YEARLY STATUS REPORT - 2021-2022

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.	918369356474
• 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.	**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://www.vivek-college.org/Uploads/VES/AQAR%202020-2021.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%202021-22.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**	**28/02/2010**	**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		
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	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes	
• If yes, mention the amount	1,00,000 (Mahindra Rural Housing Fiance Limited for research activities under initiative of IQAC	

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 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
Plans for Academic Activities 1.To ensure students attend classes in online mode by using LMS platform 2.To focus on weak learners through revision and remedial classes 3. To encourage advanced learners to learn more through additional study material by providing online links and provide online access of books, journals to students. 4. To continue with structured Mentor-Mentee sessions	1. Attendance was monitored 2. Revision classes were taken. 3.online academic support was provided. 4.Mentor-Mentee session were found to be very useful.
Plans for Co-Curricular Activities 1. To promote the co-curricular activities through online mode 2. Encourage students to take up at least one co-curricular activity	1.Various online Co-Curricular activities were conducted. 2. The participation was by large numbers.
Plans for Cultural Activities 1.To encourage students participation by organizing online events, competition. 2.To encourage the students to participate in online intercollegiate competitions in various forms of art & culture 3. To conduct workshop for students to enhance skills.	1.Various online Extra Curricular activities were conducted. 2.Students participated in various online competitions. 3. Online workshop for students were conducted
Plans for Gymkhana & Sports Activities 1. To devise ways and means to provide opportunities for coaching in sports and games 2.To arrange online competitions in online games to the extent possible. 3. To organize workshop on fitness and health	1.Skill oriented various online programme conducted.
Research Activities 1.To organize online workshops on writing Research papers/articles. 2. To	1. Organized online workshops on writing Research papers/articles. 2. Research and Ph.D. Centre were established.

establishment Research and Ph.D. Centre 3. Organize an FDP on Research Methodology.	3. FDP on Research Methodology were organized.
Expansion of Student Support Activities. 1.To organize Career Oriented Guidance Programme 2.To enhance the Book Bank facility 3.To train students for enhancing employability skills and placement 4. To assist students with information with various scholarships available.	1. Career Oriented Guidance provided. 2. Online employability skills and placement programmes were conducted. 3. Scholarship information provided to students.
Expansion of NSS and DLLE activities 1.To continue with activities of NSS and DLLE activities the extent possible considering the Covid situation. 2.To focus on rural linkage and related activities 3.To focus on programmes related to environment. 4.To sensitize students for community development. 1. Online as well as offline Activities of NSS and DLLE were conducted. 2. Linkage with village Nandore was continued. 3. Programmes relating to environment consciousness were conducted online.	1. Online as well as offline Activities of NSS and DLLE were conducted. 2. Rural linkage with village Nandore was continued. 3. Programmes relating to environment consciousness were conducted online.
Computerisation of Administrative Activities 1.To improvise on the online admissions for students making it more robust and student friendly. 2.To enhance the computerisation in administration and work through online mode. 3. To train the admin staff in Excel and Tally.	1. Improvements in admission process were done. 2. Improvisation in computer applications was done.
Welfare Programmes for staff 1.To continue with the welfare schemes for staff during the	1.Welfare schemes were continued.

pandemic	
Functional Audits 1. To undertake the Functional Audits such as Gender Audit, Library Audit, Administrative Audit, Environment Audit, Green Audit post pandemic.	1.Academic & Administrative Audit & Library Audit was conducted.
Collaborations 1.To enhance the initiatives for Collaboration with outside Institutions for enhancing quality improvements in terms of academic, cocurricular and extracurricular activities.	1. An attempt for enhancement in collaboration was done but was affected by Covid conditions.
Infrastructure 1. To improve the Infrastructural facilities- physical as well as academic ambience 2.To ensure and provide for requisite maintenance of premises, computers and all tangible assets including equipment for safety measures	1. Wi-Fi connections were fitted in all classrooms. 2. The other movable and immovable assets were appropriately maintained.
Water Conservation 1.To consider the installation of Rain Water Harvesting system for water conservation. 2.Regular check up to prevent water wastage 3.Signage for water conversation in the premises	1.Rain water harvesting system was installed. 2.Check up for water wastage prevention was done. 3. Signage for water conversation in the premises was put up.
14.E- Waste 1. Create awareness among students with regards to E- waste 2. Continue with collection of e-waste and its proper disposal.	1.E-Waste collection box was re- installed after covid.
Knowledge Assimilation- 1.To organize the Online Seminars, Workshops & Webinars for enhancement of knowledge of students & teachers.	1. Online Seminars, Workshops & Webinars for enhancement of knowledge of students & teachers were conducted.
Divyangjan- 1. Create an environment for fostering equity	1.The Facilities for Divyangjan were maintained.

amongst students specially with Divyangjan 2. Provide facilities as required by Divyangjan from time to time.

Language Skills- 1. Offer various certificate program to students in various foreign languages and Sanskrit. 2. Continue with Spoken English course and language lab	1.Japanese language course was conducted.

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	21/01/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	19/01/2023

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(23-24), since the college is affiliated to University of Mumbai, the implementation of four year graduate program as per the guidleines 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. The process of regitration of ABC has begun for the academic year 22-23.

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 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 inititated The college propose 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, Programe 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 for all programs.

20.Distance education/online education:

The college encourages students to pursue ONLINE certificate courses offered through SWAYAM. The college has conducted 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	379

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	2839

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	439

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	873

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)	**127.17**
4.3 Total number of computers on campus for academic purposes	**124**

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

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

College Prospectus is displayed on the college website.

After discussions in Departmental meetings, Heads of Department in consultation with timetable committee and Principal finalize the Course-wise Workload, Subject Allocation and Timetable along with mentor-mentee sessions.

All the Faculty members prepare Teaching Plans. Theory, Practical and Tutorial classes are held according to the Timetable. Lectures were taken in Microsoft Teams for first half whereas for second half it was in hybrid mode. Mentor-Mentee sessions were conducted to address the issues of slow/advanced learners.

IQAC advised Teachers to participate and organize online and offline webinars, to 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,

Workshops, and present papers in national and international conferences. Learners present projects with ICT.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

To cover the syllabi, practical, project work and tutorials are conducted. During the orientation program of the First year, 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 were conducted as per the Examination Policy. All Examination Timetables are displayed on the website. All Online examinations were conducted using proctoring except M.Sc.I.T., M.Com., and Semester 2. The result were declared in stipulated time. Internal class tests, practical tests and project evaluations were conducted. The students of FY B.Com and SY B.Com /BMS/BAF/BBI/BFM/BMM, were asked to submit a project in Foundation course subject. Tutorial were compulsory for Mathematics/Statistics and Business Communication at FY level. Practical examinations were conducted for Computer Application in SY and TY BCOM. Third year students of undergraduate and second year students of post graduate self financing programmes prepare a 100 marks project.

Exam Policy Document : https://vivek-college.org/Uploads/VES/Examination%20Policy2.pdf

Academic Calendar : https://vivek-college.org/Uploads/VES/ACADEMIC%20CALENDAR%202021-22.pdf

Internal Meeting Minutes :https://vivek-college.org/Uploads/VES/1.1.2-Minutes_of_InternalExam_2021-22 (1).pdf

Internal Exam Timetable : https://vivek-college.org/ExamRules.html

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in **B. Any 3 of the above** **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

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	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

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)

9

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

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

339

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

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 by the University touch upon issues related to ethics, gender, environment and sustainability, human values etc.

All these are covered as topics to be taught with the Syllabus.

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

Gender:

Programs are conducted for Gender Sensitization. The WDC organizes 'Smart Girl' program to empower the girls.

Representation of Girl students on various activity committees demonstrates the practicing of gender equality in college functioning. Gender equity is reflected on the academics, extra-curricular activities and sports.

Human Values:

NSS takes up projects of Disaster Management. Youth Club of the college in collaboration with Swami Vivekananda Kendra, Kanyakumari promotes amongst the students values like tolerance, brotherhood and leadership qualities

Environment & Sustainability:

Quiz competition and poster making competition were conducted for awareness among students for

Environment protection. Saplings are exchanged on Green Valentines Day.

Professional Ethics:

Various documentaries/movies relating to professional ethics, business ethics, and moral values are screened.

Organization of co-curricular activities:

In order to address cross cutting issues, the themes / topics of the performing art events, elocution, essay writing debate, sketching, poster making, etc., were derived from the emerging challenging situation.

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	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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

1729

File Description	Documents
Any additional information	**No File Uploaded**
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/1.4.1.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/1.4.1.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

`1106`

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

`439`

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

`The learning levels of the students are identified at the entry-level by evaluating their performances at the 12th Standard`

Examination, at the time of their admission.

The students are ranked as per the percentage secured by them in their 12th grade. The top 20% of the students are identified as Advanced Learners, the lower 20% in the rank are identified as slow learners and the balance of students are categorized as moderate learners.

There is a structured mechanism of monitoring the progression of the identified students throughout their semester in the institution. The progression data of such students are made available to evaluate the effect of efforts taken by the faculties for the slow and advanced learners, which in turn enables them to restructure their subsequent efforts, to give better results.

For Advanced Learners

- Value-added certificate courses
- Promote students to present research papers
- Provide a platform for budding entrepreneurs
- Peer-to-peer teaching
- Language certificate course
- Promote the students to organize and manage various activities to enhance their leadership qualities.

For Slow Learners

- Counselling the students to understand their issues
- Motivate the students to participate in various activities and committees of the college
- Remedial Lectures
- Conduct Mentor Mentee sessions
- Language Lab Sessions

File Description	Documents
Paste link for additional information	https://vivek-college.org/Uploads/VES/2.2.11.pdf
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
2839	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 College provides an excellent platform to enhance the learning experience for the students. During the academic year 2021-22 hybrid mode was adopted for teaching and learning process. A conducive learning experience was provided to the students, the teachers used student-centric teaching methodology during their class sessions.

For experiential learning the institution conducted events like

- Prakurti Exhibition,
- Banker's Mela
- Short Term Course on Basics in Stock Market,
- Direct Marketing, etc.

For participatory learning the institution conducted programs like

- Building Emotional Intelligence
- Financial Literacy Awareness Programs
- Seminar on Intellectual Property Rights
- Career Opportunities in Banking and Civil Services
- Understanding of Indian Constitution, Entrepreneurship & Innovation and Environmental Consciousness.

To inculcate the problem solving methodologies/ skills in the students the following programs were conducted

- PPT competition in Innovative HR practices, Startup India, Social Advertising,
- Quiz competition on Gandhian Ideas on Indian Economy
- Chat show on Budget Sessions
- Online Activity to discuss the importance of Ozone Layer.

These workshop and seminars were conducted in a professional way in coordination with reputed institutes, involving professionals from IIT Mumbai, successful Start Up Entrepreneurs, renowned Psychiatrist, NGO's, experts from Corporates were invited to enrich the students' learning experiences

https://vivek-college.org/Committees.html

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	[https://vivek-college.org/Uploads/VES/2.3.1.pdf](#)

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

All teachers are well versed with the use of ICT tools to effectively impart the teaching learning process. All the classrooms are Wi-Fi enabled to support online teaching. All classrooms are well equipped with individual projectors to enhance the effectiveness of offline teaching. The faculties are well trained to use these tools effectively and efficiently. The institution has MS Teams and Zoom coupled with a collaborative whiteboard, PowerPoint presentation, audio-video aid, spreadsheets for solving accounting problems, etc., providing an effective means to meet the objectives of the teaching-learning process. Hybrid teaching mode was also used effectively during the transition period from online mode to offline mode of teaching, so as also to accommodate specific students attending online class due to their inability to join the offline class.

The institution has a well-equipped three-computer lab facility, audio-visual room, media room, and required software applications for the effective execution of teaching-learning process.

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

7

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

426

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 college internal assessment system is transparent and robust. The tentative examination schedule is communicated to the parents in PTA meetings and to the students in the Deeksharambh - student induction program. All exam-related timetables and notices are displayed on the college notice board, website and WhatsApp groups of the students.

The rules displayed in the College website can be viewed in different languages for a better understanding of exam rules by the parents. All the exams for the academic year were conducted smoothly through proctored online examination except for the Semester 2 for the UG program and Semester 4 for the PG program in March 2022 examination, which was conducted in the offline mode.

In case the students who were unable to appear for the internal or semester-end examinations on the scheduled date for genuine reasons, an additional examination was conducted, with the permission of the head of the institution.

After the assessment of the answer booklet, the course teacher discusses the question paper along with appropriate answers and marking scheme, of the internal examination with the learners to give them clarity on how to write the answers with confidence.

The results of all examinations were declared on time.

File Description	Documents
Any additional information	[View File]()
Link for additional information	[https://vivek-college.org/Uploads/VES/2.5.1.pdf]()

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

The examination department resolves the grievances, if any received, at the college level and University level.

After the declaration of the results, the notice for revaluation is forwarded in each class. The students with grievances are assisted by their mentor class teacher or the coordinator to comply with the revaluation procedure. Such students can apply for re-assessment and/or photocopy of the checked answer book. The revaluation procedure is followed and result is displayed and notified.

Students are given the opportunity to discuss any concerns or grievances

if they are not satisfied with the assessments of any course and finally,

they can apply for reassessment following the norms of the University.

An Unfair Means Inquiry Committee, which is independent of the Examination Committee, enquires into the cases of adoption of unfair means during the examination reported by the Examination Committee. The concerned student is granted an opportunity of being heard by the Inquiry Committee. A written statement is also obtained by the Inquiry Committee from the concerned student in order to ensure unbiased and fair conduct of the inquiry.

The grievances redressal mechanism with respect to examinations is efficient and all complaints are addressed with utmost integrity within the stipulated time.

File Description	Documents
Any additional information	View File
Link for additional information	https://vivek-college.org/Uploads/VES/2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

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

The programme outcome and course outcome for all courses are stated in the college website and prospectus. The Programme Outcome and the Course Outcome, its importance, are also explained and elaborated to the students in their orientation programme.

Course outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that students should possess and the depth of learning that is expected upon completion of a course.

HODs /Coordinators and faculties of respective programme regularly 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.

Outcomes. An extensive exercise is carried out, to structure and evaluate the attainment of PO & CO.

The attainment of the Programme outcome and Course Outcome is evaluated by taking feedback from faculty members on the courses in every Programme.

The desirable changes as per industry expectations are communicated to the University.

Students' performance at every semester starting from the entry level is recorded for analysis to monitor the progress of the learners till the end of their graduation.

The attainment of the Course outcome is done by mapping the average marks secured by all the learners in each course. The average marks in each course is mapped with the overall performance of the class in all the subjects for all the courses in total. Individual course attainment is mapped with the overall PO attainment.

The attainment of the PO is measured by mapping the final passing results of the students at the end of the semester. The average marks of the individual students is compared with the overall passing percentage of the college. The difference is identified and accordingly the efforts are taken for the overall improvement.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://vivek-college.org/Uploads/VES/2.6.2.pdf

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

873

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	https://vivek-college.org/Uploads/VES/2.6.3.pdf

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/2.7.11.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)

100000

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

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	<u>View File</u>

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

5

File Description	Documents
List of research projects and funding details (Data Template)	[View File]()
Any additional information	[View File]()
Supporting document from Funding Agency	[View File]()
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

The Institutionfacilitate creation and transfer of knowledge through collaboration of academic activities.

Aanvikshiki Research Cell & IQAC organized a National Level one-week online Workshop on "Research Methodology and Publications".

Sharing of knowledge by experts in the workshop fostered motivation for research work among the faculties.

The focus of this workshop was to familiarize the participants with stages of research methods, outcomes, impacts and the development of new approaches in the study for research. The commitment of the resource persons highlighted the opportunities that are available for positive actions and sharing of experience and expertise

The Effectiveness of the workshop resulted in Five Minor research projects undertaken by the faculties in collaboration with Mahindra Finance and Rural Housing Ltd who fostered the growth of research in our college There is acceptance of the need to underpin development with sound research projects.

MERAKI was established this academic year 2021-22 The functions of the E-Cell are identified as inculcation of innovative ideas, implementation of Ministry of Education, Institutions Innovation Council , initiating of startup culture and collaboration with innovators in our campus Our students were awarded second prize in National Entrepreneurship Challenge by IIT Bombay under the flagship event of E summit.

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

20

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

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)	<u>View File</u>
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

2

File Description	Documents
Any additional information	[View File]
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

2

File Description	Documents
Any additional information	[View File]
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

Extension Activities aims at enabling our student/volunteers to develop social responsibility and learning by doing. The college effectively runs National Service Scheme and DLLE. The college undertakes various extension activities in the neighbourhood community. NSS visited the adopted village Nandore. On the occasion of Chhatrapati Shivaji Maharaj's Coronation Day Shivswarajya din was celebrated, Every year the NSS unit assists the BMC (Brihanmumbai Municipal Corporation) P-South Ward in administering Pulse Polio Vaccine around the Goregaon locality. COVID-19 Vaccination Drive, a Blood Donation Drive in association with Meenatai Thackeray Blood Bank. To mark Azadi ka Amrit Mahotsav, Swachh Bharat Abhiyan, Project Reshining refurbished the NSS room, a road safety drive ,project 'Annadhanam' .NSS unit in collaboration with Yoga Niketan started Yoga sessions online during the pandemic and offline post lockdown. 'Project Ankur' volunteers were trained to plant saplings in the garden area, do regular watering and cleaning it on regular basis. Through this project, volunteers planted ayurvedic plants, and flowering plants within the college premises. A continuous project 'Project Aarush' was started in our college premises to mark

the importance of the ultimate Asana 'Suryanamaskar. NSS unit collaborated with Sahu Eye Care Hospital & IDF to organise regular Eye Check-up Camp. The students of our college actively participate in social service activities leading to their overall development.

File Description	Documents
Paste link for additional information	https://vivek-college.org/extention.html
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

5

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	[View File](#)

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

24

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

746

File Description	Documents
Report of the event	View File
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

7

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	[View File](#)
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.

The Institution has a constructed area of 34,790 square feet with infrastructure like classrooms, computer laboratories, language laboratory, lift and other essential facilities.

Classroom: There are 26 well-ventilated and well-lit classrooms, equipped with Wifi, CCTV Camera whiteboard, dais, tables, and chairs. 13 classrooms are equipped with fixed projectors, and the remaining with portable LCD projectors.

The Institution has total 137 computers out of 124 computers for the academic purposes.

Computer Laboratories:

There are three fully air-conditioned computer labs, with 78, i3 generation computers duly connected with LAN or Wi-fi. Further, all the computer labs have CCTV cameras and are loaded with required firewall protections.

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

Library:

The library has an area of 4500 Sq ft and can accommodate 200

students. It has a Resource Centre with 8 desktops internet, printer Wi-Fi facility and 4 CCTV cameras. The library is equipped with e-access to many databases through the college website and N-List facility. The compactor is installed for book storage, and magazine rack displays the latest periodicals.

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

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

Seminar Hall:

A seminar hall with 60 seats admeasuring 493 square feet, and well equipped with all audio – visual updated apparatus and internet connectivity.

https://photos.app.goo.gl/wQijH7Fqkb9E1ffr9

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.

The Institutionprovides facilities for both indoor-outdoor sports as well as cultural activities.

Gymkhana:

870 square feet, well-equipped boys' gymkhana is used by 80 to 100 boys per day. Separate yoga room is available for students.

https://photos.app.goo.gl/cH3WxyGAwWmUcq7T6

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

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

For Outdoor Games:

Grounds of Prabodhankar Krida Kendra, Ganesh Maidan and Ozone swimming pool are hired for outdoor games

Cultural Activities:

The activity area on the fourth floor, classrooms after the lectures, and the quadrangle area are used for cultural activities. An open terrace of appx 2000 and a covered terrace of appx 1000 square feet are used by students for different activities.

Yoga Centre:

Boy's Gymkhana also houses Yoga Centre.

NSS Room / Activity Room:

425 square feet of room and a computer is allocated for NSS activities.

Meraki Entrepreneurship Cell:

150 Square feet the Pre-incubation and Incubation center was established under 'Career Katta' an initiative of the MITSC in association with the Government of Maharashtra.

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.

27

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)	<u>View File</u>

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)

20.61

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

4.2 - Library as a Learning Resource

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

Library has a total 34,902 books including references, textbooks, and fiction. Subscribes to 102 periodicals and 15 Newspapers in 6 languages. The library subscribes to the N-list database to access e-books and e-journals. Library provides services like the Book Bank scheme, recommend books, earn while you learn, weekly quizzes on various topics, new arrivals display of books, and a list of new arrivals displayed on the notice board. I card scanner to record the library footfall of students. The syllabus is uploaded on the college website. The mobile app edusprint is used by students to know their circulation history and access the college catalogue. Web OPAC through the website to search the library books by title, author, or subject.

Name of ILMS software

Response: MICM Net Solution's Library Software

Nature of automation (fully or partially)

Response: Cataloguing, Circulation, Visitor's record, Serials control to manage periodicals, Reports generation, and OPAC to remotely access the catalogue is automated. Automated to the extent of 90%

Version

Response: Latest version of the software is upgraded as and when required

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	<u>View File</u>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

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)

6.55

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

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

364

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	<u>View File</u>

4.3 - IT Infrastructure

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

IQAC reviews the requirement of technological upgradation regularly and finally after review and authorization, the management executes the upgradation.

Computers & Software:

There are 124 computers for Academic purposes and 13 computers for administrative work and all are i3 or above generation and are loaded with licensed application software

Internet Connectivity and its Speed:

All college computers are having access to two high-speed internet connectivity of 300 MBPS.

WiFi Router:

45 WiFi routers are placed in the campus with GajShield firewall supports

LCD Projectors:

There are 25 LCD Projectors, 13 fitted in the classrooms 1 fitted in the auditorium, and 11 are portable projectors.

Smart Board:

The auditorium is equipped with Smart Board and an audio system.

Power Back up:

Lenovo and Dell server with UPS of 5 KVA with a standby backup battery to support the computers and printers.

CCTV Camera:

51 CCTV cameras had been installed.

Language Lab:

B. Com Lab is equipped with the required software and headphones

Microsoft Team:

Microsoft Team Id is provided to all faculties and students for online lectures, seminars workshops, etc.

College Website:

The website is updated daily

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

4.3.2 - Number of Computers

137

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. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

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)

77.36

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	View File
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 utilization of classrooms is ensured through the scheduling of lectures after thorough interaction between the coordinators

Effective utilization of the Computer Lab is ensured through scheduling and the Lab Assistant ensures proper maintenance of the lab.

ICT facilities are maintained and upgraded based on the review taken by the course Coordinators and IQAC team.

All the computers on the campus are configured, monitored, and maintained by separate IT Support staff appointed who takes care of all the hardware and software requirements on daily basis.

Have a fixed Carpenter, Plumber, Electrician, civil contractor, and gardener approved by the Management who is available as and when required.

Housekeeping and Security guards are outsourced to external agencies

Annual Maintenance Contract for Lift, Air Conditioners, Pest Control, Water Cooler, Computers, printers, CCTV, Software (Office & Library)

Library books are purchased based on recommendations from the students and teachers with due consideration of the need for the same. Access to online resources allowed all the students and teachers. Library Software is upgraded regularly.

Requirements of necessary sports materials and equipment are evaluated by the sports' in charge and purchased after approval.

Fire Extinguisher is placed on the campus and is checked and certified annually.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://vivek-college.org/Uploads/VES/Infrastructure%20Policy1.pdf

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

49

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

136

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	[https://vivek-college.org/Uploads/VES/5.1.3 Link.pdf](https://vivek-college.org/Uploads/VES/5.1.3Link.pdf)
Any additional information	[View File](#)
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

100

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

100

File Description	Documents
Any additional information	[View File](#)
Number of students benefited 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

118

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
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

301

File Description	Documents
Upload supporting data for student/alumni	View File
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	View File
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.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/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)

Students Council is the apex body which is formed every year as per the guidelines of the University of Mumbai. It has representatives of staff and students from various statutory committees like NSS,

NCC, Arts Circle, Sports & Gymkhana Committee, DLLE and academic toppers from all programmes.

1. Two students from Students' Council are included in order to represent student's interest in College Development Committee (CDC) & Internal Quality Assurance Cell (IQAC).
2. Organization of events such as Friendship Day, Saree & Tie Day, Traditional Day, Annual Prize Distribution (Academic, Extra-Curricular and Special Prizes) and Degree Distribution Ceremony, Farewell for final year students and Annual Day was done.
3. Students' Council of the college always work in coordination with various activity associations such as Green Club, Rotaract Club, and Youth Club etc. for the productive engagement of students in curricular and co-curricular activities of the college. The various activities range from environment conservation; youth empowerment and social awareness are conducted.
4. Orientation program for first year students "Diksharambh' was organized on 6th September 2021.

Teachers' Day celebration was done virtually through Zoom platform on 5th September 2021. A video compilation of songs, dances and poems was played by students.

File Description	Documents
Paste link for additional information	https://vivek-college.org/Uploads/VES/5.3.2 Report.pdf
Upload any additional information	View File

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

13

File Description	Documents
Report of the event	[View File]
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File]

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

Alumni Activities for the A.Y.2021-2022

1. **Virtual Alumni Meet was held on 7th November 2021 to discuss further activities for the second half of the A.Y. 2021-2022.**
2. **VAA organized Covid19-Vaccination Drive in association with BMC Health Department on 22nd & 27th January 2022, 820 students were vaccinated during the two days vaccination drive.**
3. **VAA organized a four days' workshop on "Basic Training in Stock Market" from 7th to 10 March 2022.The course was conducted by our proud Alumnus Mr. Bhavesh More.**
4. **On 15th December 2021, our Alumnus Ms. Sneha Hathi donated six executive chairs worth Rs. 30,000/-**
5. **Our Alumnus Dr. Narayan Iyer has donated 25 white boards of size 2ft.*3ft. for fixation in the college classrooms.**

VAA members regularly provide suggestions and feedbacks regarding the academic improvement of curriculum, quality enhancement & infrastructure for the development of the college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution strives to achieve excellence on par with and conglomerates its activities that persistently reflect the vision and mission.

We are committed to instill the values and ethics in the institutional governance reflected in the perspective plans drafted with the active involvement of the management members,the head of the institution, the IQAC, heads of the departments and the in-charges of the activity associations. College Development Committee and Internal Quality Assurance Cell spearhead the activities and ensures that the outcome of activities results in achievement of postulates stated in Vision & Mission Statements.

The institution firmly believes that the involvement of all stakeholders in governance would focus on working for the betterment of the institution and fine-tuning the institutional activities for the achievement of the institutional vision and mission.

In pursuit of the above achievement, the institution ensures that the heads of various departments and also teachers actively contribute to the governance of the institution.

For Vision & Mission Statements, see link given below:

- **https://vivek-college.org/about.html**

For the list of IQAC members see link given below:

- **https://vivek-college.org/Uploads/VES/IQAC%20Members%202021-22.pdf**

For the List of CDC Members see link given below :

- **https://vivek-college.org/Uploads/VES/CDC%20MEMBERS%202021-2022.pdf**

For dates of CDC and IQAC meetings see link given below

- **https://docs.google.com/spreadsheets/d/1LE_39FDDMf1D4HLzzcpjTSq7jMojljFbjw3C3sfm2hY/edit?usp=sharing**

File Description	Documents
Paste link for additional information	https://www.vivek-college.org/Uploads/VES/6.1.1 Table.pdf
Upload any additional information	View File

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

The institution practices decentralization and participative management to ensure transparency in keeping with its belief in collective leadership and democracy. The institution provides a platform to hone leadership skills and adopts participative management practices for realization of institutional goals.

The conduct of foundational activities is done through the active participation by all the stakeholders

1. **The Governing Body executes its functions through appropriate delegation and contributions by the Principal Departmental Heads teaching & non-teaching staff.**
2. **IQAC vitalizes the conduct of core function of academics viz. teaching, learning & performance evaluation.**
3. **The decentralization is done through segmenting academics into various subject wise / programme wise Departments.**

4. Co-Curricular & Extra-curricular activities like seminars, workshops, career counseling sessions, and inter-departmental

activities, were organized by departments in online as well as offline.

5. The challenges of online working were met successfully with the co-operation by all stakeholders.

6. All associations/committees including IQAC and CDC have student representatives.

For List of Activity Committees, please see following link:

https://vivek-college.org/Uploads/VES/List%20of%20Committee%202021-22-pages-deleted.pdf

(Activities of 2021-22 online-offline)

https://docs.google.com/spreadsheets/d/1dRLxTra3adoYc_iSB4Tok0TEfd1--OHBn5ocrdP8gxk/edit?usp=sharing

From Page no 64 of the PDF onwards for faculty in-charges and student representatives

https://vivek-college.org/Uploads/VES/Drishti%202021-224.pdf

File Description	Documents
Paste link for additional information	https://vivek-college.org/Uploads/VES/6.1.2 Additional doc.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute strategically plans to evolve within the purview of its vision and mission.

1. Microsoft teams – though challenging, the academic objectives were attempted constructively for the benefit of the learners
2. Remedial lectures were conducted for weak students.
3. Mentor-Mentee sessions were structured and taken online

4. The plan for cultural activities was promoted and students

participated actively in all the online competitions and workshops held by various committees and associations.

5. Online research activity for faculties in the form of a faculty development program was successfully organized by the Research Cell.

6. The infrastructure was improvised to cater to the Online mode of learning of students after the pandemic by installing access points.

7. To adhere to Covid norms, the admission, and office administrative services were made available online and a fully computerized facility supported the administrative staff for better services to stakeholders majorly students(learners).

8. The various functional audits as strategically planned was conducted duly prior to NAAC visit.

All the major growth activities mentioned in the perspective plan was strategically delivered to various stakeholders for the betterment of students and teachers in assimilating knowledge at large.

https://vivek-college.org/about.html#4

https://vivek-college.org/Uploads/VES/Perspective%20Plan%20for%202021-22.pdf

For Seminar and Workshops, see the link given below

https://vivek-college.org/Committees.html

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	Nil
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.

All the procedures and rules relating to the staff have been compiled into the policy manual of the Institute and are strictly adhered to. The organogram of the Institute describes the

decentralized structure of administration which is a cooperative effort of the Management, Principal, staff members, students, and other stakeholders in pursuit of the common objective.

The Principal conducts meetings with the entire staff members and student representatives to discuss the various needs at the departmental level. The administrative setup, appointment, and service rules are set up in accordance with the Rules and Regulations laid down by the University of Mumbai.

The academic and administrative audits were conducted by Principal Venkatramani as the chairperson and Principal Dr. Mrs. Parvathi Venkatesh as the member coordinator on 29th August 2021. Library audit was also conducted on 22nd September 2021.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.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	View File
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

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

and are continued diligently:

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 the achievement of Ph.D., M.Phil. & NET, SET or similar higher qualification. The non-teaching staff members are encouraged to upgrade their qualifications.

3. Medical services of one doctor is available on call.

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

31

File Description	Documents
Upload any additional information	<u>View File</u>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

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

02

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

31

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	View File
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 evaluates 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 done regularly for the advancement and improvement of the staff.

The feedback analysis of faculties is analyzed and updated to the teachers semester-wise and class-wise.

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

The Institution conducts regular internal and financial audits with the guidance and assistance of internal auditors and external auditors. The audited statements are duly verified by the management and the principal.

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)

3,00,000

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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

The Institution applies strategies for fund mobility obtained through various channels for providing scholarships to students and as well as support teachers in their Minor Research Projects. It is observed that there is optimal utilization of resources both infrastructure-wise and financially. The needs of the stakeholders are always kept ahead and strategic decisions are made and are ensured is carried by the Management , and the Principal of the Institution.

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

The two initiatives institutionalized by IQAC for quality assurance and processes include

1. **The automized working pattern was an effective initiative by IQAC. The complete automation in respect of Admission and Examination system was supported by IQAC. Students were facing enormous problems in filling up the admission forms, IQAC guided the teaching and non-teaching staff and tried to resolve the complications in admission procedures. Similarly, the system of preparation of question papers in the pattern of MCQ's was supported by the IQAC for bringing the variations and unpredictability in the question papers being set with the removal of the possibility of copying during the examination.**

2. **IQAC initiated to provide a better e-learning delivery mechanism to the learners in respect of Internet/network infrastructure. The need to install WI-FI access points for arranging a hybrid mode of lecture delivery from October 2021. The teacher-wise classrooms were allotted for conducted of the lectures in hybrid mode to minimize the wastage due to setting up time a for the teachers to have online delivery along with online lectures started from October 2021.**

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

IQAC plays the most significant role while reviewing the institution towards its operations related to the teaching and learning process. The quality initiatives post accreditation taken are as follows

1. **IQAC took the initiative for furtherance of Research activity among faculties and students through online as well as offline mode. Participation of teachers and students in Avishkar as well as the research workshop took place.**
2. **At the behest of the IQAC, the faculties conducted remedial lectures regularly.**

Due to online lectures having been conducted for a very long time, it was necessary to establish communication links more closely with the students using student centric approach. Teachers interacted with students with more caution and provided more guidance for academic issues through online lecture delivery.

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)

B. Any 3 of the above

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

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 due importance to promote gender equity through curricular and co-curricular activities. Students are sensitized to gender equity in classroom teaching.

College Women Development cell and other associations organize programs for gender sensitization like webinar on women and laws, survey on Menstrual Awareness, Smart Girl Program, Celebration of International and National Women's Day and research paper presentation on women issues. Certificate course on Women Studies was also organised.

Special Facilities for Women :

- **For safety, four security guards including women security guards are deputed at the main gate.**
- **CCTV cameras are installed at all places in the college**
- **College has a certified lady counselor to address the problems of the students and the staff.**

- **First year students are oriented at the beginning of the year with functioning ofimportant committees like Discipline, Anti-ragging, Internal Complaint Committee, Women Development Cell as well as facilities for girl students etc.**
- **College has separate common room with gymkhana facility for girls. 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 Gender Equity promotion Plan.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 Gender Equity promotion document.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 students reshined and reused the old tyres, carrom board and other things into a new and useful products. Old tyre was used to make teapoy. Carrom board was converted into a table in the canteen. In this event students learned the lesson of**

reusing the things instead of considering it a waste.
- Regular repair and maintenance of taps and water pipelines is carried to avoid leakage of water. Waste water from washroom and drinking water area is connected to BMC sewage system.
- Biomedical waste related to used sanitary napkins is disposed in the special sanitary disposing bin. The bio medical waste is then collected by outside agency.
- 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.
- Being predominantly commerce college, hazardous chemicals and radioactive waste management is not generated in college.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
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	No File Uploaded

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[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, is encompassing all stakeholders with cultural or region or language or socio economic or any other diversities. Students belonging to any socio economic, regional or cultural background are admitted and are provided with equal facilities and opportunities.

In pursuit of inclusive education, the economically backward students are provided various scholarship schemes from Government and NGOs. Book Bank scheme is provided to them so that they can avail regular syllabus books from the beginning of the term till exams.

https://vivek-college.org/Uploads/VES/5.1.2 OTHER SCHOLARSHIP.pdf

Camp was organised by the Yuva club, where they were taught to build positive relationships with adults and connect with rural communities.

Rotract Club held project Shines and Smiles where participants worked with less privileged children and taught them wall hangings and diya paintings for Diwali.

To revive old culture, Arts circle organsied workshop on traditional folk art of India, named Mandala Art and Gond Art.

Spirit of inclusiveness is practiced by NSS with its various social activities

Along with regional languages of India, teaching foreign languages is also included. Awareness was created on learning Sanskrit

language.

Students work together in all committees, irrespective of their language, community, or any other diversity.

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

Sensitization of students and employees of the institution towards constitutional obligation is carried out through various activities.

Celebration of Independence Day, Republic Day, Maharashtra day help to imbibe patriotism among staff and students.

Constitutional Rights, Duties, National Anthem and Vande Mataram is displayed on college walls along with teachings of Swami Vivekananda

Poster making and slogan writing competitions were conducted on the theme of fight for Independence and freedom movement.

Three days workshop was organised to train students on leadership, patriotism and create social, spiritual awareness

Webinar was conducted to explain the responsibility of citizens to reduce the use of plastic and promote the environment.

Students are made as responsible citizens through the conduct of activities wherein the message of 'Save environment- Restore Ecosystem' and ' Sustainable Energy Future of India-Energy Conservation' is spread.

Webinar was conducted on Attitude and Gratitude, explaining how to build gratitude muscles and key benefits of practicing gratitude.

Values are inculcated amongst the students and staff through various activities, like Saraswati Memorial lecture conducted on 12th January to mark the birth anniversary of Swami Vivekanand, where the speaker for the session was B.K Shivani. She spoke on the topic-'Is

Spirituality relevant today'

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	**Nil**

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

B. Any 3 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	<u>View File</u>
Any other relevant information	**No File Uploaded**

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

World Environment Day - 05.06.2021

Celebrated this day to promote awareness on environmental changes

and sustainability

Shivswarajya Din - 06.06.2021

Celebrated this day to commemorate and develop a sense of belongingness towards a magnificent personality of all times Chatrapati Shivaji Maharaj

Independence Day -15.08.2021

Celebrated this day to promote the success of our Independence

National Energy Conservation Day - 14.12.2021

Brought to light the importance of energy conservation and its positive impact on the society

National Youth Day - 12.01.2022

Enhanced our youth towards a better and a skilled living

Republic Day - 26.01.2022

Celebrated the republic power of our democratic nation

Makar Sankranti Celebration - 14.01.2021

Celebrated the festival of harvest

Shivaji Jayanti Utsav - 18.02.2021

Celebrated the birth anniversary of Chhatrapati Shivaji Maharaj

Marathi Rajbhasha Divas - 27.02.2022

Brought to light the rich literature of Marathi language

Green Valentine Day - 14.02.2022

Promoted love towards the environment in a greener and a healthier manner

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.

Best Practice-1

1.Title

Promotion of Research Activities

2.Objective

Inculcation and Development of Research values and Aptitude

3.The Context

It was considered necessary to shape up the innovative and creative skills of the students and staff for effective application of knowledge gained.

4.The Practice

Research Club-Aanvikshiki, organized seminars, webinars and workshops.

Utkarsh, Research Cell for students was functional.

University approved Research Centre was inaugurated in October 2021. Ph.D. (Commerce) Centre established under Research Administration and Promotion Cell of University.

Management and Mahindra Rural Housing Finance Ltd provided Grant of Rs. 1,00,000 each.

5.Evidence of Sccuess

4 faculty and 1student completed Minor Research Projects.

Several students presented papers in webinars and seminars.

Prof. Maya Hande secured 1st Rank and Mr. Gopinath Nadar, student, Secured 2nd Rank in Research Convention, University.

6.Problems Encountered and Resources Required

Space and Time constraints. 7.Notes

Needed more funds.

Best Practice-2

1.Title

Multiplicity of activities towards students' development.

2.Objective

Developing students for overcoming challenges

3.The Context

Need for Versatile personality development.

4.The Practice

Conducted Webinars, conferences, workshops on student centric themes of gender awareness, environmental concern, competitive exams, emotional intelligence, mental health etc.

5.Evidence of Sccuess

The success of the students in coming out from the shadows of the pandemic was admirable with our Folk-dance team being part of the cultural group 'Vande Bharatam' performing in the Republic Day Parade, Delhi on 26/01/2022.

6.Problems Encountered and Resources Required

The fear of getting infected by the coronavirus even after taking all precautions.

7.Notes

Overwhelming response by students, teachers

File Description	Documents
Best practices in the Institutional website	https://vivek-college.org/Uploads/VES/Best%20Practice%202021-22.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

OUTSTANDING PERFORMANCE OF ENTREPRENEURSHIP CELL (E- CELL)

With a vision to encourage students to start their own enterprise, the college has dedicated itself to nurture the potential of the students towards entrepreneurial instincts. Since formation of the ENTREPRENEURSHIP CELL (E- CELL) in the year 2018-19, workshops, guest lectures, mentoring activities were periodically arranged.

Under the Maharashtra Information Technology Support Centre (MITSC), the Pre-Incubation and Incubation Center, MERAKI, was inaugurated by President of MITSC on 20/12/2021,.

We are the first college in Maharashtra to commence 'Career Katta', a government initiative, in December 2021, to encourage our students to join the Indian civil services.

On 5th & 6th February, 2022, competing with science and technology colleges, our students won the 2nd prize, in India, in National Entrepreneurship Challenge (NEC) finals at IIT-Bombay (Powai)

College is affiliated with the Ministry of Education's Institution

Innovation Council 4.0 (IIC) and is in collaboration with PAN India and Deendayal Upadhyaya College which makes efforts to create an ecosystem of entrepreneurship.

Through the effective and consistent efforts, college has created an ecosystem to inspire, guide, direct and enable our emerging entrepreneurs to transform their dreams into reality.

Documents

E-CELL Report 2021-22

https://vivek-college.org/Uploads/VES/REPORT%20OF%20ENTREPRENEURSHIP%20CELL.pdf

MERAKI Report 2021-22

https://vivek-college.org/Uploads/VES/Meraki%20Report%202021-%2022.pdf

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

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

College Prospectus is displayed on the college website.

After discussions in Departmental meetings, Heads of Department in consultation with timetable committee and Principal finalize the Course-wise Workload, Subject Allocation and Timetable along with mentor-mentee sessions.

All the Faculty members prepare Teaching Plans. Theory, Practical and Tutorial classes are held according to the Timetable. Lectures were taken in Microsoft Teams for first half whereas for second half it was in hybrid mode. Mentor-Mentee sessions were conducted to address the issues of slow/advanced learners.

IQAC advised Teachers to participate and organize online and offline webinars, to 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, Workshops, and present papers in national and international conferences. Learners present projects with ICT.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	Nil

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

To cover the syllabi, practical, project work and tutorials are

conducted. During the orientation program of the First year, 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 were conducted as per the Examination Policy. All Examination Timetables are displayed on the website. All Online examinations were conducted using proctoring except M.Sc.I.T., M.Com., and Semester 2. The result were declared in stipulated time. Internal class tests, practical tests and project evaluations were conducted. The students of FY B.Com and SY B.Com /BMS/BAF/BBI/BFM/BMM, were asked to submit a project in Foundation course subject. Tutorial were compulsory for Mathematics/Statistics and Business Communication at FY level. Practical examinations were conducted for Computer Application in SY and TY BCOM. Third year students of undergraduate and second year students of post graduate self financing programmes prepare a 100 marks project.

Exam Policy Document : https://vivek-college.org/Uploads/VES/Examination%20Policy2.pdf

Academic Calendar : https://vivek-college.org/Uploads/VES/ACADEMIC%20CALENDAR%202021-22.pdf

Internal Meeting Minutes :https://vivek-college.org/Uploads/VES/1.1.2-Minutes_of_InternalExam_2021-22 (1).pdf

Internal Exam Timetable : https://vivek-college.org/ExamRules.html

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	B. Any 3 of the above

of 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	View File

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	View File
Institutional data in prescribed format (Data Template)	View File

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)

9

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

339

File Description	Documents
Any additional information	View File
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 by the University touch upon issues related to ethics, gender, environment and sustainability, human values etc.

All these are covered as topics to be taught with the Syllabus.

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

Gender:

Programs are conducted for Gender Sensitization. The WDC organizes 'Smart Girl' program to empower the girls.

Representation of Girl students on various activity committees demonstrates the practicing of gender equality in college functioning. Gender equity is reflected on the academics, extra-curricular activities and sports.

Human Values:

NSS takes up projects of Disaster Management. Youth Club of the college in collaboration with Swami Vivekananda Kendra, Kanyakumari promotes amongst the students values like tolerance, brotherhood and leadership qualities

Environment & Sustainability:

Quiz competition and poster making competition were conducted for awareness among students for

Environment protection. Saplings are exchanged on Green

Valentines Day.

Professional Ethics:

Various documentaries/movies relating to professional ethics, business ethics, and moral values are screened.

Organization of co-curricular activities:

In order to address cross cutting issues, the themes / topics of the performing art events, elocution, essay writing debate, sketching, poster making, etc., were derived from the emerging challenging situation.

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	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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

1729

File Description	Documents
Any additional information	**No File Uploaded**
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/1.4.1.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/1.4.1.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

1106

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

439

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

The learning levels of the students are identified at the entry-level by evaluating their performances at the 12th Standard Examination, at the time of their admission.

The students are ranked as per the percentage secured by them in their 12th grade. The top 20% of the students are identified as Advanced Learners, the lower 20% in the rank are identified as slow learners and the balance of students are categorized as moderate learners.

There is a structured mechanism of monitoring the progression of the identified students throughout their semester in the institution. The progression data of such students are made available to evaluate the effect of efforts taken by the faculties for the slow and advanced learners, which in turn enables them to restructure their subsequent efforts, to give better results.

For Advanced Learners

- **Value-added certificate courses**
- **Promote students to present research papers**
- **Provide a platform for budding entrepreneurs**
- **Peer-to-peer teaching**
- **Language certificate course**
- **Promote the students to organize and manage various activities to enhance their leadership qualities.**

For Slow Learners

- **Counselling the students to understand their issues**
- **Motivate the students to participate in various activities and committees of the college**
- **Remedial Lectures**
- **Conduct Mentor Mentee sessions**
- **Language Lab Sessions**

File Description	Documents
Paste link for additional information	https://vivek-college.org/Uploads/VES/2.2.11.pdf
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
2839	**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 College provides an excellent platform to enhance the learning experience for the students. During the academic year 2021-22 hybrid mode was adopted for teaching and learning process. A conducive learning experience was provided to the students, the teachers used student-centric teaching methodology during their class sessions.

For experiential learning the institution conducted events like

- **Prakurti Exhibition,**
- **Banker's Mela**
- **Short Term Course on Basics in Stock Market,**
- **Direct Marketing, etc.**

For participatory learning the institution conducted programs like

- **Building Emotional Intelligence**
- **Financial Literacy Awareness Programs**
- **Seminar on Intellectual Property Rights**
- **Career Opportunities in Banking and Civil Services**
- **Understanding of Indian Constitution, Entrepreneurship & Innovation and Environmental Consciousness.**

To inculcate the problem solving methodologies/ skills in the students the following programs were conducted

- **PPT competition in Innovative HR practices, Startup India, Social Advertising,**
- **Quiz competition on Gandhian Ideas on Indian Economy**
- **Chat show on Budget Sessions**
- **Online Activity to discuss the importance of Ozone Layer.**

These workshop and seminars were conducted in a professional way in coordination with reputed institutes, involving professionals from IIT Mumbai, successful Start Up Entrepreneurs, renowned Psychiatrist, NGO's, experts from Corporates were invited to enrich the students' learning experiences

https://vivek-college.org/Committees.html

File Description	Documents
Upload any additional information	View File
Link for additional information	https://vivek-college.org/Uploads/VES/2.3.1.pdf

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

All teachers are well versed with the use of ICT tools to effectively impart the teaching learning process. All the classrooms are Wi-Fi enabled to support online teaching. All classrooms are well equipped with individual projectors to enhance the effectiveness of offline teaching. The faculties are well trained to use these tools effectively and efficiently. The institution has MS Teams and Zoom coupled with a collaborative whiteboard, PowerPoint presentation, audio-video aid, spreadsheets for solving accounting problems, etc., providing an effective means to meet the objectives of the teaching-learning process. Hybrid teaching mode was also used effectively during the transition period from online mode to offline mode of teaching, so as also to accommodate specific students attending online class due to their inability to join the offline class.

The institution has a well-equipped three-computer lab facility, audio-visual room, media room, and required software applications for the effective execution of teaching-learning process.

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

7

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

426

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 college internal assessment system is transparent and robust. The tentative examination schedule is communicated to the parents in PTA meetings and to the students in the Deeksharambh - student induction program. All exam-related timetables and notices are displayed on the college notice board, website and WhatsApp groups of the students.

The rules displayed in the College website can be viewed in different languages for a better understanding of exam rules by the parents. All the exams for the academic year were conducted smoothly through proctored online examination except for the Semester 2 for the UG program and Semester 4 for the PG program in March 2022 examination, which was conducted in the offline mode.

In case the students who were unable to appear for the internal or semester-end examinations on the scheduled date for genuine reasons, an additional examination was conducted, with the permission of the head of the institution.

After the assessment of the answer booklet, the course teacher discusses the question paper along with appropriate answers and marking scheme, of the internal examination with the learners to give them clarity on how to write the answers with confidence.

The results of all examinations were declared on time.

File Description	Documents
Any additional information	View File
Link for additional information	https://vivek-college.org/Uploads/VES/2.5.1.pdf

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

The examination department resolves the grievances, if any received, at the college level and University level.

After the declaration of the results, the notice for revaluation is forwarded in each class. The students with grievances are assisted by their mentor class teacher or the coordinator to comply with the revaluation procedure. Such students can apply

for re-assessment and/or photocopy of the checked answer book. The revaluation procedure is followed and result is displayed and notified.

Students are given the opportunity to discuss any concerns or grievances

if they are not satisfied with the assessments of any course and finally,

they can apply for reassessment following the norms of the University.

An Unfair Means Inquiry Committee, which is independent of the Examination Committee, enquires into the cases of adoption of unfair means during the examination reported by the Examination Committee. The concerned student is granted an opportunity of being heard by the Inquiry Committee. A written statement is also obtained by the Inquiry Committee from the concerned student in order to ensure unbiased and fair conduct of the inquiry.

The grievances redressal mechanism with respect to examinations is efficient and all complaints are addressed with utmost integrity within the stipulated time.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://vivek-college.org/Uploads/VES/2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

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

The programme outcome and course outcome for all courses are stated in the college website and prospectus. The Programme Outcome and the Course Outcome, its importance, are also explained and elaborated to the students in their orientation programme.

Course outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that students should possess and the depth of learning that is

expected upon completion of a course.

HODs /Coordinators and faculties of respective programme regularly 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.

Outcomes. An extensive exercise is carried out, to structure and evaluate the attainment of PO & CO.

The attainment of the Programme outcome and Course Outcome is evaluated by taking feedback from faculty members on the courses in every Programme.

The desirable changes as per industry expectations are communicated to the University.

Students' performance at every semester starting from the entry level is recorded for analysis to monitor the progress of the learners till the end of their graduation.

The attainment of the Course outcome is done by mapping the average marks secured by all the learners in each course. The average marks in each course is mapped with the overall performance of the class in all the subjects for all the courses in total. Individual course attainment is mapped with the overall PO attainment.

The attainment of the PO is measured by mapping the final passing results of the students at the end of the semester. The average marks of the individual students is compared with the overall passing percentage of the college. The difference is identified and accordingly the efforts are taken for the overall improvement.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://vivek-college.org/Uploads/VES/2.6.2.pdf

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

873

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	https://vivek-college.org/Uploads/VES/2.6.3.pdf

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/2.7.11.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)

100000

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

5

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

The Institutionfacilitate creation and transfer of knowledge through collaboration of academic activities.

Aanvikshiki Research Cell & IQAC organized a National Level one-week online Workshop on "Research Methodology and Publications".

Sharing of knowledge by experts in the workshop fostered motivation for research work among the faculties.

The focus of this workshop was to familiarize the participants with stages of research methods, outcomes, impacts and the development of new approaches in the study for research. The commitment of the resource persons highlighted the opportunities that are available for positive actions and sharing of experience and expertise

The Effectiveness of the workshop resulted in Five Minor research projects undertaken by the faculties in collaboration with Mahindra Finance and Rural Housing Ltd who fostered the growth of research in our college There is acceptance of the need to underpin development with sound research projects.

MERAKI was established this academic year 2021-22 The functions of the E-Cell are identified as inculcation of innovative ideas, implementation of Ministry of Education, Institutions Innovation Council , initiating of startup culture and collaboration with innovators in our campus Our students were awarded second prize in National Entrepreneurship Challenge by IIT Bombay under the flagship event of E summit.

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

20

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

2

File Description	Documents
Any additional information	*View File*
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

2

File Description	Documents
Any additional information	View File
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

Extension Activities aims at enabling our student/volunteers to develop social responsibility and learning by doing. The college effectively runs National Service Scheme and DLLE. The college undertakes various extension activities in the neighbourhood community. NSS visited the adopted village Nandore. On the occasion of Chhatrapati Shivaji Maharaj's Coronation Day Shivswarajya din was celebrated, Every year the NSS unit assists the BMC (Brihanmumbai Municipal Corporation) P-South Ward in administering Pulse Polio Vaccine around the Goregaon locality. COVID-19 Vaccination Drive, a Blood Donation Drive in association with Meenatai Thackeray Blood Bank. To mark Azadi ka Amrit Mahotsav, Swachh Bharat Abhiyan, Project Reshining refurbished the NSS room, a road safety drive ,project 'Annadhanam' .NSS unit in collaboration with Yoga Niketan started Yoga sessions online during the pandemic and offline post lockdown. 'Project Ankur' volunteers were trained to plant saplings in the garden area, do regular watering and cleaning it on regular basis. Through this project, volunteers planted ayurvedic plants, and flowering plants within the college premises. A continuous project 'Project Aarush' was started in our college premises to mark the importance of the ultimate Asana 'Suryanamaskar. NSS unit collaborated with Sahu Eye Care Hospital & IDF to organise regular Eye Check-up Camp. The students of our college actively participate in social service activities leading to their overall development.

File Description	Documents
Paste link for additional information	https://vivek-college.org/extention.html
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

5

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	View File

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

24

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

746

File Description	Documents
Report of the event	View File
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

7

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

The Institution has a constructed area of 34,790 square feet with infrastructure like classrooms, computer laboratories, language laboratory, lift and other essential facilities.

Classroom: There are 26 well-ventilated and well-lit classrooms, equipped with Wifi, CCTV Camera whiteboard, dais, tables, and chairs. 13 classrooms are equipped with fixed projectors, and the remaining with portable LCD projectors.

The Institution has total 137 computers out of 124 computers for the academic purposes.

Computer Laboratories:

There are three fully air-conditioned computer labs, with 78, i3 generation computers duly connected with LAN or Wi-fi. Further, all the computer labs have CCTV cameras and are loaded with required firewall protections.

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

Library:

The library has an area of 4500 Sq ft and can accommodate 200 students. It has a Resource Centre with 8 desktops internet, printer Wi-Fi facility and 4 CCTV cameras. The library is equipped with e-access to many databases through the college website and N-List facility. The compactor is installed for book storage, and magazine rack displays the latest periodicals.

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

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

Seminar Hall:

A seminar hall with 60 seats admeasuring 493 square feet, and well equipped with all audio – visual updated apparatus and internet connectivity.

https://photos.app.goo.gl/wQijH7Fqkb9E1ffr9

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.

The Institutionprovides facilities for both indoor-outdoor sports as well as cultural activities.

Gymkhana:

870 square feet, well-equipped boys' gymkhana is used by 80 to 100 boys per day. Separate yoga room is available for students.

https://photos.app.goo.gl/cH3WxyGAwWmUcq7T6

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

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

For Outdoor Games:

Grounds of Prabodhankar Krida Kendra, Ganesh Maidan and Ozone swimming pool are hired for outdoor games

Cultural Activities:

The activity area on the fourth floor, classrooms after the lectures, and the quadrangle area are used for cultural activities. An open terrace of appx 2000 and a covered terrace of appx 1000 square feet are used by students for different activities.

Yoga Centre:

Boy's Gymkhana also houses Yoga Centre.

NSS Room / Activity Room:

425 square feet of room and a computer is allocated for NSS activities.

Meraki Entrepreneurship Cell:

150 Square feet the Pre-incubation and Incubation center was established under 'Career Katta' an initiative of the MITSC in association with the Government of Maharashtra.

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.

27

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)	<u>View File</u>

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)

20.61

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
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)

Library has a total 34,902 books including references, textbooks, and fiction. Subscribes to 102 periodicals and 15 Newspapers in 6 languages. The library subscribes to the N-list database to access e-books and e-journals. Library provides services like the Book Bank scheme, recommend books, earn while you learn, weekly quizzes on various topics, new arrivals display of books, and a list of new arrivals displayed on the notice board. I card scanner to record the library footfall of students. The syllabus is uploaded on the college website. The mobile app edusprint is used by students to know their circulation history and access the college catalogue. Web OPAC through the website to search the library books by title, author, or subject.

Name of ILMS software

Response: MICM Net Solution's Library Software

Nature of automation (fully or partially)

Response: Cataloguing, Circulation, Visitor's record, Serials control to manage periodicals, Reports generation, and OPAC to remotely access the catalogue is automated. Automated to the extent of 90%

Version

Response: Latest version of the software is upgraded as and when required

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)	**No File Uploaded**

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)

6.55

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
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

364

File Description	Documents
Any additional information	**No File Uploaded**
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

IQAC reviews the requirement of technological upgradation regularly and finally after review and authorization, the management executes the upgradation.

Computers & Software:

There are 124 computers for Academic purposes and 13 computers for administrative work and all are i3 or above generation and are loaded with licensed application software

Internet Connectivity and its Speed:

All college computers are having access to two high-speed internet connectivity of 300 MBPS.

WiFi Router:

45 WiFi routers are placed in the campus with GajShield firewall supports

LCD Projectors:

There are 25 LCD Projectors, 13 fitted in the classrooms 1 fitted in the auditorium, and 11 are portable projectors.

Smart Board:

The auditorium is equipped with Smart Board and an audio system.

Power Back up:

Lenovo and Dell server with UPS of 5 KVA with a standby backup battery to support the computers and printers.

CCTV Camera:

51 CCTV cameras had been installed.

Language Lab:

B. Com Lab is equipped with the required software and headphones

Microsoft Team:

Microsoft Team Id is provided to all faculties and students for online lectures, seminars workshops, etc.

College Website:

The website is updated daily

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

4.3.2 - Number of Computers

137

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. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

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)

77.36

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

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 utilization of classrooms is ensured through the scheduling of lectures after thorough interaction between the coordinators

Effective utilization of the Computer Lab is ensured through scheduling and the Lab Assistant ensures proper maintenance of the lab.

ICT facilities are maintained and upgraded based on the review taken by the course Coordinators and IQAC team.

All the computers on the campus are configured, monitored, and maintained by separate IT Support staff appointed who takes care of all the hardware and software requirements on daily basis.

Have a fixed Carpenter, Plumber, Electrician, civil contractor, and gardener approved by the Management who is available as and when required.

Housekeeping and Security guards are outsourced to external agencies

Annual Maintenance Contract for Lift, Air Conditioners, Pest Control, Water Cooler, Computers, printers, CCTV, Software (Office & Library)

Library books are purchased based on recommendations from the students and teachers with due consideration of the need for the

same. **Access to online resources allowed all the students and teachers. Library Software is upgraded regularly.**

Requirements of necessary sports materials and equipment are evaluated by the sports' in charge and purchased after approval.

Fire Extinguisher is placed on the campus and is checked and certified annually.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://vivek-college.org/Uploads/VES/Infrastructure%20Policy1.pdf

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

49

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

136

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	**A. All of the above**

File Description	Documents
Link to Institutional website	https://vivek-college.org/Uploads/VES/5.1.3 Link.pdf
Any additional information	View File
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

100

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

100

File Description	Documents
Any additional information	View File
Number of students benefited 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

118

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
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

301

File Description	Documents
Upload supporting data for student/alumni	View File
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	View File
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.

1

File Description	Documents
e-copies of award letters and certificates	View File
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)

Students Council is the apex body which is formed every year as per the guidelines of the University of Mumbai. It has representatives of staff and students from various statutory committees like NSS, NCC, Arts Circle, Sports & Gymkhana Committee, DLLE and academic toppers from all programmes.

1. Two students from Students' Council are included in order to represent student's interest in College Development Committee (CDC) & Internal Quality Assurance Cell (IQAC).
2. Organization of events such as Friendship Day, Saree & Tie Day, Traditional Day, Annual Prize Distribution (Academic, Extra-Curricular and Special Prizes) and Degree Distribution Ceremony, Farewell for final year students and Annual Day was done.
3. Students' Council of the college always work in coordination with various activity associations such as Green Club, Rotaract Club, and Youth Club etc. for the productive engagement of students in curricular and co-curricular activities of the college. The various activities range from environment conservation; youth empowerment and social awareness are conducted.
4. Orientation program for first year students "Diksharambh' was organized on 6th September 2021.

Teachers' Day celebration was done virtually through Zoom platform on 5th September 2021. A video compilation of songs, dances and poems was played by students.

File Description	Documents
Paste link for additional information	https://vivek-college.org/Uploads/VES/5.3.2 Report.pdf
Upload any additional information	View File

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

13

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

Alumni Activities for the A.Y.2021-2022

   1. Virtual Alumni Meet was held on 7th November 2021 to

discuss further activities for the second half of the A.Y. 2021-2022.

2. VAA organized Covid19-Vaccination Drive in association with BMC Health Department on 22nd & 27th January 2022, 820 students were vaccinated during the two days vaccination drive.

3. VAA organized a four days' workshop on "Basic Training in Stock Market" from 7th to 10 March 2022.The course was conducted by our proud Alumnus Mr. Bhavesh More.

4. On 15th December 2021, our Alumnus Ms. Sneha Hathi donated six executive chairs worth Rs. 30,000/-

5. Our Alumnus Dr. Narayan Iyer has donated 25 white boards of size 2ft.*3ft. for fixation in the college classrooms.

VAA members regularly provide suggestions and feedbacks regarding the academic improvement of curriculum, quality enhancement & infrastructure for the development of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution strives to achieve excellence on par with and conglomerates its activities that persistently reflect the vision and mission.

We are committed to instill the values and ethics in the institutional governance reflected in the perspective plans drafted with the active involvement of the management members,the head of the institution, the IQAC, heads of the departments and

the in-charges of the activity associations. College Development
Committee and Internal Quality Assurance Cell spearhead the
activities and ensures that the outcome of activities results in
achievement of postulates stated in Vision & Mission Statements.

The institution firmly believes that the involvement of all
stakeholders in governance would focus on working for the
betterment of the institution and fine-tuning the institutional
activities for the achievement of the institutional vision and
mission.

In pursuit of the above achievement, the institution ensures that
the heads of various departments and also teachers actively
contribute to the governance of the institution.

For Vision & Mission Statements, see link given below:

- https://vivek-college.org/about.html

For the list of IQAC members see link given below:

- https://vivek-college.org/Uploads/VES/IQAC%20Members%202021-22.pdf

For the List of CDC Members see link given below :

- https://vivek-college.org/Uploads/VES/CDC%20MEMBERS%202021-2022.pdf

For dates of CDC and IQAC meetings see link given below

- https://docs.google.com/spreadsheets/d/1LE_39FDDMf1D4HLzzcpjTSq7jMojljFbjw3C3sfm2hY/edit?usp=sharing

File Description	Documents
Paste link for additional information	https://www.vivek-college.org/Uploads/VES/6.1.1 Table.pdf
Upload any additional information	View File

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

The institution practices decentralization and participative

management to ensure transparency in keeping with its belief in collective leadership and democracy. The institution provides a platform to hone leadership skills and adopts participative management practices for realization of institutional goals.

The conduct of foundational activities is done through the active participation by all the stakeholders

1. The Governing Body executes its functions through appropriate delegation and contributions by the Principal Departmental Heads teaching & non-teaching staff.
2. IQAC vitalizes the conduct of core function of academics viz. teaching, learning & performance evaluation.
3. The decentralization is done through segmenting academics into various subject wise / programme wise Departments.

4. Co-Curricular & Extra-curricular activities like seminars, workshops, career counseling sessions, and inter-departmental activities, were organized by departments in online as well as offline.

5. The challenges of online working were met successfully with the co-operation by all stakeholders.

6. All associations/committees including IQAC and CDC have student representatives.

For List of Activity Committees, please see following link:

https://vivek-college.org/Uploads/VES/List%20of%20Committee%202021-22-pages-deleted.pdf

(Activities of 2021-22 online-offline)

https://docs.google.com/spreadsheets/d/1dRLxTra3adoYc_iSB4Tok0TEfd1--OHBn5ocrdP8gxk/edit?usp=sharing

From Page no 64 of the PDF onwards for faculty in-charges and student representatives

https://vivek-college.org/Uploads/VES/Drishti%202021-224.pdf

File Description	Documents
Paste link for additional information	https://vivek-college.org/Uploads/VES/6.1.2 Additional doc.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institute strategically plans to evolve within the purview of its vision and mission.

1. Microsoft teams – though challenging, the academic objectives were attempted constructively for the benefit of the learners
2. Remedial lectures were conducted for weak students.
3. Mentor-Mentee sessions were structured and taken online

4. The plan for cultural activities was promoted and students participated actively in all the online competitions and workshops held by various committees and associations.

5. Online research activity for faculties in the form of a faculty development program was successfully organized by the Research Cell.

6. The infrastructure was improvised to cater to the Online mode of learning of students after the pandemic by installing access points.

7. To adhere to Covid norms, the admission, and office administrative services were made available online and a fully computerized facility supported the administrative staff for better services to stakeholders majorly students(learners).

8. The various functional audits as strategically planned was conducted duly prior to NAAC visit.

All the major growth activities mentioned in the perspective plan was strategically delivered to various stakeholders for the betterment of students and teachers in assimilating knowledge at large.

https://vivek-college.org/about.html#4

https://vivek-college.org/Uploads/VES/Perspective%20Plan%20for%202021-22.pdf

For Seminar and Workshops, see the link given below

https://vivek-college.org/Committees.html

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	**Nil**
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.

All the procedures and rules relating to the staff have been compiled into the policy manual of the Institute and are strictly adhered to. The organogram of the Institute describes the decentralized structure of administration which is a cooperative effort of the Management, Principal, staff members, students, and other stakeholders in pursuit of the common objective.

The Principal conducts meetings with the entire staff members and student representatives to discuss the various needs at the departmental level. The administrative setup, appointment, and service rules are set up in accordance with the Rules and Regulations laid down by the University of Mumbai.

The academic and administrative audits were conducted by Principal Venkatramani as the chairperson and Principal Dr. Mrs. Parvathi Venkatesh as the member coordinator on 29th August 2021. Library audit was also conducted on 22nd September 2021.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	https://www.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	View File
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

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

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 the achievement of Ph.D., M.Phil. & NET, SET or similar higher qualification. The non-teaching staff members are encouraged to upgrade their qualifications.

3. Medical services of one doctor is available on call.

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

31

File Description	Documents
Upload any additional information	View File
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

02

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

31

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	[View File](#)
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 evaluates 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 done regularly for the advancement and improvement of the staff.

The feedback analysis of faculties is analyzed and updated to the teachers semester-wise and class-wise.

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

The Institution conducts regular internal and financial audits with the guidance and assistance of internal auditors and external auditors. The audited statements are duly verified by the management and the principal.

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)

3,00,000

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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

The Institution applies strategies for fund mobility obtained through various channels for providing scholarships to students and as well as support teachers in their Minor Research Projects. It is observed that there is optimal utilization of resources both infrastructure-wise and financially. The needs of the stakeholders are always kept ahead and strategic decisions are made and are ensured is carried by the Management , and the Principal of the Institution.

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

The two initiatives institutionalized by IQAC for quality assurance and processes include

1. **The automized working pattern was an effective initiative by IQAC. The complete automation in respect of Admission and Examination system was supported by IQAC. Students were facing enormous problems in filling up the admission forms, IQAC guided the teaching and non-teaching staff and tried to resolve the complications in admission procedures. Similarly, the system of preparation of question papers in the pattern of MCQ's was supported by the IQAC for bringing the variations and unpredictability in the question papers being set with the removal of the possibility of copying**

during the examination.

2. IQAC initiated to provide a better e-learning delivery mechanism to the learners in respect of Internet/network infrastructure. The need to install WI-FI access points for arranging a hybrid mode of lecture delivery from October 2021. The teacher-wise classrooms were allotted for conducted of the lectures in hybrid mode to minimize the wastage due to setting up time a for the teachers to have online delivery along with online lectures started from October 2021.

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

IQAC plays the most significant role while reviewing the institution towards its operations related to the teaching and learning process. The quality initiatives post accreditation taken are as follows

1. IQAC took the initiative for furtherance of Research activity among faculties and students through online as well as offline mode. Participation of teachers and students in Avishkar as well as the research workshop took place.

2. At the behest of the IQAC, the faculties conducted remedial lectures regularly.

Due to online lectures having been conducted for a very long time, it was necessary to establish communication links more closely with the students using student centric approach. Teachers interacted with students with more caution and provided more guidance for academic issues through online lecture delivery.

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)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	[View File](#)
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 due importance to promote gender equity through curricular and co-curricular activities. Students are sensitized to gender equity in classroom teaching.

College Women Development cell and other associations organize programs for gender sensitization like webinar on women and laws, survey on Menstrual Awareness, Smart Girl Program, Celebration of International and National Women's Day and research paper presentation on women issues. Certificate course on Women Studies was also organised.

Special Facilities for Women :

- **For safety, four security guards including women security guards are deputed at the main gate.**
- **CCTV cameras are installed at all places in the college**
- **College has a certified lady counselor to address the problems of the students and the staff.**
- **First year students are oriented at the beginning of the year with functioning ofimportant committees like Discipline, Anti-ragging, Internal Complaint Committee, Women Development Cell as well as facilities for girl students etc.**
- **College has separate common room with gymkhana facility for girls. 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 Gender Equity promotion Plan.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 Gender Equity promotion document.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 students reshined and reused the old tyres, carrom board and other things into a new and useful products. Old tyre was used to make teapoy. Carrom board was converted into a table in the canteen. In this event students learned the lesson of reusing the things instead of considering it a waste.**
- **Regular repair and maintenance of taps and water pipelines is carried to avoid leakage of water. Waste water from washroom and drinking water area is connected to BMC sewage system.**
- **Biomedical waste related to used sanitary napkins is disposed in the special sanitary disposing bin. The bio medical waste is then collected by outside agency.**
- **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.**
- **Being predominantly commerce college, hazardous chemicals and radioactive waste management is not generated in college.**

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	**No File Uploaded**
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	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	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	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	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	A. Any 4 or all of the above

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	

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, is encompassing all stakeholders with cultural or region or language or socio economic or any other diversities. Students belonging to any socio economic, regional or cultural background are admitted and are provided with equal facilities and opportunities.

In pursuit of inclusive education, the economically backward students are provided various scholarship schemes from Government and NGOs. Book Bank scheme is provided to them so that they can avail regular syllabus books from the beginning of the term till exams.

https://vivek-college.org/Uploads/VES/5.1.2 OTHER SCHOLARSHIP.pdf

Camp was organised by the Yuva club, where they were taught to build positive relationships with adults and connect with rural communities.

Rotract Club held project Shines and Smiles where participants worked with less privileged children and taught them wall

hangings and diya paintings for Diwali.

To revive old culture, Arts circle organsied workshop on traditional folk art of India, named Mandala Art and Gond Art.

Spirit of inclusiveness is practiced by NSS with its various social activities

Along with regional languages of India, teaching foreign languages is also included. Awareness was created on learning Sanskrit language.

Students work together in all committees, irrespective of their language, community, or any other diversity.

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

Sensitization of students and employees of the institution towards constitutional obligation is carried out through various activities.

Celebration of Independence Day, Republic Day, Maharashtra day help to imbibe patriotism among staff and students.

Constitutional Rights, Duties, National Anthem and Vande Mataram is displayed on college walls along with teachings of Swami Vivekananda

Poster making and slogan writing competitions were conducted on the theme of fight for Independence and freedom movement.

Three days workshop was organised to train students on leadership, patriotism and create social, spiritual awareness

Webinar was conducted to explain the responsibility of citizens to reduce the use of plastic and promote the environment.

Students are made as responsible citizens through the conduct of activities wherein the message of 'Save environment- Restore Ecosystem' and ' Sustainable Energy Future of India-Energy Conservation' is spread.

Webinar was conducted on Attitude and Gratitude, explaining how to build gratitude muscles and key benefits of practicing gratitude.

Values are inculcated amongst the students and staff through various activities, like Saraswati Memorial lecture conducted on 12th January to mark the birth anniversary of Swami Vivekanand, where the speaker for the session was B.K Shivani. She spoke on the topic-'Is Spirituality relevant today'

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

| 7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,   teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized | B. Any 3 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	**No File Uploaded**

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

World Environment Day - 05.06.2021

Celebrated this day to promote awareness on environmental changes and sustainability

Shivswarajya Din - 06.06.2021

Celebrated this day to commemorate and develop a sense of belongingness towards a magnificent personality of all times Chatrapati Shivaji Maharaj

Independence Day -15.08.2021

Celebrated this day to promote the success of our Independence

National Energy Conservation Day - 14.12.2021

Brought to light the importance of energy conservation and its positive impact on the society

National Youth Day - 12.01.2022

Enhanced our youth towards a better and a skilled living

Republic Day - 26.01.2022

Celebrated the republic power of our democratic nation

Makar Sankranti Celebration - 14.01.2021

Celebrated the festival of harvest

Shivaji Jayanti Utsav - 18.02.2021

Celebrated the birth anniversary of Chhatrapati Shivaji Maharaj

Marathi Rajbhasha Divas - 27.02.2022

Brought to light the rich literature of Marathi language

Green Valentine Day - 14.02.2022

Promoted love towards the environment in a greener and a healthier manner

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.

Best Practice-1

1.Title

Promotion of Research Activities

2.Objective

Inculcation and Development of Research values and Aptitude

3.The Context

It was considered necessary to shape up the innovative and creative skills of the students and staff for effective application of knowledge gained.

4.The Practice

Research Club-Aanvikshiki, organized seminars, webinars and workshops.

Utkarsh, Research Cell for students was functional.

University approved Research Centre was inaugurated in October 2021. Ph.D. (Commerce) Centre established under Research Administration and Promotion Cell of University.

Management and Mahindra Rural Housing Finance Ltd provided Grant of Rs. 1,00,000 each.

5.Evidence of Sccuess

4 faculty and 1student completed Minor Research Projects.

Several students presented papers in webinars and seminars.

Prof. Maya Hande secured 1st Rank and Mr. Gopinath Nadar, student, Secured 2nd Rank in Research Convention, University.

6.Problems Encountered and Resources Required

Space and Time constraints. 7.Notes

Needed more funds.

Best Practice-2

1.Title

Multiplicity of activities towards students' development.

2.Objective

Developing students for overcoming challenges

3.The Context

Need for Versatile personality development.

4.The Practice

Conducted Webinars, conferences, workshops on student centric themes of gender awareness, environmental concern, competitive exams, emotional intelligence, mental health etc.

5.Evidence of Sccuess

The success of the students in coming out from the shadows of the pandemic was admirable with our Folk-dance team being part of the cultural group 'Vande Bharatam' performing in the Republic Day Parade, Delhi on 26/01/2022.

6.Problems Encountered and Resources Required

The fear of getting infected by the coronavirus even after taking all precautions.

7.Notes

Overwhelming response by students, teachers

File Description	Documents
Best practices in the Institutional website	https://vivek-college.org/Uploads/VES/Best%20Practice%202021-22.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

OUTSTANDING PERFORMANCE OF ENTREPRENEURSHIP CELL (E- CELL)

With a vision to encourage students to start their own enterprise, the college has dedicated itself to nurture the potential of the students towards entrepreneurial instincts. Since formation of the ENTREPRENEURSHIP CELL (E- CELL) in the year 2018-19, workshops, guest lectures, mentoring activities were periodically arranged.

Under the Maharashtra Information Technology Support Centre (MITSC), the Pre-Incubation and Incubation Center, MERAKI, was inaugurated by President of MITSC on 20/12/2021,.

We are the first college in Maharashtra to commence 'Career Katta', a government initiative, in December 2021, to encourage our students to join the Indian civil services.

On 5th & 6th February, 2022, competing with science and technology colleges, our students won the 2nd prize, in India, in National Entrepreneurship Challenge (NEC) finals at IIT-Bombay (Powai)

College is affiliated with the Ministry of Education's Institution Innovation Council 4.0 (IIC) and is in collaboration with PAN India and Deendayal Upadhyaya College which makes efforts to create an ecosystem of entrepreneurship.

Through the effective and consistent efforts, college has created an ecosystem to inspire, guide, direct and enable our emerging entrepreneurs to transform their dreams into reality.

Documents

E-CELL Report 2021-22

https://vivek-college.org/Uploads/VES/REPORT%20OF%20ENTREPRENEURSHIP%20CELL.pdf

MERAKI Report 2021-22

https://vivek-

`college.org/Uploads/VES/Meraki%20Report%202021-%2022.pdf`

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

- **To focus on weak students as well as advanced students for improving Academic Results**

- **To encourage the students for taking up the skill enhancement courses & participate in SWAYAM & MOOC courses**

- **To encourage students to participate in extra-curricular activities for the overall development.**

- **To provide opportunities for better coaching of students in sports and games.**

- **To organize workshops/seminars**
- **To encourage faculties to undertake research projects & complete Ph.D**

- **To organize more Career Guidance & placement activities for students**

- **To continue with our diverse social outreach & extension program through NSS, DLLE, Yuva Club, Rotaract Club, Value Education, Life Skills, and Women Development Cell.**

- **To focus on programs of environmental protection and to maintain the sustainability of the campus.**

- **To enhance the welfare schemes for staff**

- **To improve the infrastructure and IT facilities**

- **To enhance the initiatives for MOU/Collaboration with outside institutions for various academic & research objectives**

- **To proceed with ISO - 21000 Certification**

- ○ **To encourage faculties to participate in various workshops and seminars for the effective implementation of NEP 2020**