

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
44	41	40	34	18

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

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:**

- The college offers courses that address cross-cutting topics such as professional ethics, gender, human values, the environment, and sustainability.
- Professional ethics are taught to students through the use of a trustworthy business. They are taught effective communication skills, workplace personal integrity, business ethics, ICT ethics, corporate governance, effective individual behavior, personality, and attitude, among other things.
- Students are taught the principles of group dynamics, organizational power politics, and organizational culture as part of professional ethics, and they are equipped to deal with conflict and stress in today's society.
- Professional ethics enables students to respect the countries' consumers, residents, and people.
- As per the university-approved syllabus has introduced the concepts of human rights constitution through its academic curriculum, with a focus on the essential rights outlined in the constitution.
- The course curriculum instills human values such as tolerance, respect, justice, and fairness in the students. They comprehend the concept of gender imbalance in relation to violence against women, as well as the role and significance of women in politics.
- Students are taught to acknowledge disparities encountered by persons with disabilities and to comprehend the challenges that people with physical and mental disabilities confront. Respect for elders, senior citizens, women, and children is also important.
- They are educated on how to use technology responsibly and be ethical while using the technology
- Students are knowledgeable about various business laws, including the Indian Contract Act, promissory notes, Indian Companies Act, Indian Partnership Act, Consumer Protection Act, Sale of Goods Act, and the Information Technology Act.
- Students study laws governing labor relations and disputes, the well being of employees, security, and welfare, reimbursement administration, and social legislation. They are educated about professional communication ethics and legality, as well as effective media relations practices.
- Students are encouraged to acquire and maintain financial ethics and integrity throughout their

careers

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

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

Response: 7.32

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
17	17	17	17	13

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document

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

Response: 56.91

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

Response: 795

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

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: A. All of the above

File Description	Document
Any additional information (Upload)	View Document

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: C. Feedback collected and analysed

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 65.73

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

2020-21	2019-20	2018-19	2017-18	2016-17
1397	1527	1782	1831	1942

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2580	2580	2580	2580	2580

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: 0

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

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

File Description	Document
Average percentage of seats filled against seats reserved	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:

- The college has an admission committee that prepares the data regarding students scoring 75 % and above, 60 % and above but below 75 %, Below 50% including multiple marksheets and segregates that admitted students into three groups.
- This data is submitted to IQAC which in turn prepare the teaching plan to take care of Slow Learner and Advanced Learners.
- A separate timetable is maintained for conducting special lectures for slow learners and advanced learners.
- Mentors also monitor the conduct of these sessions.
- Feedback from the students also indicates the effectiveness of these sessions.
- Students' knowledge and skill are assessed on the basis of their merit in the previous class and the identification of slow and advanced learners is on the basis of the decision made by IQAC, before the commencement of the program.
- The classroom sessions are interactive in nature, which encourages students to participate and helps the teachers to identify the advanced learners and slow learners.
- Tutorial lectures are conducted for the Subject of Mathematics and Business Communication; it facilitates the students to cope well with the respective difficult subject.
- Internal examination during the academics year further helps in evaluating the students.
- Based on the performance of students in CIE and Term-End examination, special classes are conducted for the benefit of a slow learners, and challenging projects are assigned to advanced learners

File Description	Document
Past link for additional Information	View Document

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

Response: 66.52

File Description	Document
Any additional information	View Document

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:

Different innovative teaching methods are adopted by the Faculty to encourage students to learn and enhance their knowledge. Teachers are encouraged to upgrade their subject knowledge by attending Faculty Development Programme and subject-related seminars.

Experimental Learning

- **Research Project:** Students from different departments are made to complete research-based projects on topics related to their syllabi and other related fields such projects help to develop their research aptitude and enhance their experimental learning
- **Internships:** Students learn practical industry-related skills with these internships, which lead to the enhancement of their professional skills
- **Industrial Visits:** Industrial Visits are conducted by colleges to make students understand the working of plants and organizations.
- **College Festival:** College conducts events focusing on a theme that helps the students to enhance specific skills along with event management, leadership decision-making skills and problem-solving.

Participative learning Techniques

- **Group Discussions and Debates:** To inculcate participative learning and improve communication skills and idea generation Group Discussions and Debates are conducted
- **Presentation:** Powerpoint presentations are conducted and participation builds up the self-confidence and technological advancement
- **Role Play:** Students simulate real-life situations using techniques like role plays, and skits. The techniques are used across the department

Problem Solving

- **Quiz:** Used to develop logical reasoning and problem-solving skills across the department
- **Tutorials:** Through tutorial the students are given individual attention. The problem of each student is solved and teaching-learning process is enhanced

File Description	Document
Link for additional information	View Document

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

Response:

- The Institution has significant concern for an effect teaching-learning process with effective use of ICT tools
- The major emphasis of this learning transition is from teacher-centered to student-centric. Teachers Not only master ICT skills but also utilize ICT to improve teaching and learning. It is of utmost importance to teachers in performing their roles.
- Keeping in mind the importance of ICT, E-learning environment is created in the classrooms with well-equipped Projectors and various ICT tools.
- In addition to the traditional method of teaching, the faculty members are using IT-enabled learning tools like Zoom , Google Meet these easy-to-use tools help teachers to manage coursework like Assignments, PPT, Quizzes etc.
- Our College has 12 ICT available classrooms which facilitate interactive instructional tools, and generate more interest and motivation among students.
- Since 2020 Faculties use ZOOM. GOOGLE MEET these interactive and collaborative methods for teaching helps in enhancing the teaching-learning process
- Faculties conduct Video conferencing for teaching, Staff meetings, and online mentoring sessions and keep themselves connected to students specifically during this Lockdown period. For subjects like Foundation Course and Self Finance project, faculties take project work online and viva-voce are also conducted using latest technologies.
- Various committees and department conduct online activities during COVID -19 lockdown like competitions, quiz etc.
- Committees took initiative to conduct Online Events and worked as supplementary methods to enhance the learning process through extracurricular activities
- To overcome the challenges in the process of admissions. The entire admission process got digitalized in 2020. The Admission online platform offers comprehensive management services and develop the technology-based skill of students from the time of entry in college and keep them abreast with changing technological environment, which is a time of need.
- The Institute endeavors to continuously improve competencies and efficiency by enabling ICT in the Teaching, Learning, and Evaluation Processes.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

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

academic year)

Response: 69.85

2.3.3.1 Number of mentors

Response: 20

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 72.78

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document

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: 6.06

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
1	1	2	2	2

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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: 6.71	
2.4.3.1 Total experience of full-time teachers	
Response: 141	
File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode
Response:
<ul style="list-style-type: none"> The college has an examination committee as per the statutes to monitor the smooth conduct of examinations Grant-in-Aid, Self-finance courses. The identity of the Students is concealed as the mark of confidentiality. Every student is communicated well in advance of the marking as the norms and guidelines provided by the University of Mumbai. The schedule is discussed among the examination committee, HOD's and the Principal. Once the timetable is prepared it is displayed on the notice board. As per the examination schedule, the invigilation duty chart is circulated among the faculty members. The subject teachers have deployed the duty of preparing question papers along with the solution set. They are supposed to adhere to the guidelines given by HOD's according to the university paper pattern for the Internal exam. The internal exam paper is submitted to the exam committee on the said date. One copy of each paper is printed for proofreading and kept in a sealed envelope along with a solution set in the Principal's cabin The paper pattern is of 20marks and 5 marks are allotted for attendance and class participation. On the examination date, the printing of the question paper is undertaken by the examination committee as per the requirement. After the exams are conducted answer sheets of the students are handed over to the respective subject teacher. A record of the same is maintained by the examination committee. The teachers are given the deadline to submit the evaluated papers. For the subject of Foundation Course across the stream in the First year and Second year of B.Com

students as well as of First Year of Self Finance students, the list of the topic is given by the teacher to the students and the submission date is informed well in advance in coordination with the examination committee.

- These projects are evaluated by the faculty for 25 marks and marks are added to the internal mark sheet.
- Computer subject students of Second year & Third year B.Com are evaluated by conducting the practical exam and a journal is submitted by the student. The student is allotted 25 marks as an internal assessment.
- The M.Com (Semester III and IV) & Third-year(Semester VI) students of BMS,B.Com(Accountancy and Finance), B.Com(Banking and Insurance) have the compulsory subject as Project work, internal evaluation of the same is done by conducting viva voce and black book submission.
- The internal marks of Third-year students across streams are uploaded on the University portal.

Since March 2020 the examination pattern is changed to online mode. Faculty members are required to prepare MCQ-based paper sets as per the guidelines of the University of Mumbai. Exams are conducted on Online Tailor-made Software with proctoring.

File Description	Document
Link for additional information	View Document

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

Response:

- The continuous internal examination is also monitored by college examination committee. The committee puts up the schedule of examination on the notices board well in advance for the benefit of students. The committee conducts internal examination as per guidelines prescribed by the University of Mumbai vide ordinances number O:5050
- The committee collects three sets of question papers along with a solution set from each paper setter and uses one of them for the examination. The printing of the question paper is done on the day of the examination in the examination committee room.

Assessment of these answer scripts is done in college under the CAP system. The assessment is completed within a fortnight and the results are kept confidential and given to the students along with term-end examination results

File Description	Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

- These course syllabus are available to all stakeholders at the university website, College website, and College library and Departments.
- In cases, if Programme outcomes or course outcomes are not specified in the syllabus, individual departments have stated the same.
- PSOs and COs have been uploaded to the institutional website. The department head/coordinator develops the POs, and PSOs while COs are developed by teachers in collaboration with senior teachers.
- The College takes various steps in disseminating the vision, mission, and program outcomes among students and other stakeholders.
- The Programme Outcomes of all graduate and postgraduate programs offered by the Institution are displayed on the College website.
- During the admission process, the teachers counsel the prospective students and their parents on the expected outcomes of programs for selecting their course for admission.
- New teachers are acquainted with POs, PSOs, and COs during initial departmental meetings
- Orientation programs organized for all first-year students acquaint the students with the vision, mission and program outcome
- Faculty members at the beginning of the session acquaint the students with the course outcome
- There is a collaborative effort on the part of the College and students in achieving the desired outcomes: Motivation lectures, Skill enhancement activities, and mentoring sessions are organized regularly by the college.
- The number of course-specific activities such as project work, industrial visits, departmental activities, and certificate courses enables students to work towards achieving course outcomes and program outcome

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Past link for Additional information	View Document

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

Response:

- Attainment of POs , PSOs and COs is the process carried out by the institution.
- The institute identify, collect and prepare data to evaluate the achievement of POs , PSOs and COs.

Assessment methods are categorized as following:

- Define POs , PSOs and COs
- Setting the POs , PSOs and COs
- Target Articulation matrix
- CO Assessment (setting and measurement):-100%
- Attainment level is decided by the IQAC and Principal

Attainment of POs/PSOs

- Indirect Method (20%) Survey Attainment of POs/PSOs
- Direct Method (80%): This method display the student's knowledge and skills from their performance in the exams.
- These methods provide a sampling of what students know or can do and provide strong evidence of student learning.
- Indirect assessment: Indirect assessment is done through a program exit survey. It is conducted for students who have graduated from the institution for that year. A relevant questionnaire to evaluate the attainment of POs/PSOs is given in the exit survey form.
- Procedure for the attainment of POs, PSOs, and COs through Direct Method: Define POs/PSOs and COs at the Institutional level. Setting Target level of Attainment of POs/PSOs: Articulation matrix has been set with correlation levels of 3, 2, 1, and '-' which denotes high, medium, low and no correlation respectively of COs with POs/PSOs, then target attainment level for each PO/PSO is set.
- Target Articulation Matrix for the attainment of POs/PSOs for B.Com-Accounting & Finance (BAF)

B.Com(Accounting & Finance)

	PO1	PO2	PO3	POS1	POS2
Direct Attainment	2.35	2.14	2.4	2.23	2.04
Indirect Attainment	2.66	2.7	2.65	2.67	2.63
Total = 80% Direct Attainment+ 20% * Indirect Attainment	2.41	2.25	2.45	2.31	2.15

MCOM (Bussiness Management)

	PO1	PO2	PO3	POS1	POS2
Direct Attainment	2.21	1.57	2.02	2.11	1.87
Indirect Attainment	2.13	2.12	2.05	2.13	1.89
Total = 80% Direct Attainment+ 20% * Indirect Attainment	2.19	1.68	2.02	2.1	1.86

MCOM (Advanced Accounting)

	PO1	PO2	PO3	POS1	POS2
Direct Attainment	2.11	2.01	2.1	1.98	2.14
Indirect Attainment	2.01	1.98	1.89	2.11	2.07
Total = 80% Direct Attainment+ 20% * Indirect Attainment	2.09	2.00	2.05	1.96	2.15

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 69.97

2.6.3.1 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
510	452	235	343	281

2.6.3.2 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
589	512	392	607	480

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.57	
File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

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

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

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 0

3.1.2.1 Number of teachers recognized as research guides

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

Response: 0

3.1.3.1 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
0	0	0	0	0

3.1.3.2 Number of departments offering academic programmes

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

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

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

Response:

- The College has Research Cell, comprising of 03 members of whom 02 are external.
- The College has set up a “Knowledge Portal” through which interaction with Internal Peers take place.
- Techers share their expertise in their field with other faculty members as a part of knowledge sharing.
- ISO auditors visit our College and impart instructions regarding quality enhancement in the institution, especially related to teaching learning process.
- The College has entered into MoU with KG Mittal College (Affiliated to Mumbai University) and M. D. Shah Mahila College (Affiliated to University of Mumbai) through which the College undertakes Faculty Exchange Programme to strengthen our faculty members in emerging areas.
- The faculty members invited from other colleges, for moderation, share their expertise with our faculty members. This helps in upgrading the skills of the faculty member
- The volunteers of NSS unit visit the Old age home and interact with them on developments related to current scenario and update the senior citizens on current affairs.

File Description	Document
Upload any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 4

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	1	1	0

File Description	Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

3.3.1.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.19

3.3.2.1 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
0	0	1	0	4

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 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: 0.23

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	6	0	0	0

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities

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

Response:

- Mission of the institution: “ To provide holistic development by inculcating the value of lifelong learning skill, positive attitude among students and to provide an environment where students are encouraged to express their views and showcase their hidden talent”
- In alignment with the mission of our institute to conduct various extension activities, the list of the activities is mentioned below:
- Books Donation drive: DLLE department has conducted a donation drive to support the education of needy children. It was to help the unprivileged children of the society where our students donated Books and stationery items
- Blood Donation Drive: Our NSS unit believes in “ Give the gift of life" Donate blood” is an activity for the welfare of the society and motivates the students to become responsible citizens and blood donors as well as spread the message of peace and harmony through humanitarian approaches. Blood Donation is one of the most significant contributions that a person can make to society.
- Tree plantation: NSS unit conducted the tree plantation drive and spread the message to society of “Green Earth” and “Save Mother Earth”
- Plastic Recycle: NSS unit has conducted the event to collect Plastic from nearby communities and finally all the plastic was collected in college from where it was sent for recycling, this extension activity has spread the message of - Stop Pollution.
- Self Defence for Girls: DLLE conducted Self Defence activity for Girls was conducted wherein the girls from nearby colleges were invited to participate in the event conducted

File Description	Document
Upload any additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/

government recognised bodies during the last five years**Response:** 0**3.4.2.1 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
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**Response:** 85**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
10	17	29	19	10

File Description	Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**Response:** 52.45**3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
438	965	1772	954	314

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 2

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

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

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 8

3.5.2.1 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
3	3	2	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

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:

Lecture Halls and Laboratories

Lecture Halls	28	
Library	01	
Lecture Halls with Projector	12	
CCTV	56	

Computing and Other types of equipment:

Computer Lab-1	30	
Computer Lab-2	30	
Computer Lab-3	30	
Computers in Library	10	

Facilities for conducting Examination:

Computer with webcam (to download the question papers of University Level & Printing college-level question papers)	01	
CCTV	01	
Photocopier Machine with UPS Machine	01	
Paper Shredder	01	

Auditoriums/Conference Rooms:

Auditoriums	01	
Conference Room	01	

Availability of Rooms for Staff Members

Principal	01	
Staff Room	01	
Non-Teaching (OFFICE)	01	
Exam Records Room	01	
Store Room	01	
NSS Room	01	
DLLE Room	01	
IQAC Room	01	

Additional Infrastructure Facilities

Boys Common Room	01	
Girls Common Room	01	

Purifier Water filter with cooler	01	
Purifier Water filter	04	
First Aid Box	02	
First Aid Room	01	
Wheel Chair	02	
Ramp for physically challenged students	02	
Sanitary Vending Machine and Incinerator in the ladies washroom	02	
Borewell	01	
Fire Extinguishers	21	
Two and Four wheeler parking space for staff	02	

File Description	Document
Upload any additional information	View Document

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

Response:

Students' overall development includes participation in extra-curricular activities. Our Institute has a rich culture of curricular as well as extra-curricular activities.

Sports:

The Sports Committee caters to various sports activities and is playing a vital role in promoting physical along with mental development. The college Sports Committee encourages students to participate in events at Intra-Collegiate, and Inter-Collegiate levels. Students are also encouraged to participate in the events organized by the University of Mumbai and the various Sports Associations.

Outdoor Game Facilities- College has open ground wherein all the outdoor activities are conducted

Outdoor Sports Equipments:

- Cricket Kit (02)
- Football (08)
- Badminton & Shuttle cock(04)
- Volleyball(05)

Indoor Games Facilities: A Sports room is allocated to conduct indoor games

Indoor Sports Equipment's

- Carrom (02 boards)
- Chess (04 Boards)
- Ludo (02 Boards)

Cultural

College believes in imbibing the rich culture of India among students and it helps in the holistic development of students. The Cultural committee plays a vital role in encouraging students to participate in various cultural events. The students participate with great zeal and enthusiasm in cultural activities and competitions at the inter-collegiate, intercollegiate, and university levels. The students practice for these activities in the campus area

The college has an Auditorium facility where various cultural events are celebrated.

The auditorium is with a sitting capacity of 200 students

File Description	Document
Upload any additional information	View Document

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: 41.38

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 12

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document

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

Response: 1.05

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
0.025	0.920	1.958	0.048	0.84

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

- Name of ILMS software: College ERP Management System
- Nature of automation: Partially
- Version: 1.3
- Year of Automation: 2018
- The Institute has a well-stocked Library of Books. The library has separate display racks for different programs are maintained for easy access to books
- The College library got automated with an RFID system in 2018-19 which facilitates the following :
 - Identification of books available in Library by librarian
 - Making entries of books issues and returned
 - Filters like a program-wise list of books, subject-wise list of books or a list of reference books, etc
 - Searching books by keywords like the name of the author, title of the book, etc
 - Regular updates of books purchased by the library
 - Finding the availability status of a book Maintaining the Membership details of Students and Staff members
 - Generating Reports of the books issued
 - Preparing the list of Student Defaulters Cataloguing, maintaining the database of books, member records and book circulation with details of the fine calculated per day of default
 - Maintaining the record of books and their usage
 - The library is also equipped with an automated attendance monitoring system for capturing the footfall in the library

File Description	Document
Upload any additional information	View Document

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	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

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:** 2.98**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
3.13	3.63	2.97	2.61	2.55

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document

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:** 0**4.2.4.1 Number of teachers and students using library per day over last one year****4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

- The college upgrades computers to the latest configuration every 3 years and timely updates the

software as per the requirement of students and staff.

- College has AMC with Thin Client Computer and Shell Computer renewal after every 3 years
- Up-gradation and calibration have been done in the past detailed below

Sr. No	Date	Nature of Workdone
1	12/02/2016	Clean computer system, Monitor
2	16/02/2016	Install the new SMPS
3	18/03/2016	CMOS Battery changes in 12 Desktop machine
4	16/05/2016	All machine servicing and check all part
5	18/08/2016	All machine servicing Replace SMPS and 2 ram
6	19/12/2016	PC Servicing checking all parts
7	16/02/2017	All PC checking
8	19/07/2017	All pc checking with internet connection computer lab setup for hsc online IT exam
9	24/10/2017	Install the new SMPS In Desktop machine
10	06/02/2018	ALL pc servicing and cleaning
11	10/02/2018	Install Tally ERP 9 all system and updated all system
12	19/02/2018	Installed the Microsoft dot. Net 4.0 WinZip win rar 12 Desktop machine
13	14/03/2018	Uninstalled the antivirus on 38 desktop machine & delete temp link
14	22/05/2018	ALL pc servicing and cleaning
15	30/08/2018	Install the new SMPS In Desktop machine, PC service
16	20/12/2019	All pc service & check
17	30/12/2019	Two Computer No display issue Computer ram checked –solved issue Computer temp file deleted
18	20/01/2020	PC no display 4 pc Clean ram & motherboard test ok
19	24/03/2020	Antivirus installed & all pc servicing done

20	28/10/2020	Four pc problem and 1 printer problem Printer USB Cable problem solve windows update
21	05/12/2020	All PC Check windows update
22	13/01/2021	Computer problem / Ram Problem Computer problem solve / Ram Problem solve
23	18/02/2021	Virus problem found in pc Check desktop machine and clear virus and solve the problem
24	22/06/2021	Internet problem in 22 system All internet wire crimping and solve
25	08/09/2021	All system servicing & check All parts (keyboard & mouse)
26	05/10/2021	System power supply issue Change power supply and solve the problem
27	11/11/2021	Printer issue wire cut & driver error Change the wire and driver update
28	14/12/2021	ALL pc servicing and cleaning

- The separate log book is maintained and under faculty members scrutinize the same from time to time.
- College is planning to emphasize more on E-Teaching Patterns
- Upgrade the Computer system.
- To encourage students by learning by doing methods through ICT techniques.
- To purchase research-related software.
- To enable ICT technology in all the remaining classrooms.
- The college has WI-Fi facilities with a bandwidth of 100 MBPS
- During previous years it was 10 MBPS but over the years it has reached 100 MBPS up-gradation and calibration

File Description	Document
Paste link for additional information	View Document

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

Response: 34.93

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

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: 6

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
3.09	5.02	7.38	3.33	2.63

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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 College has a consolidated time table for the utility of classrooms, computer lab, Gymkhana, Gym facilities.
- The time slots are well set so that no student is deprived of the IT facilities for his academic or any holistic development activities.
- The lab time table has plenty of slots for students for using the IT/Computer facility for project work, PPT preparation and also for career enhancement scopes.
- Lab attendant is available to attend to any technical glitch during the day.
- Apart from lab attendant, the college has AMC's with Thin Client Computer For technical objects.
- Library is open throughout the day from 7.30 AM to 05.30 PM and student feedback are encouraging
- Sports facilities including an open ground is available to students subject to lecture hours.
- Students are free to use classrooms at any time during the day however subject to lecture hours.
- There are 90 computers in 03 laboratories exclusively for academic purposes, 10 in the library for students and faculty members and 06 for administrative purposes.
- All the systems are mentioned in the stock register and properly documented.
- All the systems are with inbuilt software provided by the vendor.
- All the systems are of modern configuration.
- The college has AMC with Think Client Computer with proper logbook maintained to monitor the AMC
- The College has a Full-time computer Lab Assistant to ensure the optimum utility of the computers and also to attend to immediate needs.
- In case of any major breakdown of the system, the Lab Assistant coordinates with the AMC vendor to resolve the issue at the earliest.
- Over and above the AMC vendor has a periodical check of all the systems every three months
- There are 27 classrooms of which 12 are ICT enabled.
- The college Time table has adequate scope for using the classrooms beyond the lecture hours for the conduct of any student activity.
- The AMC vendor also conducts a periodical check of all ICT facilities every quarter.
- The College has a Cleanliness Committee that ensures tidiness and cleanliness of the premises.
- In case of general repairs and maintenance the college has in-house facilities to attend to immediately.
- Air-conditioners, water tank cleaning, and drinking water coolers are covered under AMC.
- The college follows an inventory maintenance policy for replenishing the stock from time to time.
- The college has 58 CCTV cameras at strategic points and also a strong central security service through an external agency to safeguard any theft or deliberate damaging of college properties

File Description	Document
Upload any additional information	View Document

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: 0.71

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
10	6	16	15	14

File Description

Document

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

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: 1.54

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
19	28	28	25	30

File Description

Document

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

[View Document](#)

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: C. 2 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document

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: 0.3

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
1	8	11	5	0

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

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: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 12.13

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
14	95	115	15	38

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

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

Response: 0

5.2.2.1 Number of outgoing student progression to higher education during last five years

File Description	Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 0

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

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

File Description

Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)

Document

[View Document](#)

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: 0

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
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document

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

Response:

Students participated in all the activities with great zeal and enthusiasm and take and the most active students takes the lead and coordinate among other students to conduct the various activities.

Cultural: Student representative takes the initiative of conducting various events in cultural committee especially like Guru Poornima celebrations, Treasure Hunt and coordinate to promote or pitch the event in various class and develop rapport with all the students in college to make the events to run smoothly. Students also maintains the list of participants and volunteers maintains the discipline during the events like Fashion shows, Dance performance, Garba , Fun fiesta.

DLLE: Committee appoints their Student representative who coordinates the activities

NSS: leaders are appointed in the beginning of the session and they lead various activities and mainly their leadership skills are exhibited during the 7 days NSS camp where all the students perform activities under the guidance of NSS leader

Student representative also assist in getting the feedback form filled and plays a vital role in teaching learning process

Outcome: The active participation and representation in various co-curriculum activities help to develop leadership skills, administrative skills of maintaining paper work and coordination. Public relation and interpersonal skills are also enhanced . Students learn Event management skills during this process

File Description	Document
Upload any additional information	View Document

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: 11.8

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
7	17	12	13	10

File Description	Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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 college has a vibrant Alumni association and the registration is in the process
- As on 31st March 2022, the total contribution of the association is Rs 4,55,520
- The Alumni association have contact through whats app group.
- They meet periodically and identify the ways for the development of the institution
- Some members of the Alumni association have joined as faculty of the institution and some of them contribute as visiting/ guest faculty
- Alumni contribution in extension activities is noteworthy

File Description	Document
Upload any additional information	View Document

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

Response: C. 3 Lakhs - 4 Lakhs

File Description	Document
Upload any additional information	View Document

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-Strive and aspire to make our college a premier institute for higher education, imbibe leadership, and entrepreneurship skills and mould our students to be a responsible citizens of our society.
- Mission-To provide holistic development by inculcating values, lifelong learning skills, positive attitude among students and to provide an environment where students are encouraged to express their views and showcase their hidden talents.

The institute plans its activities in tune with Vision and Mission and all the activities are conducted with a central focus on Vision and Mission

- The Institute is conducting Commerce and Self Finance courses at the undergraduate level and under the same umbrella students even get an opportunity to pursue higher education as M.Com (Accountancy) and Mcom (Management) are also made available. Institute also took initiative and got the approval of MBA (YCMOU) and MCA (YCMOU) programmes presently running on the same premises under the Sister concern Shri Vinubhai vrajlal Vinubhai Valia. The lectures are conducted in the evening slot where working students can also attend and can continue their higher studies. This initiative was basically to motivate financially weaker sections of students to continue the learning process as the fee structure of this programme is comparatively very low.
- The students are encouraged to participate and take a leading role in organizing various activities during Cultural week, Sports week, DLLE events which help to boost their motivation level, self confidence and leadership skills
- Students are understanding theoretical concepts of Entrepreneurship as a course in various programmes like BMS, BCom (Banking and Insurance), Mcom (Management) and in alignment to it activity of Funfiesta is conducted as a part of Cultural Event every year in the institute. In this activity, students learn planning, Organizing, Budgeting, and marketing and most of all learn risk-taking and Entrepreneurship skills.
- Students are also participated in Entrepreneurship skill-building events conducted by MHRD and also similar events conducted by other colleges
- Students learn the responsibility and integrity by understanding and gaining knowledge from subjects like Ethics and Governance, Indian Ethos and management, Foundation Course
- Students are given a basis of various activities like Sports, Culture, NSS, DLLE, WDC where students can showcase their hidden talent
- Students also learn and inculcate the value of community service and a positive attitude through activities like Blood Donation drive, Book Donation Drive, Swachh Bharat Abhiyan
- This behavioural, physical and mental development helps in the holistic development of students and makes them a corporate fit.

File Description	Document
Paste link for additional information	View Document

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

Response:

The management of college has effective and outstanding leadership practices. The top management believes in decentralization and participative management to achieve excellence by involving faculty, staff, and students in all the activities at various levels.

Decentralization :

- The practice of decentralization is having own significance in institutes where top management grants more autonomy to various committee conveners.
- The conveners of the committee have the authority to organize and execute the various extracurricular activities. The same is communicated to the Principal for information and approval.

Participative Management :

- The college promotes a participative management style that requires the cooperation of all the stakeholder.
- It aims to build commitment and develop initiative within the students, faculty and staff members.

Case Study on Decentralization and Participative Management

- The Management of our college took a lead role to conduct a “Mega Trade Fair”(Placement Drive) on College Premises in collaboration with Technoserve.
- All together 10 companies visited the premises.
- To make the event successful it requires well coordination, participation, and decentralization.
- Meeting was conducted prior to the event. During the events, all the members were present and contributed their viewpoints and opinions on various arrangements of the event.
- The several committee incharge were given full autonomy to handle their department/ cell and contribute to the success of the event.
- The committees like NSS were involved in taking students volunteers for the event.
- Discipline committee were incharge to handle the discipline during the event.
- Placement committee was given full autonomy to manage the event.
- Cultural committee was involved for board decoration and providing refreshment for the recruiters,staff members and students volunteers

The policy of such participative and decentralized made the event a great success.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Since its inception in 1993, College has achieved in all aspects of education. The College is known because of the value-based education standards that it offers in response to changing times. Student Education is the primary focus of the Institution. So The Management has adopted a Student-centric approach to learning.

The Management has taken the following efforts to improve facilities which would bring all-round development of students and ensure their success:

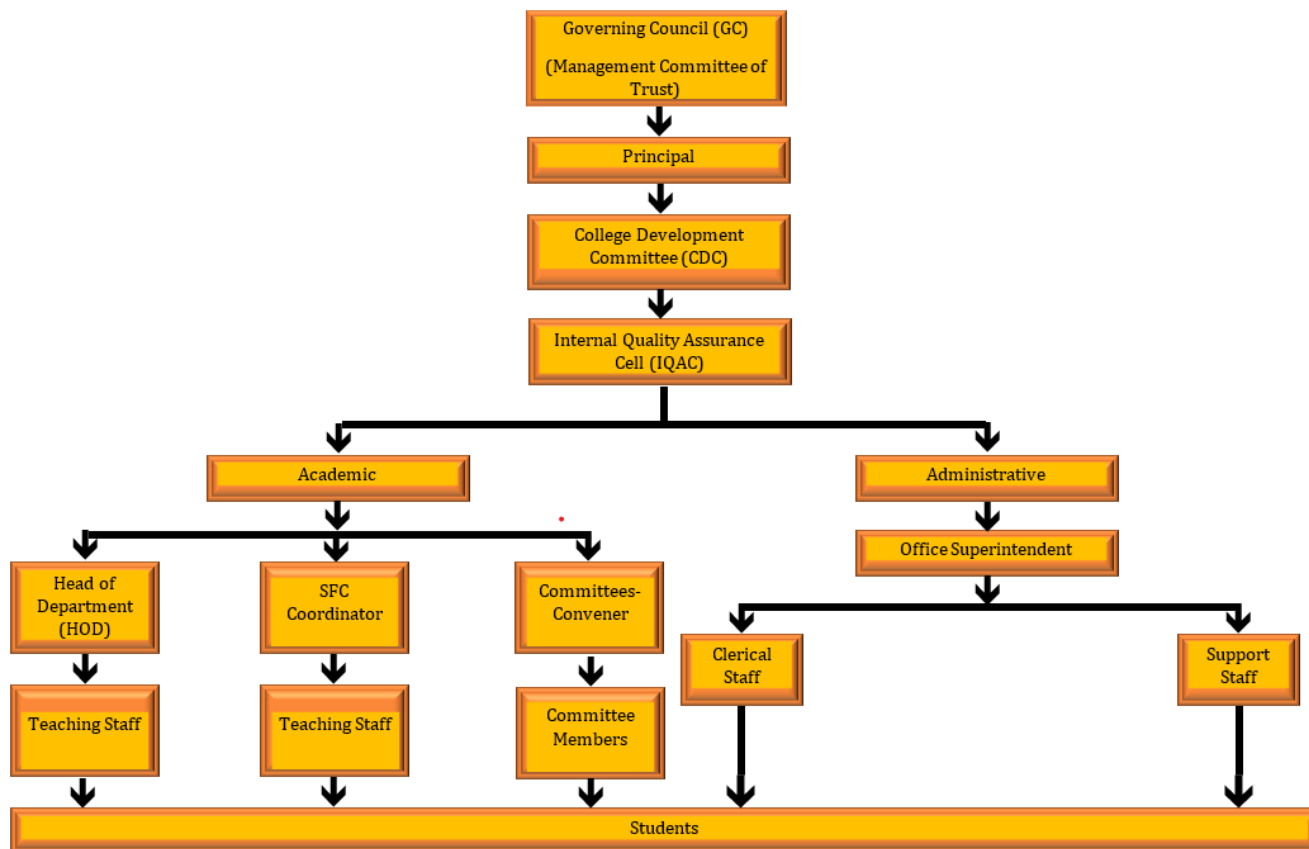
- Infrastructure, in terms of classrooms has been enhanced.
- Computer laboratory has been upgraded with respect to a number of computers and software packages.
- Website has been updated.
- Software is used for admission, feedback, and library.
- Reading room facilities have also been added.
- Examination system is transparent. The Examination Committee conducts the Regular/Additional exam, year-wise. The College uses software for the preparation of results.
- Various Certificate courses are offered to the students. Students can choose courses as per their area of interest.
- In order to make students employable, employability skills training is provided.
- In the area of Sports, the students are offered all possible support to participate in various games at the intercollegiate, District, State, and National levels.
- The College organizes activities that inculcate and improves the Entrepreneurship Skills of Students such as “Fun Fiesta”
- The College organizes various extension activities of NSS and DLLE to help the students learn more about social responsibilities.

File Description	Document
strategic Plan and deployment documents on the website	View Document

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:

- The college is managed by The Borivili Education Society (Regd) through its governing body and its office bearers.
- The Organogram of the college is as under:



- Participative management is mentionable.
- Stakeholders’ representation in statutory and non-statutory bodies.
- Appointment as per UGC/University norms, however, subject to sanction from Government.
- Pending the Sanction from Government, adhoc or full-time appointments are made by Management at their expense.
- College follows well-set service rules and code of conduct for Teachers, Non-Teaching staff, and students.
- College has 24 committees to ensure smooth day-to-day functioning.
- Of these 24 committees 08 are Statutory and 16 are Non statutory committees.
- Students have representation in all committees except examination related ones.

File Description	Document
Link to Organogram of the Institution webpage	View Document

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

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Motivation and job satisfaction of its employees is considered as the prime motive of all any organizations hence our institute conducts various welfare activities mentioned below :

- **Freeship facility:** Non Teaching staff members are motivated to let their children pursue higher studies and for that Freeship, the facility is provided to the children of Non-teaching Staff members studying in our institute
- **Zero percent interest-free loan facility:** As and when Non-teaching staff members requires loan for any of their personal use, the loan is provided at zero percent interest.
- **Provident Fund Facility:** Teaching and Non-teaching staff members are covered under Provident fund benefits as per the EPFO Scheme.
- **Gratuity:** All the staff members are covered under the gratuity scheme as per the government norms
- **Leave facility:** leave facility is provided as per the norms of the University of Mumbai and the Government of Maharashtra .

File Description	Document
Paste link for additional information	View Document

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: 12.35

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
0	9	6	0	2

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

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: 0

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
0	0	0	0	0

File Description	Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

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: 15.5

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
05	14	00	00	01

File Description	Document
Upload any additional information	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

- The college follows the Performance Appraisal system prescribed by the University Of Mumbai/Government of Maharashtra based on UGC notification.
- For the administrative staff, the college follows “ Confidential Assessment and Self-Assessment Reports and Non-Teaching Staff” prescribed by the Department of Higher and Technical Education, Government of Maharashtra.
- These Appraisal forms are filled in by the respective employee, reviewed by the Unit Head and authenticated by the Head of the Institution.
- The appraisal form of various unit heads are reviewed by the Head of the Institution and the Appraisal form of Head of the institution is reviewed by the Secretary of Trust Managing the College.
- Extracts from Confidential Assessment and Self-Assessment Reports of Non-teaching Staff

and API-PBAS Proforma are as under

Confidential Assessment and Self-Assessment Reports of Non-teaching Staff

Employee Code	Assessment year
Name: Shri/Smt./Kumari	
Department (including Section)	

Observation of Reviewing Office on the Report

(To be filled in by the Reviewing Officer)

1.	Length of service under Reviewing Officer during the period under report	
2.	Do you agree with the Reporting Officer or do you wish to modify or add to his assessment?	
3.	Observation of remarks to the employees and clarification from the Reporting officer sought, if any	
Date :		(Signature)
Place :		Name and Designation of the Reviewing Officer

Observation of the Reporting Officer		
1	State whether the facts stated above are correct. If not, state the correct facts.	
2	Do you agree that the self-assessment is honest and based on rational and impartial self-observation? If not, give reasons why you do not agree.	
3	State whether the performance of Officer during the period of self-assessment can be rated as :- (1)Very good (2)Good (3) Fair (4)Average (5) Below average	
4	Whether in your opinion the officer has 1. Potentiality to develop 2. (2) Desire to develop 3. Capability of making adequate efforts to develop	
5	Any other remarks	

Self-Assessment-Cum-Performance Appraisal Forms

API-PBAS Proforma

Name of the Institute / College

Name of Department:.....

Under CAS Promotion forStage / Level

For

Faculty of

Reference: i) the Gazette of India: Extraordinary, Part III Section4 dated 18th July 2018

ii) Government of Maharashtra Misc – 2018. CR 56/18/UNII date 8th march, 2019

iii) government of Maharashtra Misc – 2018 CR 56/18/UNII date 10th May, 2019

Signature of Director / Principal

N.B.: the individual PBAS Proforma duly filled alongwith all enclosures, submitted for CAS promotions will be verified by_____ the institute as necessary and placed before the Screening Cum Evaluation Committee or Selection Committee for Assessment Verification

Place : Mumbai

Date :

Signature of the Chairperson of the Screening cum

members of the committee

Evaluation Committee or Selection Committee and also

Sr. No.	Names of Screening cum Evaluation Committee Members	Designation	Signatures
1		Governing Body Nominee	
2		Joint Director	
3		V.C. Nominee as Subject Experts	
4		V.C. Nominee as Subject Experts	
5		Principal	
6		Senior / Head of the Dept.	

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- The college has an inbuilt system of conducting internal and statutory audits at regular and timely intervals.
- The internal and the statutory auditors are appointed by the members of the management in their Annual General Meeting.
- The internal audits are conducted every quarterly and their accounting queries (if any) are immediately resolved in coordination with the accountant and after consulting the Principal (if required).
- Any internal audit queries relating to systems and procedures are immediately resolved by the management nominee designated for the college. The internal auditor ensures that the internal audit programme is prepared before the start of the internal audit covering all the aspects of vouching, verification, posting, purchases, and statutory compliances.
- The main role of the internal auditor is also to ensure that there is an adequate internal check and internal control which is ensured by the maker and checker system.
- The reports of the internal auditor are of great help to the statutory auditor which ensures that there is a proper system of internal checks and internal controls.
- The statutory auditor ensures that there is no violation of any statutory compliances and his queries are discussed and resolved with the management nominee appointed to look after the affairs of the college.
- Once the statutory audit is over the statutory auditor consolidates the accounts of all the institutions and prepares the overall income and expenditure and the balance sheet of Borivali Education Society.
- Once the consolidated accounts are finalized the same are signed by the auditors, and by the President and Secretary of The Borivali Education Society, and then the same are filed with the income tax department and with the charity commissioner.
- The signed copies of such accounts are (if required) then given to various stakeholders as and when called for.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

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

Response:

- The institute implements various strategies to generate funds for the college :
- Fee Collection from Students
- Interest from Fixed Deposits
- Alumni Contribution
- Funds from the University of Mumbai to conduct NSS activities
- Fee from programmes conducted by the sister concern of Matushri pushpaben Vinubhai Valia College of Commerce under the name of Shri Vinubhai Vrajlal Valia Study Centre (YCMOU)
- Fee from the Programmes of IDOL
- Optimum Utilization of resources
- At the beginning of the Academic year, all the expenditures are identified and the estimated budget is prepared to identify the estimation of the capital required for the expenditure and to keep the control over expenditure.
- Minor expenditures of the department and committees are approved by the Principal

File Description	Document
Upload any additional information	View Document

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:

Practice - 1

Effective Online Teaching

- The College has a strong IT infrastructure for effective online teaching. We have adequate software-equipped computers in 3 labs with a total number of 100 computers exclusively for academic purposes including online examination. The impact of this facility was felt with extreme satisfaction during the last two years namely 2020-2021 and 2021-2022(COVID -19 Lockdown period). Even during the Non-Covid period, some departments followed the hybrid system to a limited extent for discussion of project topics and practicals.

- The college has paid version of Zoom which facilitates the students to have an interrupted lecture schedule. The Class tests, quiz, project viva-voce, and Term End Examination were conducted through Online mode.
- The college used this system for uploading notes and other study material in simple language for the benefit of slow learners. Further, the advanced learners are oriented to identify the challenging projects and the guidance was provided online.
- The college has special software to identify those practicing Un-fair means during the Online Examination and is also capable of monitoring each and every examinee during online examination
- The system has an inbuilt alert mechanism for helping the students in case of delay in starting the examination and also in technical glitch during the examination

Practice - 2

Certificate Courses

- The college has conducted an 08 certificate program for the last five years.
- These courses are the outcome of stakeholders' feedback based on emerging needs in the industry
- The curriculum for these certificate courses is designed by committees of experts in the field including industry
- Each course is of a minimum duration of 30 hours and the students fulfilling the passing standard, prescribed by the curriculum committee and approved by IQAC, are given a certificate of completion.

File Description	Document
Upload any additional information	View Document

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:

Mechanism for measuring PO, PSO, CO

- The college, as an affiliated one, follows the PO, PSO and CO prescribed by the university for some courses
- For those courses, where PO, PSO, and CO are not prescribed the respective department faculty members prescribed the same in consultation with IQAC and subject experts from other institutions.
- These are approved by IQAC and other apex bodies of the college.
- The college has the mechanism to monitor and measure the attainment of PO, PSO, and CO.
- The mechanism, Blooms' Taxonomy, is found to be scientifically sound.

- The attainment level benchmark is fixed by IQAC at 50% and the outcome is found to be satisfactory for all the courses/programmes.
- The external peers, who conducted academic audits were satisfied with the mechanism.

Meticulous Examination System

- As the College is affiliated with the University of Mumbai, we have to follow the ordinances issued by the University in this regard.
- The Ordinances prescribed the constitution of the examination committee, the conduct of examinations, assessment of answer scripts, moderations, revaluation and verification as applicable from time to time.
- The Examination Committee comprises of 05 members who meet periodically to take stock of the process of smooth conduct of the examination.
- The examination committee, in its first meeting in each academic year, coopts as many members as needed to take care of Self Finance programmes too.
- The committee prepares the examination schedule, is fairly in tune with the academic calendar and gives wide publicity through the notice board, website and whatsapp groups.
- The committee also takes into consideration the requests by students for a minor modification to facilitate the students who appear for professional examinations at All India Level like CA, ICWA, CS etc.
- The Committee recommends a panel of paper setters with the principal for approval.
- After the approval by the Principal the convener of the committee issues Letter of appointment individually to each paper setter.
- Each paper setter is requested to submit 03 sets of question papers to the examination committee on or before the last date fixed by the committee, normally 15 days prior to the commencement of the Examination.
- The Examination Committee chooses 01 among the 03 sets for printing.
- The Examination Committee scrutinizes the selected question paper for adherence to the curriculum, marking scheme as prescribed in the curriculum and the pattern of the question paper.
- Each paper setter is also instructed to submit the answer key and the marking scheme.
- The invigilators for each examination are appointed by the examination committee and the schedule of examination duty is intimated to every faculty member.
- Any change desired by the faculty members are entertained by the examination committee if intimated in advance.
- However last minute request due to any emergency is entertained.
- The college follows Centralized Assessment Programme as prescribed by the University Ordinance.
- Senior Faculty members from other institutions are invited as Moderators for each course.
- The Assessment process including moderation is complete within a fortnight and the results are declared within 30 days as against the prescribed duration of 45 days.
- Students having grievances related to the assessment are given 07 days from the date of issue of marksheet, to apply for verification/ photocopy/ revaluation.
- Additional examinations are conducted for those who could not appear for the regular examination due to sickness or participation in sports and cultural activities on behalf of university.

File Description	Document
Upload any additional information	View Document

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: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document

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 College promotes gender equity. The College encourage gender sensitization

The syllabus offered in the various programme are also having topics related to gender equity and Gender sensitization. The Women Development Cell plays a vital role in gender equity and gender sensitization. The various activities like seminar on Nutrition Diet, Poster making on women empowerment are conducted.

The Women Development Cell has conducted self defense workshops for female staff and students..

1.Safety and security:

- CCTV HD cameras are placed in campus to ensure safety and security of staff and students.
- Ladies washrooms have sanitary napkin vending machine and incinerator.
- To prevent sexual harassment at workplace. The College has a Sexual Harassment Committee
- First aid boxes are available in the college.
- Anti-ragging Committee is formed to protect students from the ragging .
- The College has a Discipline Committee that monitors the discipline of the students in the premises.
- The College has formed a committee for Compliance ,which ensures that Code of Conduct is adhered to by the students and staff.

2.Mentoring Sessions:

- The College has a Mentor Mentee Program wherein girls students come up with various problem and approach their mentee for personal issues.
- The system helps them to vent out their grievance and timely right advice is provided by the mentor.

3 Other Related events :

- Sports committee conduct sports events only for female students to encourage their participation in sports.
- The College encourages the female students representation and includes them as members of Student Council, DLLE Committee, NSS and Women Development Cell as per the guidelines of the University Of Mumbai.
- Cultural Committee conducts events like Mehendi, Rangoli for females students to encourage participation in cultural activities.

File Description	Document
Link for 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	View Document

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	View Document

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:

The Institute facilitates several techniques for the management of degradable and nondegradable waste.

- • Solid waste management
- • Biomedical waste management
- • E-waste management
- • Hazardous chemicals and radioactive waste management

• Solid waste management

- The Institute facilitates several techniques for the management of degradable and nondegradable waste. The primary focus is to reduce reuse and recycle. Firstly management has kept different dustbin to segregate the different waste like solid and wet waste Green and Blue Bins are kept with

the label of Wet waste and Dry waste on it. Garbage Segregation instructions are laid down on a Posters/Signage to make it easy for students to throw waste in the correct bins. Every day the waste is collected and disposed of in an appropriate manner.

Biomedical waste management

- Institute takes initiative to dispose of biomedical waste, Automatic Sanitary napkin vending machines are kept in the ladies' washroom. It is an initiative to maintain hygiene and biomedical waste management.

E-waste management

- E-waste bins are kept outside the Computer lab and Computer Lab Assistant is given the responsibility to follow the proper procedure of E-waste management

Hazardous chemicals

The chemicals used for floor cleaning are kept out of reach of the general public/student with proper instructions /signage and these are disposed of with utmost care as it can be dangerous to the environment.

File Description	Document
Any other relevant information	View Document

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: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

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	View Document

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: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document

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: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

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 is Gujarati Minority institution through various other culture students are admitted in the institute. No discrimination is done against any student based on caste, class, or religion in the participation of any activity . Intitute takes the opportunity of celebrating various events related to Inclusive environment under various commitees:

Cultural Committee: We celebrate and protect regional, communal and social economic diversity through events conducted with active participation of students like Navratri is celebrated for all 9 days in wherein all students pray together and show their devotion to goddess. Celebrations also include Garba Competitions in which winners are awarded with trophies and certificates for Dance and Best Costume.

Onam Day - To spread the regional awareness regarding the southern culture Onam Day was celebrated by wearing white traditional saree

Traditional Day is celebrated in which all the students come in their traditional attire and spread the feeling of Unity in Diversity.

Aarti Thali Decoration - Students celebrate this event with great zeal and enthusiasm and showcase their talent.

Online Quiz- During Covid 19 pandemic lockdown it was very important to keep student motivated by organizing different online events hence, Online Quiz on culture was organized in which different questions related to tradition, cuisine, temples, and ethic wear were asked, students participated with great zeal and enthusiasm.

DLLE: Institute have been sensitive enough to disparities in society on socioeconomic grounds. It is very important to treat all as equal and to support underprivileged members of society, for this a donation drive was conducted by DLLE department wherein students of our institute donated stationery items and it was further distributed to needy school students.

NSS : To spread the awareness of the regional language Marathi , our institute took the initiative of celebrating Marathi Day in which all programs (poem, choral, songs, speech etc)are conducted in the regional language Marathi.

Youth are made aware of their responsibility towards the community in which they live and to develop this youth are encouraged to conduct : A blood Donation Drive and also to participate in the same.

Road Safety Awareness: was conducted through a Walkathon, students walked in the nearby vicinity with banners, slogans and helmets and created awareness among the society.

Swachha Bharat Abhiyaan: is promoted by the NSS unit through various activities on cleanliness.

Online Quiz on Awareness of COVID -19: NSS unit took initiative in the beginning of the lockdown period to spread awareness regarding COVID -19 safety norms in the community by conducting online quiz.

Sports Committee: Team games like Cricket are conducted during Sports week which spreads communal harmony and develops team spirit among the students of various region, religion, caste etc.

By celebrating these days, we inspire the students to walk in the right path as they have to serve society and have to be role models for the coming generation.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

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:

- Sensitization of students and staff members is one of the priority of the college. The various programme content and activities are conducted related to values, rights duties and responsibilities.
- College conducts activities Essay-writing, elocution and poster - making competitions are organized for our students on such topics and our teachers are nominated as evaluators to award the winners.
- Our students are sensitized towards being responsible citizens by taking part in activities which contribute to clean and green environment. These activities are supervised by our staff members.
- The course curriculum of Foundation Course which is taught across the various department enhance the knowledge of students towards values, rights duties and responsibilities of citizen.
- The sensitization of students and staff towards constitutional obligations inculcate values of truth, non-violence, peace, national integrity, communal and social harmony, etc.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

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: A. All of the above

File Description	Document
Any other relevant information	View Document

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

Response:

With an intention of creating a cheerful environment celebrations are equally necessary as much as academic teaching is necessary.

Friendship Day and Chocolate Day is also celebrated to spread the feeling of communal harmony among students by tying friendship bands and distributing chocolates

Guru Poornima / teachers Day - To inculcate the respect and importance of Guru in students life this day is celebrated. Students take initiative of celebrating this day where they share their emotions and arrange some events for all the teachers.

Yoga Day - To make youth understand the importance of physical fitness Celebrating Yoga Day specifically during lockdown it was celebrated online to motivate students and overcome the stress

Halloween Day :Students suggested and took initiative to celebrate Halloween day by face painting and decorating the college according to the theme.

Aids Awareness: Aid Awareness programme are organized to spread the awareness in community.

File Description	Document
Link for Geotagged photographs of some of the events	View Document

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 -I

1. Title of the Practice :

MOULDING THE STUDENTS AS A RESPONSIBLE CITIZEN OF THE SOCIETY

1. Objective of the Practice :

- This practice has been identified based on the Vision and Mission of the institution which stresses on “to imbibe leadership, entrepreneurship skill and mould our students to be responsible citizens of the society”
- The main objective of the activity is to make students more responsible by developing their skills in multiple areas of planning organizing controlling, budgeting, and decision making. Through this Entrepreneurial activity, the students will learn to work towards economic contribution to the nation by learning to generate income through start-ups. The youth of today can also contribute to the nation by generating employment through their business.

1. The Context

- The student population ratio of males and females in college is almost equal which shows gender equality.
- The students are predominantly of the middle class and are from orthodox families
- Since the college has linguistic minority status (Gujrati) around 50% are from this community.
- The cutoff marks of the student's intake range approximately from 50% to 85%
- The college caters to the academic needs of vernacular medium too
- Being an affiliated college, it has to adhere to the curriculum designed by the university
- The college has initiated steps towards the implementation of this policy in tune with the Vision and Mission, not surpassing the norms of the affiliating university

1. The Practice :

- The practice is implemented through the following components:
- Crosscutting issues in the curriculum

The curriculum designed by the university has **45.4 %** of its content covering the above issues. The students are exposed to these issues which are vital to groom them as responsible citizens.

- Extension activities

Extension activities include those activities which inculcate social responsibility among the students.

- Exposure to values and ethics

College offers Certificate courses having components of Business Ethics and values

College activities include events that expose the students to values and ethics

Annual events such as Independence Day, Guru Poornima/Teachers day are celebrated

Cultural events such as Garba, Navratri, Traditional day, Onam, Rangoli competition, Mehendi Competition are conducted thereby channelizing students talents and showcase their hidden talents

- Inculcating the aptitude to adhere to statutory norms

Curriculum in various programmes have prescribed amount of credits for statutory norms in subjects like Business Law, Direct and Indirect Tax, Investment and portfolio management and Wealth Management

- Inculcating the skill of entrepreneurship, leadership and disaster management

Apart from developing the entrepreneurship, leadership and disaster management skills through curriculum taught through lectures method the events like - FUNFIESTA which is an extracurricular activity under the head of Cultural committee it is conducted every year since AY2017-18 (Except during pandemic Lockdown)

This activity provides the platform to students to showcase their ability and generate confidence and learn to face challenges during this mock drill exercise.

During this event students get experimental learning under the campus premises and no charges are taken from students for the stalls .

The teaching learning process is undertaken in an innovative way .

The crux of all the courses is practically exhibited in this activity and in a systematic manner and their ability to develop leadership, entrepreneurship and disaster management is enhanced.

5. Evidence of Success

- Students feedback, Alumni interaction indicate evidence of success
- Reasonable number of students have set up their own entity and have become successful businessmen
- Some of our students have become legal professionals and Chartered Accountant.
- Some of our students have also taken up teaching as a career
- Good number of female students have benefitted through a measure of empowerment by setting up business units of their own such as beauty parlours, fashion designing and also catering.

6. Problems Encountered and resources required

- Majority of the student population is from middle class and orthodox family, which resulted in high degree of reluctance to take up these programmes.
- The quantum of curriculum for completing the programme was substantially high as a result of which students did not get adequate time to take advantage of it.
- Resources required were adequately provided by the Management.

BEST PRACTICE -II

1. Title of the Practice :

TRANSPARENCY - AMONG STAKEHOLDERS

2. Objective of the practice :

- The objective of this practice is to imbibe the value of transparency and mould students and staff to be a responsible citizens which is also in alignment with our Vision and Mission
- The practice includes transparency in day-to-day administration, admission of students, adherence to norms, the conduct of examination, and meeting the expectation of the stakeholders.
- To instill the value of transparency in all student activities

3.The Context

- The value of Honesty and transparency is a necessity in today's world as it seems to be diminishing
- Our Students are from the middle class and orthodox families so the value of Transparency does exist in them but efforts are been put by the institute to retain and strengthen it further
- The value of transparency helps to develop more trust, strong teams, and an efficient mechanism of problem-solving

4. The Practice :

- The practice is implemented through the following stakeholders:
 - Students - The value transparency is imbibed in students through various courses and active participation of students in events conducted by various committees. The student are communicated the flow of events, hurdles, challenges during the event and through with they learn problem solving.

All notices are displayed well in advance regarding the events, examination, Industrial Visits

- Teachers - Teachers are regularly having meetings with the committee members, HOD's and Principal in which the open discussion regarding the matter and suggestions are invited. Teachers channelize the same culture among students
- Administrative Staff - The coordination and team work of teachers and administrative staff is proper as the transparency is maintained between them.

1.Evidence of Success

- Effective and timely conduct of Examination and other events
- Feedback of students , teachers and administrative staff

1.Problems Encountered and resources required

During pandemic the communication with students became difficult as many shifted to native and students had network issues and lack of connectivity

In present senario require to built rapport / interpersonal relations with students as in covid we have not been able to build that strong rapport

File Description	Document
Link for Best practices in the Institutional web site	View Document

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:

Nurturing the Second Childhood

- Second childhood is a stage when elders show symptoms of declining mental capabilities thereby needing care similar to the that of children.
- College, in tune with Vision and Mission moulds the students to be sympathetic with the elders thereby making them responsible citizens.
- This also enlighten the students the age-old tradition of Joint Family System, which is gradually declining.
- Vision of our college where the focus areas is on Moulding the students to be a responsible students and Mission where the main highlight is on inculcating values, lifelong learning and positive attitude among students.
- This activity involves all stakeholders.
- There are two major fora through which this activity is executed.
- Our college has identified two such main activities wherein students get an opportunity to work for the senior citizen and develop love, care, empathy towards these old members of society and work towards becoming responsible citizen.
- The concept of human skills in imparted, which enable them to get involved with elder generation and understand the problem they face at that age. There is a child residing within every old age so we need to take care to nurture that second child within these elderly people, they need care, love, pamperation.
- This activity of helping and nurturing of old people instil in the minds of the students, the values, and social responsibilities towards the senior citizens of the country.

1. DADA DADI PARK VISIT BY OUR STUDNETS

- The College jointly with the Management of **Dadi Dadi Park** situated in Borivali at three different places to cajole the senior citizen to be active to their best in the day-to-day performance.
- This noble cause has been recognised and appreciated by the former President, Pranab Mukherjee.
- Many senior citizens are motivated by our students to be members of the group visiting every day.
- These senior citizens visit this park every day in the morning and evening.
- The place is a lush green, having beautiful greenery around and pollution free with clean air and noise free.
- Every senior citizen is provided with Coffee / Tea / Soup as per their options free of cost.
- Our students regularly visit this park and extend all possible support.
- Our students conduct cultural program and other recreation activity to keep them happy
- Our students also organise games during Birthday celebration of the senior citizen.
- Student interact with the elderly people on Matters of current development and read newspapers / periodicals.
- Our students assist the Physio Therapists for yoga activities for the senior citizens.
- The students learn the values of healthy life.

2. DR. DOSSIBAI & JEHANGIR RATANSHAW DADABHOY CHARITY TRUST - SENIOR CITIZEN RESIDENTIAL HOME

- The students of our college jointly with IQAC visit the above Senior Citizen Residential Home.
- Management effort working towards positive attitude and value development of students is been visible through this activity wherein our students visit the residential home of senior citizen.
- Students visit to the Senior citizen staying in an old Age Home run by the trust.
- The students go around with these senior citizens and help them in day-to-day physical activity.
- They conduct some entertainment activity like singing, games for them.
- They also help in maintaining the cleanliness of the old age home.
- They talk to to them, listen to them, help them in small activities like making calls, sending messages and inculcate the value of respect among them.
- The students also participated in conducting physiotherapy session under the guidance of an expert.

File Description	Document
Link for appropriate web in the Institutional website	View Document

NAAC

5. CONCLUSION

Additional Information :

Over the period of 25 years Matushri Pushpaben Vinubhai Valia College of Commerce has established its mark by imparting career oriented quality education. Highly committed and dedicated faculty as well as support staff have created the best learning environment for the students in each part of curriculum may it be academic, cultural or sports. New programmes have been introduced in the college from time to time as per the needs and still strive for further improvement believing in “*Sky is the limit*”

Concluding Remarks :

Matushri Pushpaben Vinubhai Valia College of Commerce is the outcome of great effort, clear vision and concepts which is nurtured by Borivili Educational Society. College is committed to excellence in academics, governance, sports and culture. The college has been making continuous efforts for the holistic development of its students. The college curriculum has been oriented to bolster the physical, emotional, social and cultural needs of the students. Thus, making the educational experience of the students meaningful and relevant to face the competitive environment. It helps the young mind to channelize the energy towards excellence.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>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</p> <ol style="list-style-type: none"> 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 <p>Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: C. Any 2 of the above Remark : Input edited as per the document provided for Design and Development of Curriculum for Add on/ certificate/ Diploma Courses can not be accept.</p>																				
1.4.2	<p>Feedback process of the Institution may be classified as follows:</p> <p>Options:</p> <ol style="list-style-type: none"> 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 <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website Answer After DVV Verification: C. Feedback collected and analysed Remark : Input edited as per the supporting documents.</p>																				
3.4.3	<p>Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years</p> <p>3.4.3.1. Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years</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>14</td> <td>20</td> <td>31</td> <td>20</td> <td>14</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	14	20	31	20	14	2020-21	2019-20	2018-19	2017-18	2016-17					
2020-21	2019-20	2018-19	2017-18	2016-17																	
14	20	31	20	14																	
2020-21	2019-20	2018-19	2017-18	2016-17																	

10	17	29	19	10
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Remark : Input edited as per the data template provided by HEI.

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
525	1141	1849	1038	396

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
438	965	1772	954	314

Remark : Input edited as per the metric 3.4.3

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
576.34	103.53	49.26	15.79	0.18

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0.025	0.920	1.958	0.048	0.84

Remark : Input edited as per the Extended metric 4.2.

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

5.2.2.1. Number of outgoing student progression to higher education during last five years

Answer before DVV Verification : 310

Answer after DVV Verification: 0

Remark : Input edited as HEI has not provided ant relevant document as proof for students

progressing to higher education.

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
14	71	65	50	32

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
7	17	12	13	10

Remark : Input edited as per the consolidated list of sport and cultural events/competition provided by HEI.

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

Answer before DVV Verification : B. 4 Lakhs - 5 Lakhs

Answer After DVV Verification: C. 3 Lakhs - 4 Lakhs

Remark : Input edited as per the supporting documents.

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

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: D.1 of the above

Remark : Input edited as per the supporting documents.

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

Answer before DVV Verification : A. Any 4 or All of the above

Answer After DVV Verification: B. 3 of the above
Remark : Input edited as per the supporting documents.

7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 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 <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D.1 of the above Remark : Input edited as per the supporting documents.</p>
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2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of students year-wise during last five years</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>1397</td> <td>1527</td> <td>1782</td> <td>1831</td> <td>1942</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>1397</td> <td>1527</td> <td>1782</td> <td>1831</td> <td>1942</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	1397	1527	1782	1831	1942	2020-21	2019-20	2018-19	2017-18	2016-17	1397	1527	1782	1831	1942
2020-21	2019-20	2018-19	2017-18	2016-17																	
1397	1527	1782	1831	1942																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
1397	1527	1782	1831	1942																	
1.3	<p>Number of outgoing / final year students year-wise during last five years</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>510</td> <td>452</td> <td>235</td> <td>343</td> <td>281</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>589</td> <td>512</td> <td>392</td> <td>607</td> <td>480</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	510	452	235	343	281	2020-21	2019-20	2018-19	2017-18	2016-17	589	512	392	607	480
2020-21	2019-20	2018-19	2017-18	2016-17																	
510	452	235	343	281																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
589	512	392	607	480																	
2.1	<p>Number of full time teachers year-wise during the last five years</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>	2020-21	2019-20	2018-19	2017-18	2016-17															
2020-21	2019-20	2018-19	2017-18	2016-17																	

21	28	27	28	27
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Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
21	28	27	28	27

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
126.16	167.21	119.49	154.90	125.28

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
57.049	79.285	75.762	80.846	60.016

3.3 **Number of Computers**

Answer before DVV Verification : 100

Answer after DVV Verification : 40