



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Vivek College of Commerce
• Name of the Head of the institution	Dr. Vijetha S. Shetty
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	+91-8369356474
• Mobile no	9821871849
• Registered e-mail	principal@vivek-college.org
• Alternate e-mail	drvijethashetty1@gmail.com

• Address	Vivek College Road, Siddharth nagar, Goregaon West
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400104
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12 (B)
• Name of the Affiliating University	University of Mumbai
• Name of the IQAC Coordinator	Prof. CA Shrikant Marathe
• Phone No.	919820822897
• Alternate phone No.	+91-8369356474
• Mobile	9969014512
• IQAC e-mail address	iqacvivek@vivek-college.org

• Alternate Email address	maratheshrikant@yahoo.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://vivek-college.org/Uploads/VES/AQAR19-20.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.vivek-college.org/Uploads/VES/ACADEMIC%20CALENDAR%202020-20211.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	72.50	2004	28/02/2004	27/02/2009
Cycle 2	B	2.59	2010	28/03/2010	27/03/2015
Cycle 3	B++	2.78	2022	04/01/2022	03/01/2027

6.Date of Establishment of IQAC

01/08/2010

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NA	NIL	NA	NA

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year

4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?

Yes

10. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

11. Significant contributions made by IQAC during the current year (maximum five bullets)

1. Initiated Online teaching through LMS -Microsoft Teams (licensed version) and Zoom (paid version) by initiating and organizing training session for the Teachers to ensure continuity and effectiveness in teaching-learning process. 2. Organised training sessions for the admin staff to handle online admission and other administrative processes during the pandemic. 3. Organized numbers of webinars (international/National/State and Local level) for the stakeholders during the pandemic. 4. Supported the Conduct of Online examination with Proctoring. 5. Initiated the conduct of Quality Audits such as Library Audit, Energy Audit, Gender Audit, Green Audit, Environmental Audit and Academic and Administrative audit.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To encourage the students to undertake teaching-learning process in an online mode	Learning Management System - Microsoft Teams (licensed version) and Zoom (paid version) was purchased by the college.
To focus on slow and advanced learners advanced students for improving the Academic Results.	1) Mentor- Mentee sessions were conducted with a separate structured timetable with an average teacher-student ratio of 30:1 Structured (along with separate timetable) . 2) Remedial lectures were conducted. 3) PPT/ Video/ Text materials were provided to students as lectures totally were online due to pandemic.
To promote the co-curricular activities	Several online co-curricular activities were organized through zoom platform. Library initiated weekly online quiz which continues till date. Vivek Youth Club in collaboration with Vivekanand kendra, Kanyakumari (Mumbai branch) and

through online mode.	Rotaract Club was formed for overall personality development of the students' keeping in tune with the Vision and Mission of the college.
To provide online access of books, journals to students.	Online access to Staff and Students through subscription of N-List by providing separate login and password.
To focus on the extracurricular activities through online competitions, workshops and presentations	Students were encouraged to participate in the online Open level, University level and various Intercollegiate /Intra collegiate competitions New Initiative by Media cell - MWF- Monday Musing, Wednesday Word and Friday Fun facts was also started.
To organize online workshops on Research related topics.	Various webinars on IPR and Research related topics were organized for staff and students.
Establishment of Ph.D. Centre	Proposal to establish a research (Ph.D.) Centre in the faculty of Commerce was submitted to University of Mumbai.
To organize Career Guidance Programmes and Placement activities for students	Various Students' ability enhancement programmes were conducted. Number. of webinars on Career Counselling, Skill Development, Enhancing Employability were conducted. Entrepreneurship Cell activities were organized with enthusiasm.
To extend the Book Bank facility for all programmes	Book Bank Facility also extended to all Self-financing programmes.
To commence and improvise	Online Admissions were introduced fully. Extra seats were sanctioned from University for the intake of first year students due to heavy demand for seats.

online admissions for students	
To collaborate with other Institutions	The following online MoUs were signed for the academic year were fully crystallized and operational a. MoU with Vivekananda Kendra, Kanyakumari- Mumbai Branch b. MoU with Raj Foundation extended c. MoU with Deen Dayal Upadhyaya college, Delhi d. MoU with TNS India Foundation (TNSIF) e. Linkage with Retract Club and formation of Vivek Retract club Various Activities were conducted under existing MoUs
Conduct of Quality Audits	Functional Audits such as Library Audit, Environment Audit, Green Audit & Energy Audit were conducted
To consider the installation of Rainwater Harvesting system for water conservation	A designated area was identified for Rainwater Harvesting system & digging work was initiated. However, it was delayed due to lockdown and was finally completed in October 2021.
To effectively continue extension activities	Extension activities were continued through NSS (National Service Scheme) and other associations. Outreach programme Help in terms of providing food grains was extended to tribal communities at adopted Palghar village during pandemic. College has been recognized as SAP- Swachhta Action Plan institute by Mahatma Gandhi National Council of Rural Education (MGNCRE), Department of Higher Education, Ministry of Human Resource Development, Government of India through the IQAC initiative.
To develop and review Policy documents on various crucial matters	Policy Documents relating to Examination (considering online exams) Policy, Human Resource Policy, Website Policy were updated.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee (CDC)	07/05/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	22/02/2022

15. Multidisciplinary / interdisciplinary

The college is presently following Multidisciplinary approach offering programs in the Faculty of Science (Bachelor of Science in Information and Technology and Masters of Science in Information and Technology) , Commerce (Bachelor of Commerce, Bachelor of Commerce in Accounting and Finance, Banking and Insurance, Financial Markets, Bachelor in Management Studies and Masters in Commerce in Advance Accountancy and Management) and Arts (Bachelor of Arts in Multimedia and Mass Communication) .

In the forthcoming year(22-23), since the college is affiliated to University of Mumbai, the implementation of four year graduate program as per the guidelines of NEP is envisaged, encompassing the interdisciplinary approach.

16. Academic bank of credits (ABC):

Our college is affiliated to University of Mumbai accredited by NAAC with A++. The University of Mumbai has already registered under Academic Bank of Credit.

17. Skill development:

College has initiated number of certificate programs for enhancing skill development among the students.

- Certificate program in Advanced Excel,
- Soft skills program for enhancing Employability,
- Certificate program in Digital Literary.
- Certificate program in Tally
- Certificate program in Japanese language
- Certificate program in Youth Empowerment Program under Jeeval Kushal
- Under PM Kaushal Vikas Yojana- Airline Customer Service Executive

- Certificate program in Mandala and Gond Fine ART
- These certificate programs were conducted online due to pandemic.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college has effective conduct of cultural events through associations like Tamil, Malayalam Literary Association, Marathi Wangmay and Natya Mandal, Hindi Sahitya Mandal to promote Indian Culture.

Online Certificate program in Mandala and Gond (Indian Fine Art) was conducted. Presently, certificate program in Decoding the Gita has been initiated. The college proposes to start Certificate program in Sanskrit and local language.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The college has framed the Program Outcome, Programme Specific Outcome and Course Outcome for all Programs of Under Graduate and Post Graduate Level focusing on the OBE concept. The outcomes are based as per Blooms Taxonomy. The mapping of POs and COs is done Semester wise.

20.Distance education/online education:

The college encourages students to pursue ONLINE certificate courses offered through SWAYAM. The college plans to conduct some certificate programs through online mode.

Extended Profile

1.Programme

1.1

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

380

File Description

Documents

Data Template

[View File](#)

2.Student

2.1

2776

Number of students during the year		
File Description	Documents	
Institutional Data in Prescribed Format	View File	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		362
File Description	Documents	
Data Template	View File	
2.3 Number of outgoing/ final year students during the year		944
File Description	Documents	
Data Template	View File	
3.Academic		
3.1 Number of full time teachers during the year		32
File Description	Documents	
Data Template	View File	
3.2 Number of sanctioned posts during the year		36
File Description	Documents	
Data Template	View File	
4.Institution		

4.1	
Total number of Classrooms and Seminar halls	27
4.2	
Total expenditure excluding salary during the year (INR in lakhs)	4985854
4.3	
Total number of computers on campus for academic purposes	118

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The IQAC provides guidance on designing the Annual Academic Calendar based on the University Academic terms.

College Prospectus containing rules and regulations are displayed on the college website.

After discussions in Departmental meetings, Heads of Department finalize the Timetable, Workload and Subject Allocation in consultation with the Principal.

All the Faculty members prepare teaching plans and Theory, Practical and Tutorial classes are held according to the Timetable, prepared by the Timetable Committee / HOD and are displayed on the college website. All teachers enter the lecture details in the Online daily Report. Topics are taught with prior intimation to the students and synoptic notes are uploaded in google classroom. Mentor-Mentee sessions are conducted to address issues of slow/advanced learners.

IQAC advises Teachers to participate and organize online webinars, attend Faculty development program and syllabus revision workshop, enabling them to acquire necessary skills for effective delivery of the curriculum. For further advancement in academics, advanced learners are encouraged to attend the Seminars and Workshops.

Regular lectures are supplemented with Online Guest Lectures and Project submission. Teachers are provided with a unique user Id and Password for accessing NLIST sites.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The institution ensures that the Academic Calendar is prepared every year in line with the University Academic Plans and the Term Schedules. To cover the syllabus, the practical, project work and tutorials are conducted. During the orientation program of the students are informed about the examination pattern, passing standards, grading system and internal examination. Meetings are conducted with all the teachers before every Internal and Semester end examination. Examination Policy provides guidelines for ensuring proper conduct of examination in accordance with University Rules. All Examination Timetables are displayed on the website. All Online examinations were conducted using proctoring. The Examination Committee declares & displays the result in the time stipulated for result declaration. Internal class tests, practical tests and project evaluations are conducted. The students of FY B.Com and SY B.Com /BMS/BAF/BBI/BFM/BMM, are asked to submit a project for 25 marks in the Foundation course subject. For the subject of Mathematics/Statistics and Business Communication taught at FY level, Tutorial classes are compulsory. In the optional subject of Computer Application taught in SY and TY BCOM, the practical examination for 25 marks is conducted. Third year students of undergraduate self-financing programmes prepare a 100 marks project under the guidance of a subject expert.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of

A. All of the above

Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	
---	--

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

10

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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

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

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

215

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The courses prescribed under various programmes by the University include issues related to ethics, gender, environment and sustainability, human values, etc. Teaching & Evaluation is expected on specific common value based topics.

Various cross cutting issues have been integrated and the activities were conducted as follows:

Gender:

Programmes are conducted for Gender Sensitization.

Representation of Girl students on various activity committees demonstrates the practicing of gender equality in college functioning.

Human Values:

NSS takes up projects of Disaster Management.

Environment & Sustainability:

Quiz competition and poster making competition were conducted for awareness among students for Environment protection.

Organization of co-curricular activities:

While deciding on the themes/ topics of online co-curricular and extracurricular activities such as the performing art events, elocution, essay writing debate, sketching, poster making, etc., attention is provided so that the emerging cross cutting issues of all pervasive nature are prominently addressed by the youth of the College.

We try to imbibe the values relating to Professional Ethics, Gender Equality, Human Values, Environment and Sustainability so that the cross cutting are effectively learnt by learners.

Professional Ethics:

Various documentaries/movies relating to professional ethics, business ethics, and moral values are shown to the students.

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

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

23

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

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

1728

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
---	---------------------

File Description	Documents
URL for stakeholder feedback report	https://vivek-college.org/Uploads/VES/1.4.2-feedback-analysis-2020-211.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
--	--

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://vivek-college.org/Uploads/VES/1.4.2-feedback-analysis-2020-211.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

973

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

362

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Assessment of learning levels:

Based on performance in the previous exams, the students are guided by the programme coordinators and admission committee members to choose the program which suits them.

Post the admission a special program is also arranged for students guiding them about the various programs offered by the college, an orientation programme is organized to acquaint the students with the college rules, discipline, examination pattern, extra-curricular activities, etc.

Advance Learners and slow learners were identified based on their performances in XIIth grade and semester end examination. The learning levels of students were assessed at various stages of teaching learning process. The teachers with their experience identified the advance and slow learners and adapted their teaching strategies to reduce the gap between them.

Additional assignments/remedial classes/tutorials, were conducted for slow learners, on difficult topics. Linguistic barriers were tried to be reduced by the teachers on an ongoing basis.

Advance learners were encouraged to do research study, participate in various webinars organised by the College and other HEIs..

Students were encouraged to use E-Resources like N-List and other Free E-resources. Meritorious students are given certificates & awards for their winnings in the online competitions.

All guardian teachers worked as Mentors of the students for taking care of them during difficult pandemic period and also for resolving their specific difficulties through online interactions with them.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
2776	32

File Description	Documents
Any additional information	View File

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

The teaching and learning mode for the current academic year was online. The teachers ensured that an environment in created for students to strengthen their learning through a variety of case studies, audio-visual aids, discussions, etc.

The students' active involvement in the learning process is judged based on the discussions in live classroom and their responses in chat boxes.

The event such as entrepreneurship skill development, programs of NSS, DLLE, project work, role play activities are promoted to create a sense of socio-economic responsibility amongst the students

The college organized various online skill development and enhancement activities to provide holistic development to the learners.

Students through their projects, as a part of their curriculum, learn to understand the topic of the project in depth and also to present the same, effectively. The evaluation of the project is done by the external examiners on behalf of the University for PG students.

Students participated in webinars organized by the College and various institutions.

The institution encouraged the students to participate in intra/ intercollegiate online competitions such as PPT presentation, research convention, essay, etc.

Students were encouraged to use mobile based application softwares for their practicals like Pyroid 3 & Logic Simulator Pro.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://vivek-college.org/academic.html

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

ICT enabled tools were used in the online teaching mode. Faculties were trained to use ICT enabled tools effectively and efficiently. The institution acquired licensed LMS software Microsoft Teams for delivering lectures. Teachers adopted various tools and utilities such as power point presentation, audio-video aid, quiz, collaborative whiteboard, spreadsheets, etc. for making the teaching more effective. For solving problems in the subjects of Accountancy and Mathematics & Statistics, the usage of online utilities was effectively done.

ICT tools enabled the students to have better learning experience and hence the entire process of teaching-learning worked towards efficient use of technology

and provided enriched learning to learners. The most challenging job of teaching in online method was effectively handled by all the teachers. The responses of the students were gathered during the lectures through the dialogues and the hand raising options so as to ensure that all the learners get the concepts fully clarified.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

32

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

32

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The examination rules, regulations, evaluation procedures, exam time tables and notices are communicated to the students and their parents through prospectus, and orientation programs. The examination rules are displayed on the College website.

The assessment mechanism and the declaration of results for internal and semester-end examination was done as per the norms given by the University, for the respective programmes as applicable during the pandemic situation.

Records of all students appearing for Regular exams, ATKT exams, additional exams, and all other exams are maintained.

Additional examinations were conducted as per University regulations in medical cases of students.

All the examinations were conducted online and the pattern was multiple choice questions as directed by the University with development of specifically developed softwares with the help of MICM. Distinct question papers were generated from the common set of questions set by teachers.

Online Mock tests were conducted as preparatory for the students with provision of

Login credentials and distinct password.

Sanctity of the examination was maintained through Proctoring mechanism.

The technical glitches and login issues for joining the examination faced by the students were resolved with timely assistance by the examination committee and class mentors.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The University guidelines concerning examinations and stipulations of the College Examination Policy were strictly followed in cases of grievances.

The grievances in respect of examination and evaluations carried out by College Examination Committee. The Committee addresses and resolves the same as per the University guidelines.

For the academic year 2020-21, the exams were conducted online.

The mechanism is in place to seek guidance from the IQAC as and when the College Examination Committee needed, for effective resolution of the grievances, within the norms and standards laid by the University.

Mock exams were conducted to make the students familiarize with the online mode of examination. Students with login grievances were resolved immediately, using social platform to communicate on case-to-case basis.

A video giving stepwise demonstration and instructions was created and circulated among the students to make them acquainted with the exam methodology.

A system in place was installed whereby the College Examination Committee monitored the exam online and reports on the unfair means adopted by the students were handed over to the Unfair Means Inquiry Committee. However, due to strict monitoring, no cases of unfair means were reported in any of the examination conducted during the academic year 2020-21.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Programme Outcomes and Course Outcomes are framed by the Board of Studies for some of the programmes of the University of Mumbai. POs and COs are framed to set the benchmark to ascertain the learning outcomes of the students.

In cases, where the Programme Outcomes and Course Outcomes are not framed by the University, the respective Heads of the Department/Coordinators framed the Programme Outcomes, Programme Specific Outcomes and Course Outcomes in consultation with the subject faculties as per blooms taxonomy.

Achievement of Programme Outcomes (POs) and Course Outcomes (COs) is evaluated through interactions and responses received from the students. Several online webinars were organized to enable the students to meet the Cos and Pos.

The programme outcomes are aligned in terms of graduate attributes ensuring every graduate learner has the required competency and skill to face and adapt with the global environment.

The POs and COs for all the courses are displayed on the college website and also published in the prospectus. The role of POs and COs are also explained and elaborated to the students in their orientation programs. HODs / Co-ordinators, faculties of respective programmes orient the students in the class about the various courses and their outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://vivek-college.org/academic.html
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institution evaluates attainment of the programme outcomes and course outcomes by mapping the results achieved by the students to their course attainment in particular and to the programme outcome in general.

The success percentage of the learners in all programmes is assimilated. The performance of the learners in their examination determines the achievement of the course outcome. This course outcome is then matched with the Programme outcome and the cumulative result is analyzed to evaluate the achievement of PO's through the COs.

The performance of the students is discussed in the departmental meetings chaired by the Principal and efforts are directed to improve the future results.

A good number of students have taken up higher educational programs either in the post graduate programs conducted by our institution or by other institutions in India or abroad. Consequent to obtaining the post-graduation degrees from our institution, some of our students have taken up programs for professional qualifications. A large number of students were able to secure good placements.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

897

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://vivek-college.org/Uploads/VES/Feedback%20Report%202020-211.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded

Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

Research culture is inculcated to enhance research projects, articles and journals teachers and learners are motivated participate in programs for execution of effective research proposals. Attempt is made for augmentation of Research base of teachers and dissemination thereof the learners. Research cell promotes the faculty members to explore various research propositions and a multidisciplinary approach.

The students are sent to 'Avishkar' a University research convention for students and PhD scholars and other college research conventions.

- Workshops conducted by E cell for the academic year are Introduction to E-Cell ,Next Step in E-Cell Eureka Junior, Freshman's Orientation ,Social Media Challenge ,Survey on Identifying Problems related to Online Learning ,Group Discussion ,Quiz Contest ,Panel Discussion, Life Story of an Entrepreneur, Pitching Workshop E-Cell IIT Bombay National Entrepreneurship Challenge (NEC)/ E-Summit 2021
- Efforts are made to establish Research Centre
- Workshop on Fundamentals of IPR and Innovation & IPR were conducted for the enhancement of knowledge on various aspects and rules of IPR, and why it's knowledge is important.
- Papers published at UGC care journals were on government schemes , education finance and English-speaking skills
- Books and papers in conference proceedings were published by our faculty

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

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

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and

entrepreneurship year wise during the year

14

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

00

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

4

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international**

conference proceedings year wise during year

4

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

The students register with DLLE (Department of Lifelong Learning & Extension) University of Mumbai, our college has opted 5 projects out of 6 projects offered by DLLE and students are given a choice of selecting the projects that they wish to undertake.

DLLE conducts various activities for enhancing employability skills and for creating awareness and sense of responsibility towards society. There have been strict restrictions during the Covid-19 time due to which the extension work could be carried out in only the limited ways. However, several webinars were conducted with an intention to sensitize the students on social issues so that the work for social welfare could be taken up well after lock down conditions get over.

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

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

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

00

File Description	Documents
Any additional information	No File Uploaded

Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

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

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

12

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

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

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

12

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

1

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

8

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

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.

College has a total constructed area of 34,790 square feet housing classrooms, computer laboratories, library and other support facilities.

Classrooms:

There are 26 well ventilated and well-lit classrooms having a seating capacity between 30 and 120 students. Each classroom has a white board, a dais and a set of table and chair. 13 classrooms are equipped with fitted LCD projectors, and other classrooms with 12 portable LCD projectors. Five classrooms have wi-fi accessibility. All classrooms have lift accessibility.

<https://photos.app.goo.gl/bX1Tz47mP85ohSqRA>

Computer Laboratories:

There are three computer labs, with 77, i3 generation computers duly connected with LAN and internet. All the labs are fully air-conditioned. Further all the lab computers are loaded with required firewall protections and learning licensed software required for various courses.

<https://photos.app.goo.gl/3gFdzGLcPaTg32Xt7>

Library:

Library has an area of 4500 Sq Ft as compared to minimum 600 Sq Ft specified by the University of Mumbai accommodating 200 students. Resource Centre with eight computers duly connected with internet is housed in library. Our library has rich collection of books and journals and equipped with e-access to many data base through college website and subscribing to N-List. Unconditional and free access to the catalogue of the library to all.

<https://photos.app.goo.gl/9Mx8nqfcCPY6gfTj6>

<https://vivek-college.org/Library.html>

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

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

Well Equipped Boys' gymkhana admeasuring 870 Square Feet is usedby 80 to 100 boys per day.

<https://photos.app.goo.gl/CH3WxyGAwWmUcq7T6>

Girls' common room admeasuring 425 Square Feet is equipped with Table Tennis Table, Carrom & Chess Boards, a sofa, mirror, and sanitary pad vending machine for girls.

<https://photos.app.goo.gl/i4B2LffUpvE6pwD36>

For Outdoor Games:

Grounds of Prabodhankar Krida Kendra and Ganesh Maidan for outdoor games and Ozone Swimming Pool for aquatic events are available.

Cultural Activities:

Activity area on fourth floor, classrooms 0after the lectures, and quadrangle are available for students.

Yoga Centre

Boy's gymkhana also houses Yoga Centre.

Counselling Room

Separate room admeasuring 100 square feet is available.

NSS Room / Activity Room:

A room admeasuring 425 square feet and a computer is allocated to NSS.

Seminar Hall:

Seminar hall with 60 seats admeasuring 493 square feet, well equipped with a computer, an internet connection, a smart board, audio facility and an LCD projector is available

Open Terrace Area:

Open terrace of appx 2000 and covered terrace of appx 1000 square feet is used by students.

Stilt Area and Quadrangle:

Stilt area of appx 3000 square feet and a quadrangle of appx 5000 square feet are available for cultural and sports activities.

<https://photos.app.goo.gl/jhmNjC4onH87oHn3A>

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

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

25

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

6.97

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Name of ILMS software

Response: MICM Net Solution's Library Software

Nature of automation (fully or partially)

Response: Catalogue, Circulation, Visitor's record, Weeding is automated. Automated to the extent of 80%

Version

Response: Latest version

Year of Automation

Response: 2005

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

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

3.98

File Description	Documents
Any additional information	No File

	Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

84

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Computers & Software:

There are 118 computers for Academic purpose and 15 computers for college administrative work. All the computers are of i3 or above generation. All the computers are loaded with required Operating and licensed application software. Intra college network is managed through connectivity with high-speed servers.

Internet Connectivity and its Speed:

All college computers are having an access to two high-speed internet connectivities of 100 MBPS each.

LCD Projectors:

There are 25 LCD Projectors, 13 fitted in the classrooms 1 is fitted in auditorium and the balance 11 are kept portable for their efficient and effective use.

Smart Board

The seminar hall is already equipped with LCD projector and audio system is equipped further with installation of a

Power Back up:

The institute has an UPS of 5 KVA with a standby back up battery to support the computer and two printers in case of power outage during exams.

CCTV Camera

To ensure safety of the students and safeguard assets of the institute 47 CCTV cameras had been installed.

IQAC reviews requirement of technological upgradation from time to time in consultation with Head of Departments and propose to management for upgradation and finally after review and authorization the management executes the upgradation.

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

4.3.2 - Number of Computers

118

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. \geq 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded

Details of available bandwidth of internet connection in the Institution

No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

16.10

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

- Effective utilisation of Computer Lab is ensured through scheduling.
- ICT facilities are maintained and upgraded based on the review taken by the course coordinators and IQAC.
- Effective utilisation of classrooms is ensured through scheduling of lectures after thorough interaction between the coordinators and the IQAC.
- Library books are purchased based on recommendations from the students and teachers with due consideration of need of the same.
- Access to online resources allowed to all the students and teachers.
- Requirements of necessary sports' materials and equipment are evaluated by the sports' in charge and purchased the laid down procedure.

Detailed policies for Infrastructures are posted on our website for which you may click on the following link.

<https://vivek-college.org/Uploads/VES/Infrastructure%20Policy1.pdf>

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

98

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

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

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

192

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years	View File

(Date Template)	
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above
File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
Nil	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
171	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

117

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

245

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

1

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

5.3 - Student Participation and Activities

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

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

0

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

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

The Students' Council, the apex body of students' associations, consists of student members from all classes of all programmes.

The forum of Students' Council provided a platform for students to participate in College activities and organization of several co-curricular and extracurricular activities. The Council facilitates the personality development and leadership development of students at large. Students are encouraged to organize several events on issues of prime importance through online mode as well as offline mode.

The Students' Council ensures that all the necessary support is provided to all the Activity Associations for effective conduct including the Orientation programmes for students & Parents. Our members of Students' Council and Class representatives are very active, alert and dedicated.

Various committees in charge teachers make the students aware of the objectives of the various activities.

Students are guided for accepting democratic ways of social behavior. Students learn about policies, general rules, the code of conduct and more. The representatives from Students' Council are nominated to College Development Committee and Internal Quality Assurance Cell. An ambience is well created so as to place the students in right mindset for the developmental aspects as visualized in our Vision, Mission, and Objectives & Goals.

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

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

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

28

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year	View File

(organized by the institution/other institutions (Data Template))

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

Vivek Alumni Association is a charitable organization and is represented by passionate and dedicated alumni of the College. VAA is registered under The Societies Registration Act, 1860 with Reg No. MAH/MUM/2991/2011 GBBS dated 23/12/2011 and also under Bombay Public Trusts Act, 1950 with Reg- No. F44756 (Mumbai) dated 26/7/2012.

Major activities of VAA during the academic year 2020-21:

Along with E-Cell of our College organized a talk by Alumni Dr. Anupama Iyer, Founder of 'Quintessence' a Corporate Training & People Strategies firm on 11th October 2020 on 'Entrepreneurship' to the students.

1. Along with E-cell organized a talk by Alumni Mrs. Smita Nair, Senior Vice President of Internal Audit at Kotak Mahindra Bank along with two other speakers on the topic "Career choices after graduation' on 16th January 2021.
2. VAA donated a customized ladder worth Rs.21000/- to the College Library in December 2020 as the Library has installed a Compactor system for the storage of books.

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

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

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

We, at Vivek College of Commerce, are in honest pursuit of achievement of our Mission in the light of Institutional Vision as follows:

Our institutional Vision is "As education is supreme amongst all the riches and virtues of life, it shall be our endeavour to impart quality education and enrich the students making significant contributions to the Nation".

Our Mission "VIVEK" encompasses the following postulates:

Value based Education to all,

Integrity towards Society,

Virtuous Life,

Endeavour for Excellence and

Kindling the spirit of Universal Brotherhood

Our Motto "Vidya Dhanam Sarva Dhanat Pradhanam" which means "Amongst all the riches and virtues of life, Education is supreme" is the inspiration behind the governance of our institution.

Our Objectives and Goals are:

To promote educational and professional achievement through Self Development of the students without any discrimination.

To enable students to be proactive, goal-oriented, optimistic, credible, professionally competent and responsible citizens.

To enable the students to successfully live and work in a culturally diverse global society.

To promote noble thoughts and actions in our students.

IQAC Role:

IQAC ensures that the activities are planned and executed in tune with the Vision & Mission.

File Description	Documents
Paste link for additional information	https://vivek-college.org/about.html
Upload any additional information	No File Uploaded

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

The pandemic of 2020 stormed the world, blowing the educational world too. The challenges in the field of education included the continuation of education from the perspectives of the economic condition of the students, technology abilities, deprivation from personal interactions and the fear existing in social life.

To conduct the activities of the institution at such a challenging time had been greatly difficult. However at our institution great efforts were taken by college authorities including the management, principal, heads of the department, teaching and non-teaching staff for effective conduct of all the activities of the college.

The conduct of lectures, completion of syllabus, conduct of internal as well as external examination, admission process, personality development programmes, co- circular activities, motivational lectures, formation of rotary club, youth club, furtherance of activities of e cell, extension activities through N.S.S and DLLE, cultural activities, was very effectively done. This was possible only due to the participative management exercise achieved through frequent online meetings at various levels within the institution and due to the faith possessed and expressed among all the organizational levels.

The practice of decentralization in various stages of decision making could hold the organization strong and together.

File Description	Documents
Paste link for additional information	https://www.vivek-college.org/Uploads/VES/List%20of%20committee%202020-20215.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

During the lockdown period which prevailed throughout the academic year 2020-21, the biggest challenge was to ensure conduct of regular lectures, making the arrangements of online teaching learning, mitigating the challenges, arising due to non-mobility of student teachers unpreparedness for full-fledged technology based and faceless teaching learning.

The fundamental concern of the IQAC vis a vis the perspective plan was to organize the educational setup in the given circumstances and to enhance educational standards. IQAC along with Management and Principal decided to acquire the licensed version of the Microsoft Teams all the programmes.

It was the visualization of IQAC that The said LMS would also facilitate the conduct of various co-curricular activities, mentor mentee lectures, departmental meetings, webinars of university, national as well as international level. The Conduct of Internal examination, revision/ remedial lectures, career guidance, syllabus revision webinars, etc.

To secure the abilities to utilize MS teams platform, effectively and fruitfully, IQAC ensured that the appropriate training is given to teachers and students. Thus it was ensured that the objectives of perspective plan are achieved through the acquisition and usage of MS teams platform.

As visualized all these activities were conducted effectively.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.vivek-college.org/Uploads/VES/Perspective%20Plan%202020-21.pdf
Upload any additional information	No File Uploaded

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

A. Policy Documents:-

The policies in respect of various functional aspects are adopted by our Institution. The documents on Attendance Policy, Bridge Course Policy, Divyangjan Policy, Examination Policy, Human Resource Policy, Infrastructure Policy, Mentoring Policy, Quality, Research Policy & Website Policy have been adopted and are in execution.

B. Implementation of Policies:-

The implementation of the policies and adherence to the Code of Conduct is strictly done in accordance with the University Rules and Regulations, Policies and Code of Conduct are made known to stakeholders through Prospectus, College Website and displays inside the college premises.

C. Administrative set up :-

The Administrative set up is in accordance with the Rules and Regulations of University of Mumbai.

D. Appointment and Service Rules:-

The appointments as well as the promotions of the staff are done in accordance with the NOCs & approval obtained from Joint Director, Government of Maharashtra in case of Aided section. The appointments in the Unaided section are made with the approval by the Management of Vivek Education Society and the Principal.

E. Procedures:-

Guidance by IQAC is available. All the ordinances, rules and regulations, circulars which are issued by Mumbai University are followed by the college from time to time.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://vivek-college.org/about.html#3
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded

Details of implementation of e-governance in areas of operation, Administration etc(Data Template)

[View File](#)

6.3 - Faculty Empowerment Strategies

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

Departmental teachers are encouraged for online seminars. and webinars

College encourages faculty members to qualify NET/SET and to improve their qualification

Increments are also given after qualifying NET/SET to the self-finance staff.

Welfare Measures for Teaching and Non-Teaching Staff are as follows:

1. Provident Fund Scheme

2. Awards ranging from Rs. 5,000/- to Rs. 25,000/- are given to the faculty members and staff members for achievement of Ph.D., M.Phil. & NET, SET or similar higher qualification.

3. Medical services of one doctor is available on call

4. First Aid Boxes- including Hand wash, sanitizers etc. are available in the college at four locations namely- Library, aided staff room, gymkhana and college office

5. Proper Sanitization and due care and caution was taken for the staff who were visiting college for some work.

6. Nutrition and Health Awareness online guidance lectures are arranged in respect of Diet, Health Care & Mental & Spiritual Peace Online Yoga Sessions, Online webinar on mental health and emotional intelligence are conducted for staff.

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

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

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

4

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

5

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

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

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

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

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

The Teaching & Non-Teaching staff members submit the self-appraisal form every year. The head of the department also evaluate the contents for the staff under their jurisdiction and finally Principal evaluates the Self Appraisal Form of every teaching and non-teaching staff member.

The performance evaluation is also done regularly for career advancement of the teaching staff.

At the behest of IQAC, the teaching performance of every teacher is evaluated by the students taught by that teacher. The students are given 10 norms and evaluation is done on the scale of 10 points for every teacher separately for every semester. The summary of this evaluation is communicated by Principal in writing to the concerned teacher at the end of every semester.

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

6.4 - Financial Management and Resource Mobilization

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

Considering the nature of the academic and administrative functions of the college, there are three accounting sections, for which the separate annual Accounts are prepared. They are:
 1. Undergraduate Section (Aided) 2. Undergraduate Section (Self Financing) 3. Postgraduate Section (Self Financing) The accounts of all these Sections have been very much regularly prepared and are

audited. Internal audits of all the three units are also conducted by Internal Auditors A P Kannan and C S Ananthan regularly.

The financial discipline is very much followed. The expenditure is incurred with prior approval of the respective authorities. IQAC monitors preparation of the Budgets by all the departments & activity associations. External financial audit is done by the statutory auditors M.M.Parikh & Co . The queries raised by External Auditors are addressed by the Accountant, Office Staff and Principal. If the need be, the explanations are also provided by the Office bearers of Vivek Education Society. Audited accounts of all the three sections are consolidated into the accounts of Vivek Education Society. Based on the consolidated Income & Expenditure A/c and the consolidated Balance Sheet, the Return of Income is also regularly filed by Vivek Education Society with the Income Tax Department.

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

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

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

0

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

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

Strategies for Resource Mobilisation

Salary Grant is received for the UG section of the college from the Joint Director of Government of Maharashtra. UGC Grant is also sought, wherever applicable. The Appeal is made to the Alumni, parents, well-wishers, philanthropists and charitable trusts for generous donation to our Institution.

Optimal Utilisation of Resources

Considering more requirements for classrooms, the time table of various classes is staggered for offline classes.

The types and methods of resource mobilization are discussed in IQAC, staff meetings and approved by the Governing body of the college.

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

6.5 - Internal Quality Assurance System

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

Youth Club:

As the education is the pious foundation of the man-making exercise, the creation of a specific setup was felt needed focusing the character building of students.

Swami Vivekanand, India's great son has been the inspiring personality for all of us in our institution. Hence "Vivek Youth Club" was formed to imbibe the thoughts of Swami Vivekanand. It is planned to conduct all the activities for generating impact and promotion of spirit of service and sacrifice for the society and Nation as envisaged by Swami Vivekanand. In order to facilitate activities of the club, an MoU has been signed with Mumbai Branch of Vivekananda Kendra, Kanyakumari.

Rotaract Club:

We believe that the students must learn the civic responsibilities and must know their role in leading the society with requisite awakened, conscious, socially vibrant and responsive leadership

virtues. It has been our endeavor to mould the students with the desired set of skills. In order to shape up this institutional initiative, IQAC initiated the formation of "Rotaract Club". We trust that exposure of the formal and commercial setups/establishments to the students helps the students to develop their personality. For meaningful conduct of the "Rotaract Club", an MoU is signed.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

CO - PO Mapping and using Blooms Taxonomy :

An initiative was taken by IQAC to analyze the process of achievement of desired Programme Outcomes through the conduct of syllabus encompassing the achievement of Course Outcomes. For this process, the mapping of Course Outcomes and Programme Outcomes was done. Ability enhancement for teachers for strengthening the usage of Blooms Taxonomy, was made by the enhanced efforts by teachers for utilisation of active verbs which are based on Blooms Taxonomy for the postulates such as knowledge, understand, apply, analyze, evaluate and create by the teachers.

Design and Conduct of Online Examination:

During the period of Pandemic, the conduct of Examination inonline mode with all multiple choice questions, was one of the crucial challenges, as such examination was to be conducted after the complete online teaching, which was unprecedented. The extension of the share of the MCQs in question papers from about 15%-20% to 100% as per University guidelines was quite demanding. IQAC spearheaded the finetuning of the teaching methodologies and the setting of the question papers. IQAC also initiated for the diverse combinations of questions for every student to maintain the sanctity of examinations.

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

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

IQAC of our college has given utmost priority to the issue of gender equality and gender sensitivity in the light of which the activities are conducted.

Women Development Cell and other associations organized webinars on women and laws , online and telephonic survey on Status of Women in Society, Celebration of International and National Women's Day and research paper presentation on women issues. Special Certificate Course on Women Studies was also organized by the college.

Specific Facilities for Women :

- Four security guards including women security guards are stationed at the main gate.
- CCTVs are installed at all places in the college
- First year students are oriented at the beginning of the year with functioning of important committees like Discipline, Anti-Ragging, Internal Complaint Committee, Women Development Cell etc. to create an awareness about safety measures adopted by college.

- College has appointed a certified lady counselor to address the problems of the students and the staff.
- Separate common room with Gymkhana facility is available for girls to rest. A lady attendant is deputed for the same. Sanitary napkin vending machine is installed in the girls' common room. Sanitary napkin disposer machine is kept in all girls' washrooms.

File Description	Documents
Annual gender sensitization action plan	https://vivek-college.org/Uploads/VES/7.1.1/Annual Gender Sensitization Plan (1)_removed.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://vivek-college.org/Uploads/VES/7.1.1/Facilities for women and Programmes for Gender Equity Promotion.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The IQAC of the college has taken initiatives to collaborate with various NGOs to manage waste in the campus.

- Our NSS volunteers conducted a Waste Collection Drive at the college collecting over 332 Kgs of solid waste. The event was carried out in association with Government of Maharashtra and UNDP (United Nations Development Program).
- Wet Waste Compost machine was set up in the college with the support of My Green Society.

- Repairs and maintenance of taps and water pipelines was carried to avoid leakage of water. Waste water from washroom and drinking water area is connected to BMC sewage system.
- E-waste bin was installed in college in association with an NGO Indian Development Foundation to minimize the e-waste going to the dumping ground.
- College also makes an attempt to reuse printed papers for writing on other side, tyres to make tea poys, scrap boards to make spring art, mascot from waste papers etc.
- Being predominantly Commerce College, hazardous chemicals and radioactive waste management is not generated in college.
- Used sanitary napkins (Bio-Medical waste) collection box is installed in girls washroom.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File

Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Vivek College, though a linguistic minority institution, provides an inclusive environment to its students irrespective of their diverse backgrounds. Students are given equal opportunity in curricular and co-curricular activities. Non-discrimination is made among students on the basis of religion, gender, language, caste or creed

- All students are equally eligible for the various Educational promotional schemes, scholarships from the government and NGOs.
- Inclusive education is also practiced by providing Book Bank facility for students from economically backward background.
- While electing the student representatives and the student office bearers of various associations, no discrimination is ever made.
- While deciding the prizes, students are selected purely on merit basis.
- The spirit of inclusiveness and oneness is kindled through activities of National Service Scheme (NSS), E-cell and all other associations.
- Mahatma Gandhi is respected across the world for practicing tolerance and harmony in his life. This values of tolerance and harmony are inculcated by organizing various programs on Mahatma Gandhi Jayanti.
- Students are educated about values and ethics by organizing 'Sarasvati Memorial Lecture' on 12th Jan., National Youth Day every year. 'Yuva club' is also started to preach the values of Swami Vivekananda.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

responsibilities of citizens

The college always strives hard to create awareness among students and staff about their constitutional obligations.

- The Constitutional rights and duties along with National Anthem and Vande Mataram are displayed on the walls.
- Important national days like Independence Day, Republic Day, Maharashtra day etc. are celebrated. Students and staff present speeches, patriotic songs on these national festivals. Importance of these days are very well highlighted through these celebrations.
- Constitution Day is celebrated by organizing online quiz, poster making competition and reading of preamble.
- National values, social values and human values are emphasized in all the curricular and co-curricular activities.
- Values of Honesty, humbleness and gratitude are constantly emphasized upon by teachers and principal in regular teachings and other activities.
- Military Training Programs and Road Safety programs are organized to develop an aptitude for discipline and civic duties among students.
- Various college programs, seminars, and conferences begin with singing of the national anthem, lighting of sacred lamp and offering prayer.
- Indian Values are inculcated among students by celebrating Teacher's Day and Guru Purnima.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<p style="text-align: center;">https://vivek-college.org/Uploads/VES/7.1.9%20Sensitization%20towards%20constitutional%20duties1.pdf</p>
Any other	Nil

relevant information

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above
--	---------------------

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Our college celebrated various days of national and international importance along with traditional festivals. These commemorative days are observed by various committees by our college under the aegis of IQAC. Being pandemic, this year majority of programs were conducted online. Following is the list of days celebrated.

- 21st June 2020, International Yoga day
- 15th August 2020, Independence Day
- 5th September 2020, Dr. Sarvapalli Radhakrishnan Jayanti and Teachers Day
- 16th September 2020, International Ozone Layer Protection Day
- 2nd October 2020, Gandhi Jayanti and Lal Bhadur Shastri Jayanti
- 1st January 2021, New Year celebration
- 12th January 2021, National Youth Day
- 26th January 2021, Republic Day
- 14th February 2021, Green Valentine Day
- 20th February 2021, Shivjayanti Utsav

- 27th February 2021, Marathi Rajbhasha Diwas
- 8th March 202, International Women's day
- 14th April 2021, Dr. Baba Saheb Ambedkar Jayaanti
- 1st May 202, Maharashtra Din and International Labour Day

Celebration of traditional festivals:

To uphold Indian Culture and tradition, Ganesh Chaturthi, Saraswati Pooja, Shree Satyanarayan Mahapooja was celebrated following Covid protocols. Diwali celebrations were carried out by organizing online lamp painting workshop and online Rangoli competition by Arts Circle

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Title of Best Practice (1) :

Development of Online Methodology of Curriculum Delivery and Life Skills Enhancement

1. Objectives: To ensure effective, uninterrupted education and skill enhancement

2. Context: Need for providing continuing education, mental support, confidence to during pandemic.

3. Practice: Conduct of online lectures on Microsoft Teams, Online examination system, training for teachers and students and online programs for life skill enhancement

4. Evidence of Success: Online uninterrupted conduct of lectures, examinations, result declaration and value addition programmes were carried out successfully

5. Problems Encountered and Resources Required: Students faced Internet connectivity issues, subscription for data pack

6. Notes: Usage of paid version of online platforms is quite effective and extensive.

Title of Best Practice (2) :

Efficient Administrative Management through online operations

1. Objectives: To Institutionalize online operations in administration including admissions

2. Context: Requirement of alternate online administrative system was required for facing challenges of lockdown during pandemic.

3. Practice: Evolution and setting up of online office management system including online admissions and facilitating students with academics related administrative work was done.

4. Evidence of Success: Online Admission process and all essential academics related administrative services were effectively carried out.

5. Problems Encountered and Resources Required: Access to office records & Students' connectivity problems.

6. Notes: Synchronization of students' extensive database is possible with online office management system.

File Description	Documents
Best practices in the Institutional website	https://vivek-college.org/Uploads/VES/Best%20Practice1.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Year 2020-2021 Step towards Incubation Centre:

Irrespective of challenges raised by Pandemic, our Entrepreneurship Cell was all set with full vigour to make advancements for the development of entrepreneurship skills of the promising students and also the formation of incubation centre.

To progress over the 11th position secured in the year 2019-20, Entrepreneurship Cell focused on many activities like Eureka Junior, Pitching Workshop, Panel Discussion, Life Story Of An Entrepreneur, Workshop on Intellectual Property Rights etc. during the year 2020-21. While pursuing excellence in these activities, Students learnt to handle all social media platforms with great ease and proficiency. Youtube channel, Linked In Profile, Instagram, Facebook, Zoom, MS Teams were easily handled by the students resulting in mastery in social media handling.

Due to all the efforts and dedication put in, Entrepreneurship Cell secured 8th position in Basic Track i.e. Level 1 of National Entrepreneurship Challenge, an All India Competition organized by IIT Bombay.

We collaborated with Entrepreneurship Development Cell of Deen Dayal Upadhyaya College affiliated to Delhi University. All the activities of E-Cell are focused for the creation of new Entrepreneurs from among students and for establishment of our own Incubation Centre.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

- 1) To commence LMS (Learning Management System) for online education to all students.
- 2) To conduct Online Admissions Work.
- 3) To create an atmosphere for adaptation of teaching learning conducive for technology.
- 4) To organize activities for parents of the learners.
- 5) To motivate students and staff to enrol for Swayam Course so as to make them skillful and employable.
- 6) To organize a National International Symposium for making the students more familiar to wider horizons of knowledge and practice.
- 7) To commence the start up projects under the banner of Entrepreneurship Cell (E Cell i.e. the Incubation Centre) in the college.

- 8) To celebrate the Days of importance from a National Importance point of view.
- 9) To organize activities for promotion of Social Awareness, Gender Sensitization and cultural awareness and respect.
- 10) To support the students for their educational and financial needs.
- 11) To orient the students for Career development.
- 12) To provide opportunities for Career Placements.
- 13) To accelerate the research activities in collaboration with the top premier educational institutions in the country.
- 14) To start with universal value based programmes.