



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	M V MANDALI'S COLLEGES OF COMMERCE AND SCIENCE
Name of the head of the Institution	Dr. GOPAL KALKOTI
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02249619817
Mobile no.	9322265215
Registered Email	gopal.kalkoti@mvmeducation.com
Alternate Email	degree@mvmeducation.com
Address	Mogaveera Bhavan, MVM Educational Campus Road, Off Veera Desai Road, Andheri (W), Mumbai, Maharashtra 400058
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400058
2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	private
Name of the IQAC co-ordinator/Director	Ms. Seema Rawat
Phone no/Alternate Phone no.	02249619818
Mobile no.	9892525272
Registered Email	seema.rawat@mvmeducation.com
Alternate Email	degree@mvmeducation.com
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.mvmeducation.com/degreeCollege/aqar/
4. Whether Academic Calendar prepared	Yes

during the year	
if yes, whether it is uploaded in the institutional website: Weblink :	http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/Academic-Calender-2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.98	2019	01-Apr-2019	31-Mar-2024

6. Date of Establishment of IQAC 09-Feb-2016

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Personality Development Workshop titled	23-Jun-2018 1	72
Meditation Session for faculty members in association with Heartfulness	18-Jul-2018 3	18
Faculty Development Programme titled	26-Jul-2018 1	18
Faculty Training Session on	28-Jul-2018 2	18
Orientation Programme and Parents Meet	30-Jul-2018 1	492
First IQAC Meeting	30-Aug-2018 1	9
Bridge Courses	18-Sep-2018 7	30
Alumni Meet	29-Sep-2018 1	210
Research Project Presentation at Reliance Metro Pvt.Ltd.	06-Oct-2018 1	24
Orientation Programme on Skill Development Courses in association with ICICI Bank	10-Oct-2018 2	320

L::asset('/', 'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'. \$instdata->upload_special_status)}}}

[View Uploaded File](#)

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Ms. Seema Rawat	Minor Research Project	University of Mumbai	2018 365	30000

Mr. Manojkumar Shah	Minor Research Project	University of Mumbai	2018 365	20000
Ms. Manisha Shinde	Minor Research Project	University of Mumbai	2018 365	20000
Mr. Darshan Pagar	Minor Research Project	University of Mumbai	2018 365	20000

[View Uploaded File](#)

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

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

No

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

o Formation of Students Departmental Clubs for their benefit. o Submission and Approval of Minor Research Proposal of Faculty members. o Formation of Students Quality circle. o Training Programmes and workshops for faculty development. o Internship Placement Drive for students.

[View Uploaded File](#)

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

Plan of Action	Achievements/Outcomes
Preparation of Academic Calendar	Staff Meeting was held on 26th June, 2018 with all committee members and chairperson of various committees to finalize activities to be conducted during Academic Year.
Orientations Programme	Orientation Programme was organized on 31st of July 2018. Parents and students of first year were oriented about college infrastructure, teaching learning environment, curriculum, examination etc.
MOU with IQAC Cluster	MOU was signed with IQAC Cluster on 30th August 2018, where Satish Pradhan Gnyansadhna College acted as lead college for extending cooperation and assistance for quality enhancement.
MOU with Technoserve's Pvt Ltd	Orientation Programme was organized in association with Technoserve on 10th October 2018. Youth Employability Skills Program was initiated, where students of third year will be given 30 days training in various skills and placement after successful completion of the training. Two batches of students successfully completed the training during year.
Internship and Placement Drive	Placement and internship opportunity was provide to students throughout the year. Campus placement drive was organized on 26th Oct 2018 ,19th and 20th December 2018.
Students Quality Circle	Student Quality Circle is formulated, meetings of quality circles were conducted and suggestions given by students for quality enhancement were implemented from time to time.
Departmental	College Facebook account was created and whats app group of students

Clubs Activities	and parents is created for smooth flow of communication. Various activities conducted throughout the year were posted on social to update students and parents.
Promote social media communication	MOU was signed with Teach us app for conducting electronic attendance.
Guest Lectures of TY Students	Guest lectures series was organized for TYBAF and TYBMS and TYIT students in order to prepare them for Final examination. renowned professors from university were invited to conduct guest lecture.
Improvement in students attendance	Attendance committee was formed to monitor students attendance performance. Committee implemented various measures to improve attendance. Due to which students' attendance improved over the time period.

[View Uploaded File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC and CDC	13-May-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

27-Mar-2019

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

09-Jan-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

• College is having inhouse Library Management Systems i.e. MICM. • MICM ERP is used for admission purpose, maintaining student's database, examination and results data. • HR department use MICM software for maintaining faculty database, salary payment, maintaining leave records etc. • Bio metrics is used for faculty attendance. • Planning and execution of Semester Examination in college through MICM ERP system including generation of hall tickets, examination database, results printing and results analysis.

Part B

CRITERION I - CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

1.1.1 - Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1. Curriculum Planning : • The syllabus for all courses are framed by the respective Board of Studies of the University of Mumbai and their copies are circulated to the affiliated colleges much before the beginning of the academic year so as to give time to affiliated colleges to develop actions plans for the effective implementation of the curriculum. The Board of Studies also holds workshops to discuss the proposed syllabus and invite suggestions from the teaching

faculties. • All departments follow the curriculum designed and prescribed by the University of Mumbai. Distribution of workload and preparation of time table is done in advance by every department. Every teacher receives the individual time table along with exam schedules. Class incharge of respective class also receive their individual class time table, which they share with students. • Various committees are formed for smooth functioning of various activities throughout the year. Academic Planner committee prepares Academic Planner in the beginning of academic year after consulting all departments and various committee incharge. Academic planner includes all academic, co-curricular and extracurricular events to enrich the learning process. Examination committee plan and prepares examination schedule for entre academic year in line with University guidelines. Both in the Academic Planner and Examination Schedule is uploaded on website. 2. Curriculum implementation: • The progress of the students is continuously monitored through attendance in class, class participation, class tests and home assignments. • The lectures of individual teachers are monitored by the Principal and Programme Co-ordinators and accordingly feedback is given to individual teacher for improvement. • The Programme Co-ordinators monitors the teaching learning process on daily basis and submits a daily lecture engaged report to the Principal. • The Principal takes rounds during the lecture hours to ensure that all lectures take place as per the time table. • The teachers discuss the question banks in the class and give necessary guidelines to students about the pattern of question paper and methods and techniques of answering all the required questions in the stipulated time. • Faculty members are given daily diary in the beginning of academic year. All teachers prepare and record lectures in daily diary on regular basis. Diary also includes Monthly monitoring sheet, where teacher keep records on lectures planned, lectures taken and any gap in lectures and action taken to fill the gap. Teachers also maintain syllabus completion record ensuring that 100% syllabus is covered. On completion of the syllabus, teachers submit a syllabus completion declaration note signed by students to the Programme Co-coordinators.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Youth Employability Skills Training Programme	NIL	10/10/2018	30	Employability	Trained for Personal Professional Effectiveness, Career Readiness, Work Readiness, Career Counseling, Skill gap between students and employer needs.

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	No Data Available	Nil

[View Uploaded File](#)

1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	No Data Available	Nil

1.2.3 - Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	62	0

1.3 - Curriculum Enrichment

1.3.1 - Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Youth Employability Skill Development	10/10/2018	62
Financial Literacy Program by ICICI Academy	26/03/2018	42

[View Uploaded File](#)

1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Commerce	8
BMS	Management Studies	19
BCom	Field Project	12

[View Uploaded File](#)

1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 - How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback on curriculum is taken from all stakeholders including faculty, students, parents and alumni. The feedback collected is analysed statistically and presented on website for reference of all stakeholders. Feedback from stakeholders is taken by implementing following process: 1. Feedback from students: The feedback from students is on various aspects of college like teaching learning, curriculum, infrastructure etc. Members of students' quality circle also provide suggestions for improvement to Principal. Feedback from students is also taken on their respective subject teachers at the end of each semester. Accordingly feedback is analysed and action is taken. Faculty members are informed about feedback from students during performance appraisal process and provide necessary suggestion for improvement. 2. Feedback from faculty: Faculty feedback regarding the curriculum too is taken and analysed at Departmental level. Faculty suggestions and opinion are also taken on various curricular and noncurricular aspects during staff meeting, departmental meeting, IQAC meeting overall quality enhancement. 3. Feedback from Parents: Feedback from Parents are collected during Parents Teachers meetings. Parents are also invited to campus during result declaration, where structured feedback is taken from them as well as suggestion given by them are also considered for implementation. Data collected is analysed and compiled at Institute level and necessary suggestions are deliberated. 4. Feedback from Alumni: Alumni members are invited in the campus during various events like College fest, Annual day, Sports day and other prominent events. Interaction takes place between principal, coordinators and alumni members, where they provide suggestions on improvement in various aspects of college activities. Alumni meet is also organised by Alumni members, during alumni meet also structured feedback is taken from alumni members. 5. Feedback from industry: Feedback is taken from various guests and eminent speakers from industry background who visit the campus for conducting seminars and workshops and trainings session. Feedback is also taken from the companies that visit our college for placement and suggestions given are deliberated.

CRITERION II - TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Information Technology	186	86	80
BMS	Finance and Marketing	372	322	314
BCom	Accountancy and Finance	372	206	200
BCom	Financial accounting and Auditing	372	297	288

[View Uploaded File](#)

2.2 - Catering to Student Diversity

2.2.1 - Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	882	0	18	0	0

2.3 - Teaching - Learning Process

2.3.1 - Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
18	10	3	6	0	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has well planned and organised mentoring system in place which helps the students in improving overall academic performance. Each faculty member is a mentor for at least 2 batches, each batch consisting of 30 students of their respective class. Even librarian, sports in charge and co-ordinators also assist the class in-charge in mentoring programme, when student's strength exceeds specific limit. Mentoring session is conducted every month. Records and documents are maintained for each mentoring session conducted by the mentor in their respective class. Evaluation of such records related to the performance of the mentees is done on a continuous basis. The following aspects are being considered while conducting mentoring sessions. 1. Managing routine affairs of the respective class. 2. Monitoring the attendance, classroom interactions and discipline issues of the mentees by respective mentors from time to time. 3. Understanding the socio - economic background of the mentee and providing all possible assistance, if needed by the mentee. 4. Maintaining the academic and personal profile of the mentee. 5. Training and implementing effective teaching strategies, methodologies and pedagogies. 6. To identify slow and advanced learners. 7. Bridge the gap courses are conducted to clear the basic concepts of the mentees giving special attention to slow learners. 8. Advanced learners assist the slow learners in clearing their doubts, queries and concepts. 9. Mentees are informed about various college activities and inspiring them to participate in co-curricular and extra-curricular activities or events as per their area of interest and talent. 10. Keeping the overall performance record of the mentees and advising them to choose the appropriate career path. 11. Addressing individual mentees problems or any interpersonal issues arising in the class. 12. Mentors update the mentees about the formal feedback mechanism about the college. 13. Parent Teachers interaction on overall academic performance of the mentees, at the time of distribution of marksheet at the end of each semester examination. In addition, the college has always provided a very conducive and cordial environment for enhancing the approachability and constant interaction between teachers and students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
882	18	1 : 49

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	18	0	8	1

2.4.2 - Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	00	Null	Null

[View Uploaded File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	42306303	I	25/10/2018	26/11/2018
BMS	223063	I	25/10/2018	26/11/2018
BCom	22306302	I	25/10/2018	26/11/2018
BCom	22306301	I	25/10/2018	26/11/2018
BSc	42306303	III	25/10/2018	26/11/2018
BMS	223063	III	25/10/2018	26/11/2018
BCom	22306302	III	25/10/2018	26/11/2018
BCom	22306301	III	25/10/2018	26/11/2018

[View Uploaded File](#)

2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college adheres to university norms on Continuous Internal Evaluation. Continuous evaluation of the students is done on regular basis through home assignments, internal tests, classroom tests, projects and practical [B.Sc IT] by respective subject teachers. Continuous Internal Evaluation Programme wise: 1. Bachelor of Commerce- Project, assignments and Viva - Voce as the part of internal evaluation for Foundation Course paper. 2. Bachelor of Commerce in Accounting and Finance- Internal test, class test, project, assignments and Viva - Voce as the part of internal evaluation. 3. Bachelor of Management Studies- Internal test, class test, project, assignments, group presentation and Viva - Voce as the part of internal evaluation. 4. Bachelor of Science in Information and Technology- Internal test, class test, Practical, project, assignments, and Viva - Voce as the part of internal evaluation.

2.5.3 - Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Planner is framed by the Academic Planner Committee under the guidance and consultation of the Vice principal and Principal of the college at the beginning of the academic year. The main object of framing the academic planner is to enable the departments to plan out their own programs and activities well in advance for smooth conduct of activities evenly spread out throughout the academic year. It also helps the students to plan out their academic and extracurricular activities in advance. Examination dates are decided by the University of Mumbai and it is intimated to the affiliated colleges beforehand. The dates for internal examinations for self-financed courses, which are mandatory, are decided well in advance and displayed on the notice board. This mechanism is consistently followed year after year. Examination schedule and date of declaration of result is finalized by the examination committee and the same is incorporated in the academic calendar.

2.6 - Student Performance and Learning Outcomes

2.6.1 - Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.mvmeducation.com/degreeCollege/programs-outcomes/>

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
223063	BMS	Finance and Marketing	83	51	61.44
42306303	BSc	Information and Technology	29	21	72.31
22306302	BCom	Accountancy and Finance	66	55	83.33
22306301	BCom	General	52	17	31.69

[View Uploaded File](#)

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/Student-Feedback-2018-19.pdf>

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	University of Mumbai	0.9	0.36

[View Uploaded File](#)

3.2 - Innovation Ecosystem

3.2.1 - Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 - Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL

[View Uploaded File](#)

3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil

[View Uploaded File](#)

3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 - Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 - Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	6	5.5
National	Information Technology	1	7.36

[View Uploaded File](#)

3.3.4 - Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	23
Information Technology	1

[View Uploaded File](#)

3.3.5 - Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	0

[View Uploaded File](#)

3.3.6 - h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	0	0	NIL

[View Uploaded File](#)

3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	0	13
Presented papers	1	8	0	0
Resource persons	3	1	1	19

[View Uploaded File](#)

3.4 - Extension Activities

3.4.1 - Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Film Screening on Education of Girl Child	Women Development Cell in collaboration with NGO Vacha	4	38
Session on Health Hygiene	Women Development Cell in collaboration with NGO Vacha and Glenmark Pharmaceuticals Ltd.	4	130
Tree plantation	NSS Unit in collaboration with Rural Development Center, Bhalivali" Village, Dist: Palghar	2	10
Anti Plastic Awareness Drive in local Community	NSS Unit	2	40
Paper Bag Making and Distribution	NSS Unit	2	50
Anti-Plastic Awareness Drive at Bhandol village	NSS Unit in collaboration with Vasai Virar Mahanagar Palika	2	40
Swaccha Metro Abhiyaan.	Department of Lifelong Learning and Extension unit in association with Reliance Metro Pvt. Ltd.	3	23
Versova Beach Cleaning Drive	Department of Lifelong Learning and Extension unit	2	30
NSS Residential Camp Activities	NSS Unit in collaboration with Bharol Grampanchayat	4	30
Visit to Old Age Home- Jeevan Asha	Rotaract Club in Collaboration with Rotaract Club of Juhu	2	12

[View File](#)

3.4.2 - Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0

[View File](#)

3.4.3 - Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Gender Equality Sensitization	Women Development Cell in collaboration with NGO Vacha	Film Screening on Education of Girl Child	4	38
Personal Health Awareness	Women Development Cell in collaboration with NGO Vacha and Glenmark Pharmaceuticals Ltd.	Session on Health Hygiene	4	130
Green Initiative	NSS Unit in collaboration with Rural Development Center, Bhalivali" Village, Dist: Palghar	Tree plantation	2	10
Anti - Plastic Awareness Drive under Swachh Bharat Abhiyan	NSS Unit	Anti Plastic Awareness Drive in local Community	2	40
Best out of Waste / Swachh Bharat Abhiyan	NSS Unit	Paper Bag Making and Distribution	2	50
Anti - Plastic Awareness Drive under Swachh Bharat Abhiyan	NSS Unit in collaboration with Vasai Virar Mahanagar Palika	Anti-Plastic Awareness Drive at Bhandol village	2	40
Swaccha Metro Abhiyaan.	Department of Lifelong Learning and Extension unit in association with Reliance Metro Pvt. Ltd.	Swaccha Metro Abhiyaan.	3	23
Beach Cleaning Drive under Swachh Bharat Abhiyan	Department of Lifelong Learning and Extension unit	Versova Beach Cleaning Drive	2	30
Rural Development	NSS Unit in collaboration with Bharol Grampanchayat	NSS Residential Camp Activities	4	30
Joy of Giving	Rotaract Club in Collaboration with Rotaract Club of Juhu	Visit to Old Age Home- Jeevan Asha	2	12

[View File](#)

3.5 - Collaborations

3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration

NIL	NIL	NIL	0
-----	-----	-----	---

[View File](#)

3.5.2 - Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	NIL

[View File](#)

3.5.3 - MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
TechnoServe	10/10/2018	Youth Employability Skill Development	62

[View File](#)

CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
745000	697322

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing

[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
MICM SOFTWARE SOLUTION	Partially	20.00	2015

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5157	685289	1387	203997	6544	889286
Reference Books	1084	317281	54	30007	1138	347288

[View File](#)

4.2.3 - E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content

nil	Nil	Nil	Nil
-----	-----	-----	-----

[View File](#)

4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	18	1	1	0	0	5	4	10	0
Added	0	0	0	0	0	0	0	0	0
Total	18	1	1	0	0	5	4	10	0

4.3.2 - Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4913195	3273653	745000	697322

4.4.2 - Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Institution has Infrastructure Committee consisting of representatives of management and administrative staff to procure and deploy the fund for maintaining and up gradation of infrastructure facilities in the campus. Based on the actual annual expenditure of previous year, annual budget for current year prepared and put forward to management for final approval. Once the infrastructure budget is approved, it is utilized and executed in systematic and planned way with proper procedure. 1. Laboratory: College has two laboratories, one is Electronic Laboratory utilised by B.Sc. IT students and faculty members whereas other one is Computer Laboratory which is utilised by students and faculty of all departments. Electronic Laboratory's equipments remain in safe custody of faculty members. IT team also looks after maintenance and up gradation of lab equipments from time to time. The Computer Laboratory is maintained by two full time technical staff. Complaint Register is maintained where any issue and problem related to lab is registered and timely action is taken by the technical staff. IT faculty also maintain log book to keep records of users utilising the IT lab facility. Electronic lab and IT lab both have CCTV cameras for security of equipments. 2. Library: Institution makes efforts to keep library equipments and books in good conditions. Librarian and Asst. Librarian take proper care of library maintenance. The library is equipped with the CCTV cameras to prevent pilferage and overall monitoring and surveillance. The Library of the college is computerized using MICM Software. The MICM support and maintenance is done by the library staff. The hardwares related support and maintenance is looked after by the IT technicians from time to time. Apart from this institution has outsourced the housekeeping service, which is responsible for cleaning and dusting of library on regular basis. 3. Sports: The college has Gymkhana which is having provision for indoor games like chess, carrom, table tennis, badminton court etc. College has sports in charge to look after the gymkhana equipments and other activities. Sports in charge ensures that there is regular upgradation of chess board, carrom board and table tennis table. He is also responsible for preparing budget and procurements of equipments for gymkhana. The College has separate play grounds for the outdoor sports of Kabaddi, Khokho, Cricket, Basket Ball and Foot Ball. These grounds are maintained by the civil contractor appointed by the Management with the help of professional coaches. All

outdoor sports equipments are kept in store room under safe custody of coaches. They maintain stock register for the same which is monitored by infrastructure committee from time to time. 4. Computers: The College has 32 computers installed at various facilities such as administrative office, computer laboratory, examination room, HR department, library, staff room, coordinators room, and the cabins of Principal, Vice Principal, Coordinators, etc. These machines are maintained by the IT technicians appointed by the college. All these machines are optimally utilized for academic, administrative and examination related work. 5. Classrooms: Class rooms, benches, desks and boards are cleaned daily by the

<http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2021/06/Infrastructure-Maintenance.pdf>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	MVM Fee Concession Scheme For Minority	10	56665
Financial Support from Other Sources			
a) National	Non Govt. Agency Freeship / Scholarship	10	111900
b) International	NIL	0	0

[View File](#)

5.1.2 - Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
International Yoga Day Celebration	21/06/2018	85	NSS (National Service Scheme) Unit-Inhouse
Personal counselling	18/06/2018	826	Counsellor Mamta Harish Iyer- Inhouse
First Term Training Program for Extension Work	08/03/2018	50	DLLE(Department of Life Long Learning Extension) Unit-Inhouse
Mentoring Programme	09/08/2018	826	Faculty- Inhouse
Bridge Course	18/09/2018	30	Department of Commerce- Inhouse
Youth Employability Skills Training Programme	10/10/2018	62	Placement Career Guidance Cell in associationwith Technoserve Pvt. Ltd.
Skill Development Programme	10/10/2018	28	Placement career Guidance Cell inassociation with Disha Trust and ICICI Bank
Remedial Coaching	15/10/2018	123	Department of Commerce Management - Inhouse
Guidance Lecture for Examination	17/10/2018	150	Examination Department
Training and interview session	20/12/2018	40	Get Simpl Technologies

[View File](#)

5.1.3 - Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed

2018	Youth Employability Program- Technoserve	0	62	0	25
2018	MVM Career Counselling	0	35	0	3
2018	MVM Internship Training Program	0	135	0	27

[View File](#)

5.1.4 - Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Kotak Mahindra, Get Simpl Technologies, The Times Of India Group, V- Mansions India Pvt. Ltd, IBI Group, Cresnet Marketing	121	30	HDB Financial Services, Kotak Mahindra, Epicentre Technologies, HDFC Life, Datamatics	55	25

[View File](#)

5.2.2 - Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	TYBCOM	Commerce	K. J. Somaiya	M. COM
2019	1	TYBCOM	Commerce	Indian International Trade Center, Nariman Point	International Air transport Association certification
2019	1	TYBCOM	Commerce	Jitendra Chauhan College of Law (Mithibai)	LLB
2019	1	TYBCOM	Commerce	IDOL Mumbai University	M.COM
2019	1	TYBAF	BCOM (Accountancy Finance) B.	Valia College	Master in Advanced Accounting
2019	1	TYBSCIT	IT	PTVAIM'S	Masters of Management Studies
2019	1	TYBSCIT	IT	Bhartiya Vidyapeeth CBD Belapur Navi Mumbai	MCA
2019	1	TYBCOM	BCOM	IDOL Mumbai University	M.COM
2019	1	TYBSCIT	IT	IDOL Mumbai University	M.Sc IT
2019	1	TYBAF	BCOM (Accountancy & Finance)	Rizvi College Of Hotel & Tourism Management	B. Sc (Hospitality Studies)

[View File](#)

5.2.3 - Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0

[View File](#)

5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Pub G Tournament	Intra College	32
Show Time- The Talent Hunt by Cultural Association	Intra College	250
Teachers Day Celebration by Students Council	Intra College	63
Teachers Day Celebration by Management	Intra Section	78
Money Multiplier by BMS club - Minerva	Intra College	35
Just A Minute (JAM) by Rotaract Club	Intra College	15
Poster Making Competition on Environmental Awareness by Nature Club	Intra College	16
Debate Competition on Plastic Ban by DLLE	Intra College	10
Freshers Party by Cultural Association	Intra College	425
Guru Purnima Celebration	Intra College	72

[View File](#)

5.3 - Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NA	National	Nil	Nil	NA	NA
2019	NA	International	Nil	Nil	NA	NA

[View File](#)

5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

1. Formation of Students Council: Our college has active Students' Council. An active Student Council of the institution is the backbone that helps in implementing the rules and programs effectively. Every year in the beginning of academic year,

students are oriented about key role and functions of students' council. Nomination forms are accepted from the students for various designations. Interviews are conducted by expert team of faculty for each category. For designation of President, Vice President and General Secretary second round of interview is held with Vice Principal and Principal. Procedure for selection is fair and transparent. Deserving candidates are selected and students' council is framed. The framework of the Students' Council of the Institution includes, President, Vice President, General Secretary, Cultural Secretary, Sports Secretary, Lady representatives, and Class representatives from each class. Newly designated students' council members photos are put on notice board so that all students in campus are aware of students' council. Also students' council composition is put on website. 2. Representation of students on academic administrative bodies/Committees: Students' Council representatives are also on academic and administrative bodies of the institution such as CDC and IQAC. The Vice- President and General Secretary are members of Internal Quality Assurance Cell and College Development Committee, where they get opportunities to represent students' matters to higher authorities. Students' Council members are also part of Students Quality Circle, where they brainstorm on various issues faced by students and provide valuable suggestions on quality enhancement. Students are also given lead role in planning and organizing events as per their ability and core competencies. Cultural secretary works with Cultural Association, Sports secretary works for sports activities. Similarly two selected lady representatives work with Women Development Cell for organizing various events. 3. Activity of Student Council: Students council provide their support in organizing all academic, cultural, sports events in the college. Throughout the year Students' Council organize various activities which help to create vibrant and cheerful environment in campus. Events organized by students council are :- • Guru Purnima Celebration • Teachers Day Celebration • Fresher's Party • Farewell Party • Friendship Day Celebration • Show Time- The Talent Hunt- Intercollegiate Fest • Clairvoyance-Intercollegiate Fest • Annual Day Celebration • College Days

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

200

5.4.3 - Alumni contribution during the year (in Rupees) :

3600

5.4.4 - Meetings/activities organized by Alumni Association :

MESA (MVM Ex-Students' Association) was formed in year 2016-17. Every year members of MESA provide their support in engaging academic and cocurricular activities in the College. Various activities were conducted by MESA (MVM EX-Students' Association) in Academic year 2018-19 which are listed below: 1. On 29th September, 2018 200 Alumni students attended the meet. Alumni members shared their experience with institution and 139 members were registered for the Alumni association on this occasion. 2. Alumni also provided their support to Students' Council members in organizing various events like Fresher's Party, Farewell Party, Friendship Day Celebration, Annual Day Celebrations etc. 3. They provided their guidance in planning and organizing Two Mega Events of the college namely Intra Collegiate Talent Hunt- Showtime and Intercollegiate Fest-Clairvoyance. 4. Alumni members also sponsored food, stationary items, trophies and prizes during our college fest- Clairvoyance. 5. On 14th August, 2018 Rotaract Club organized Just A Minute Competition (JAM), where Mr. Naresh Sharma, Alumni of College was invited as Judge for the event. 6. On 6th August, 2018 Department of Life Long Learning and Extension (DLLE) unit of organized Debate Competition, where our Alumni, Eldryn Fernandes and Saish Mirajkar were invited as judges for the event. 7. Alumni Vishal Nair provided training to B.SC.IT students for in interview preparation and placement 3 students in TCS.

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Decentralization: • Autonomy to Departments: The coordinators of each department

are given the authority and responsibility for overall growth and development of their respective departments. The programme coordinators have complete autonomy with regards to the planning and completion of academic activities of their respective department. Coordinators have freedom to take decisions related curriculum implementation, teaching learning methodology, examination and other co-curricular activities in their respective departments. Coordinators also conduct frequent meetings with staff members to plan and execute departmental activities. Coordinators also interact frequently with parents and students to take suggestion and feedback for overall improvement and also have autonomy to implement the suggestions received from parents and students.

- **Autonomy to faculty:** The college management has delegated authority and provided operational autonomy to the Principal and Vice Principal to implement the plans and policies to achieve overall organizational goals and objectives. Various Committees are formed by the Principal and operational autonomy is given committee in charges to implement various academic, extra-curricular and administrative activities. The faculties have freedom to choose subjects as per their subject expertise. They have autonomy to plan and implement the curriculum of their respective subjects based on University guidelines. They are free to adopt the teaching methodology and use to various teachings aids to make the learning experience interesting. The faculties are encouraged to undertake research projects, attend conferences/seminars and present research papers, write books and guide students for research.

Principal, Coordinators and faculty along with the Principal take the responsibility of implementing the programs and work together as a team to achieve set goals.

2. **Participative Management:**

- **At Management Level:** All the decisions at top level are taken through participative management. The management has a Managing Committee, which meets twice a month to discuss and take collective decisions on operational, academic, financial and administrative matters. Education Committee comprises of representative of managing committee, Principal, Vice Principal and coordinators meets once a month. Committee members discuss on various Academic and non-academic matters and collective decision is taken with proper minutes.
- **At Faculty Level:** All the curricular and co-curricular related decisions in College are taken jointly by the Principal in consultation with the Coordinators and faculty members in monthly staff meeting. Faculty members are given freedom to put forward suggestions and collective decision is taken in staff meeting in consultation with coordinators and other staff members. College also has College Development Committee and Internal quality Assurance cell having representatives of teaching, non-teaching staff and other stakeholders. CDC and IQAC meeting is held 4 times in a year where members are free to put forward suggestions for overall growth, development and quality enhancement of the organization.

6.1.2 - Does the institution have a Management Information System (MIS)?

Partial

6.2 - Strategy Development and Deployment

6.2.1 - Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Since our college is affiliated to University of Mumbai we follow the curriculum prescribed by the University of Mumbai. The Principal, Vice-Principal and program Co-coordinators are responsible for effective implementation of curriculum framed by University of Mumbai as per the prescribed guidelines. College does not have freedom to develop our own curriculum. However, college teachers attend curriculum related workshops and make constructive suggestions based on their interaction with various stakeholders in the college. Feedback on curriculum is taken from all stakeholders including faculty, students, parents and alumni. Feedback collected is analyzed and shared with University Board of studies members. Since, Principal Dr. Gopal Kalkoti is a Chairman Board of Studies in Business Economics and a Member of Academic Council, University of Mumbai, college gets a platform to provide constructive suggestions and feedback on curriculum to University of Mumbai.
Teaching and Learning	<ul style="list-style-type: none"> • Teaching Plan : The Programme Coordinators hold meetings with their respective faculties to discuss the contents of the syllabus and formulate the action plan for their effective implementation. The lecturers prepare lecture plans and submit them to the Programme Coordinators for approval. Monthly Monitoring sheet is prepared by each faculty which indicates lectures planned and executed.

	<p>Effective implementation of teaching plan: Institution ensures to provide proper teaching learning environment in the campus. The college encourages teachers to adopt ICT based teaching approach to generate interest among students and explain the concepts. The teachers use various innovative techniques such as presentations, role plays, case study analysis, quiz, group discussion, debates, assignments, preparatory tests and field visits to supplement their class room teaching. • Continuous monitoring The lectures of individual teachers are monitored by the Principal and Programme Co-ordinators and accordingly feedback is given to individual teacher for improvement. The Programme Co-ordinators monitors the teaching learning process on daily basis and submits a daily lecture engaged report to the Principal. Teachers' diary reviewed monthly by HODs and semester wise by the Principal. Continuous monitoring of lectures is taken and lectures lost is compensated in order to achieve 100 percent coverage of syllabi. • Students centric teaching learning environment: Faculties are encouraged to implement student centric teaching methodologies. Mentoring sessions are conducted by faculty members where they interact with individual students and take their feedback on improvement of teaching learning environment in the college.</p>
Examination and Evaluation	<p>• Examination planning: There is an examination committee to take care of planning and smooth conduct of examination. Examination committee having representatives from each department, under the guidance of exam convener prepares examination schedule for each semester and ensures its effective implementation. The Examination Committee ensures that, Mumbai University pattern is adhered to in setting the question paper and its evaluation. • Resources for examination: The institution has separate Examination Room equipped with all the facilities necessary for smooth conduct of examinations such as copier, computer, printer, WiFi etc. It has restricted entry with security enabled bio-metric entry authorization. • Guidance for examination: At the end of semester, the Principal conducts guidance lecture to Third Year students to help them perform better at University Examinations. Extra lectures are conducted for students before the commencement of examination in order to make them fully prepared for examination. Teachers encourage students for group study programme. • Smooth conduct of examination: Examination related information such as schedule for filling forms, examination timetable, results etc. is displayed on the college website and notice board within the stipulated time frames. College ensures that all Examination related rules and regulations of the University are strictly followed. • Examination Grievances: Examination related grievances are handled by the Examination Committee to make it time bound and transparent. Examination Committee follows standard operating procedure laid down by university and/ or institute to deal with any kind of examination related grievances. Scope is given for redressal through methods of Revaluation/ Verification. • Evaluation System Every year the college conducts an orientation program for the new students and helps them to understand the evaluation process. The evaluation process is communicated to the students, their parents in parents teachers meeting. College follows all rules and regulation related to evaluation as prescribed by University of Mumbai. There is semester end exam conducted at college level as per the University guidelines, at the same time there is continuous internal evaluation of learner. Moderation is done after assessment to ensure that transparency is maintained in evaluation system. College follows - (coding, seat number, masking, to ensure that the evaluation is impartial)</p>
Research and Development	<p>Institution gives equal importance to research and innovation along with academics. Hence, management and Principal encourage research culture in the campus. One of the initiatives taken in the college is Research Round Table (RRT). RRT promotes research culture through various research oriented activities. Faculty and Students are also encouraged to conduct research projects, give presentation and contribute research papers in National and International Conferences through RRT. 4 faculty members have successfully completed minor research project and received grants for the same from University of</p>

	Mumbai. Principal Dr. Gopal K Kalkoti is a recognized Ph.D guide of University of Mumbai and recognized M.Phil guide of Yashwantrao Chavan Maharashtra Open University (YCMOU) and EIGHT students have been awarded M.Phil Degree under his able guidance.
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> • Library: The institution ensures to provide adequate learning resource to learners in the campus. The learning resource centre has collection of 6939 number of books including text books, reference books and other books catering to diverse need of students and faculty. The college has its own Book Bank Scheme, where needy and deserving students from each class is given books. The Learning Resource Centre is having software MICM, which helps in smooth functioning of library system. There is sufficient provision for tables, chairs, computers, internet facility, which helps in providing conducive atmosphere for learning. • ICT : The college encourages teachers to adopt ICT based teaching approach to generate interest among students and explain the concepts. Classrooms are equipped with projectors, internet and wifi facility to encourage use of ICT in teaching learning. • Physical Infrastructure: The institution has infrastructure with modern amenities to provide effective teaching learning environment in the campus, which includes spacious class rooms with sufficient ventilation and light, I.T labs, Electronic lab, Learning resource centre, Auditorium, Audio- Visual Room, Playground, Canteen etc The college has a Gymkhana, which is having provision for indoor games like chess, carom, table tennis , badminton etc. The college also has a playground for outdoor games like cricket, football, handball, basket ball, kho- kho, kabaddi, Volley ball etc. CCTV Cameras are installed at all strategically important places for vigilance and to provide secured environment to staff and learners in the campus. Management has an Infrastructure Committee to monitor and maintain the infrastructure throughout the year.
Human Resource Management	<p>College has an independent Human Resource Department, headed by H.R Manager. HR Department looks after planning, recruitment, selection and promotion of staff and effective implementation of all staff welfare measures for teaching and non- teaching staff. HR manager ensures that college complies with all government regulatory norms like maternity benefits, leaves, provident funds, gratuity, etc.</p> <p>Management also provides for the staff welfare fund which is utilized by HR department for staff welfare activities and faculty development programmes. College has a staff welfare committee as a connecting link between staff and HR department.</p>
Industry Interaction / Collaboration	<p>Institution has Placement and Career Guidance Cell which focuses on employability of students. Students were exposed to industry expertise through lectures, workshops, courses, field visits etc . Career guidance, counseling, soft skills development programmes and campus interviews were regularly arranged by placement cell. Placement cell encourages students for internship and placement training programmes throughout the year.</p>
Admission of Students	<p>The procedure, rules and regulations of admissions policy (including online admission) and enrollment prescribed by the University and Government from time to time are strictly followed. Institution has Admission Committee which looks after admission process. Information related to various courses, admission schedule, procedure, fees payment etc is informed to students through website and prospectus. Admission committee members also council students and guide them in choosing suitable programme. They also handle their issues and difficulties during admission. Admission committee also provide for help desk during admission, so that new students get proper information and directions.</p>

6.2.2 - Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	E Governance in the area of Planning and Development Implemented in the following forms: <ul style="list-style-type: none"> • Time Table for teaching is generated using Asc.timetable software. • Campus has institutional mail id which serve as a common platform for entire organization's communication. •

	<p>Attendance of students is monitored using Teach Us app. Using this customized app, students can access their attendance records and can also receive important information/ notices given out by the college.</p> <ul style="list-style-type: none"> • Keeping in mind the tech savvy generation, innovations have been made to use social media platforms to exhibit college activities on instagram, Facebook. • College has whats app groups of each class and faculty members, which helps in connecting with students and free flow of communication even after college hours. • LCD near the main entrance of the college highlights various college activities as well as notices for students and visitors. • We have an ICT enabled auditorium that facilitates video conferencing.
Administration	<p>E Governance in the area of Administration Implemented in the following forms:</p> <ul style="list-style-type: none"> • College has MICM software for administration purpose. • MICM ERP is also used for admission purpose, maintaining student's database, examination and results data. • Bio metrics is used for faculty attendance. HR department use MICM software for maintaining faculty database, salary payment, maintaining leave records etc. • Teach US app for monitoring student's attendance and daily reporting to principal. It is also used for lecture records and faculty logs. • Storage, retrieval and record of past and present student data in electronic form.
Finance and Accounts	<p>E Governance in the area of Finance and Accounts Implemented in the following forms:</p> <ul style="list-style-type: none"> • Accounts department insists on online transactions or transaction by cheques. In order to meet the daily expenses to be incurred, petty cash facility is available with certain financial freedom delegated to the Principal. • All the financial transactions are recorded using Tally ERP which is monitored by Trustees of College. • Net banking facilities are used for payments for Affiliation fees, Payment to visiting faculty, Provident fund, Online admission. Online Payment of TDS. • Software is used by HR department for salary transfer, Payslip generation, EPF, IT. • Students are allowed to make payment using Digital facilities (EDC) transactions.
Student Admission and Support	<p>E Governance in the area of Student Admission and Support Implemented in the following forms:</p> <ul style="list-style-type: none"> • Online registration by students during admissions has helped us create an accessible student database. • Online admission and online fees payment facility is available to students. • Online prospectus is made available to students providing all information regarding college at the time of admission itself. • Students can easily access information regarding Rules and Regulations, Facilities for students, Support services, and Placement activities on the institution website. • Information related to RTI and Students' Grievance Redressal is available on website. • Information related to prevention of Ragging is made available on institution website.
Examination	<p>E Governance in the area of Examination Implemented in the following forms:</p> <ul style="list-style-type: none"> • Updation of Internal Assessment marks on Mumbai University Portal. • Updation of Practical and Project Marks on Mumbai University Portal. • Online Generation of hall ticket for Mumbai University Examinations on the University Portal. • Online assessment of answer booklet on University portal. • Planning and execution of Semester Examination in college through MICM ERP system. • Generation of hall tickets, examination database, results through MICM ERP • Providing all exam related information and results declaration on college website.

6.3 - Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Mr. Divyesh Nagrecha	Revised Syllabus of TYBSCIT in subject Internet Things	Usha Pravin Gandhi College	300
2018	Mr.	Revised Syllabus of TYBSCIT	Somaiya College of Arts	300

	Divyesh Nagrecha		science	
2018	Ms. Venu Swadia	Revised Syllabus of TYBCOM Sem V and VI for Subject of Business economics	MMK College of Commerce Economics, Bandra	150
2018	Ms. Urvashi Dave	Revised Syllabus of SYBSCIT	Ramniranjan Jhunjunwala College	250
2018	Ms. Manisha Shinde	Revised Syllabus of TYBMS Sem V and VI	C.K.T College, panvel	200
2018	Mr. Vinay Tiwari	Revised Syllabus of TYBAF Sem V and VI	C.K.T College, panvel	200
2018	Ms. Archana Khemka	IQAC State level workshop	Royal College of Arts, Mira Road	250
2018	Mr. Manojkumar shah	Revised Syllabus of TYBCOM Sem V and VI	C.K.T College, panvel	200
2018	Mr. Manojkumar shah	IQAC State level workshop	Royal College of Arts, Mira Road	250

[View File](#)

6.3.2 - Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Personality Development Workshop titled "Recharging Self"	Nil	23/06/2018	23/06/2018	60	12
2018	Meditation Session for faculty members	Nil	18/07/2018	20/07/2018	18	Nil
2018	Faculty Development Programme titled "Discovering Self"	Nil	26/07/2018	26/07/2018	18	Nil
2018	Training Session for faculty on "Information Communication Technology (ICT)"	Nil	28/07/2018	29/07/2018	18	Nil
2018	Image management	Nil	22/10/2018	22/10/2018	45	Nil
2018	First aid training	Nil	27/10/2018	27/10/2018	15	5
2018	Fire Mockdrill	Nil	08/12/2018	10/12/2018	35	15

[View File](#)

6.3.3 - No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Guidance for Research Scholar - Research Paper Writing and Plagiarism	5	21/04/2019	21/04/2019	1
Training Programme for Extension Work Teachers	2	03/08/2018	03/08/2018	1
Faculty Development Programme titled "	45	22/10/2018	22/10/2018	1

Image Management				
Training Session for faculty on "Information Communication Technology (ICT)"	18	28/07/2018	29/07/2018	2
Faculty Development Programme titled "Discovering Self "	18	26/07/2018	26/07/2018	1
Meditation Session for faculty members in Association with Hearfulness	18	18/07/2018	20/07/2018	3
Personality Development Workshop titled "Recharging Self" for Faculty members	72	23/06/2018	23/06/2018	1

[View File](#)

6.3.4 - Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	19	6	8

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> Welfare Schemes for Teaching Staff: • College has a staff welfare committee and designated staff secretary looks after the issues related to welfare of faculty members and communicate the same to higher authorities. • Staff welfare fund is utilized for staff refreshment and other misc. expenses towards staff. • There is separate Teachers Training fund created which is utilized for training and development of faculty members. • Management facilitates loans through management promoted Mogaveera Bank located in premises. • The management complies with all government regulatory norms like maternity benefits, leaves, provident funds, gratuity, etc. • Management provides medical relief on case to case basis to its employees. 	<ul style="list-style-type: none"> Advance against salary. Financial assistance in case of medical emergency. Uniform to class IV staff. The management complies with all government regulatory norms like maternity benefits, leaves, provident funds, gratuity, etc. 	<ul style="list-style-type: none"> Financial assistance to needy students. 30 fees discount to minority students. Fee Installment facility to needy students. Emergency medical service for students. Group Insurance policy for students.

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly (with in 100 words each)

The College accounts are audited regularly by the internal as well as the external auditors. Internal Audit: Internal Audit is carried out throughout the year. Every three months the internal audit is carried out and at the end of the financial year i.e. in the month of March final Internal Audit is done. The internal audit is conducted annually by Yashwant Co. A firm of chartered accountants appointed by the Management. External Audit: External statutory audit is performed by Ashok Rao company appointed by the Management. The external audit is also conducted by the CA appointed by University of Mumbai officials.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	Nil

[View File](#)

6.4.3 - Total corpus fund generated

0

6.5 - Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC	Yes	IQAC
Administrative	Yes	Rao and Ashok Company , University of Mumbai	Yes	M.B. Rajputs and Associates

6.5.2 - Activities and support from the Parent - Teacher Association (at least three)

• College conducts Orientation Programme every year for freshly joined students and parents, where interaction takes place between faculty and parents. • College conducts Parents Teachers meetings annually or biannually and the Class in charge updates parents about the progress of their wards. Parents provide suggestion and feedback for improvement in overall development of college. • In the event of Attendance defaulters or Discipline related issues, the concerned parents are called and intimated about their ward's absence from classrooms or indiscipline and warned about the possibility of not being allowed to sit for the ensuing examinations or being disallowed for admissions in the forthcoming year. • Faculty members conduct mentoring sessions with students where parents are free to attend session and interact with faculty members. Mentor and parents jointly help to resolve the personal, emotional or psychological, behavioral issues related to individual students.

6.5.3 - Development programmes for support staff (at least three)

NIL

6.5.4 - Post Accreditation initiative(s) (mention at least three)

• Promoting Research: Minor Research Project of three faculty members is completed and submitted to University of Mumbai. Minor research Projects of four faculties is approved by University of Mumbai during AY 2018-19. Research papers of students published in research journals. • Students Quality Circle: Students Quality Circle is formed to improve in quality of teaching learning in the educational institute. Under this initiative, students voluntarily form their quality circle group, they come together, discuss and brainstorm on various issues and problems faced by them and provide valuable suggestion and solutions to higher authorities. • Mentoring programme The mentoring programme is the programme initiated by the College with students who are looking for educational advice, career guidance and counselling in their academic and non-academic aspects. Every faculty member is assigned a batch of 30-40 students for mentoring programme. During meeting interaction takes place between mentor and mentees, where they share their academic issues or personal problems, family problems, grievances etc. during mentoring session

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Personality Development Workshop titled "Recharging Self" for Faculty members	23/06/2018	23/06/2018	23/06/2018	72
2018	Meditation Session for faculty members in Association with Heartfulness	18/07/2018	18/07/2018	20/07/2018	18
2018	Faculty Development Programme titled "Discovering Self"	26/07/2018	26/07/2018	26/07/2018	18
2018	Training Session for faculty on "Information Communication Technology (ICT)"	28/07/2018	28/07/2018	29/07/2018	18
2018	Orientation Programme and Parents Meet	30/07/2018	30/07/2018	30/07/2018	492

2018	First IQAC Meeting	30/08/2018	30/08/2018	30/08/2018	9
2018	Bridge Courses	18/09/2018	18/09/2018	25/09/2018	30
2018	Alumni Meet	29/09/2018	29/09/2018	29/09/2018	210
2018	Research Project Presentation at Reliance Metro Pvt.Ltd.	06/10/2018	06/10/2018	06/10/2018	24
2018	Orientation Programme on Skill Development Courses in association with ICICI Bank	10/10/2018	10/10/2018	11/10/2018	320

[View File](#)

CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Film Screening on Education of Girl Child by Women Development Cell in collaboration with NGO Vacha	25/07/2018	25/07/2018	24	14
Session on Health and Hygiene by Women Development Cell in collaboration with NGO Vacha and Glenmark Pharmaceuticals Ltd.	03/10/2018	03/10/2018	130	0
International Women Day Celebration by Women Development Cell	12/03/2019	12/03/2019	20	10

7.1.2 - Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. 8 of lighting requirement is met by LED lighting. 2. Examination Committee implemented question cum answer booklet format for internal examination, which saves paper. 3. College Examination Committee replaced plastic bags with cloth bags used for examination purpose. 4. On 7th July, 2018, volunteers of NSS unit participated in Tree Plantation event under the National Service Scheme at "Bhalivali" Village, Dist: Palghar. 16 trees planted by at Bhalivali school premises. 5. On 17th July, 2018 volunteers of NSS unit organized "Anti Plastic Awareness Drive" in local community. Slogan given by NSS unit was "SAY NO TO PLASTIC". 40 volunteers went to local community, interacted with people in residential areas and vendors nearby college and created awareness on harmful effects of plastic on our environment. Local people were encouraged to use paper bags instead of plastic bags. 6. On 28th July, 2018 NSS Unit conducted a workshop and trained students to make paper bags. 50 volunteers participated in workshop, brought the newspapers from their homes and prepared paper bags. Workshop was followed by the distribution of 345 paper bags to shopkeepers, peddlers, and hawkers on 31st July 2018 in local area. 7. On 4th August, 2018, 16 Rotaractors of Rotaract Club participated in nature trail organized by Rotary Club of Mumbai, Juhu at Matheran. Rotaractors enjoyed the greenery, waterfall and other beauty of nature in rainy season and develop consciousness towards saving nature. 8. On 6th August, 2018 Department of Life Long Learning and Extension (DLLE) unit of College organized debate competition on social and environmental issues with objective to make students aware about the contemporary social and environmental issues affecting the society. One of topics for debate competition was Plastic Ban - Good or Bad? 10 students participated in debate and 80 students attended the debate session. 9. On 11th August, 2018 Nature Club has organised Poster Making Competition on themes "Save Environment" to sensitize students towards environmental issues. 16 students participated in the event. 10. On 11th August 2018, NSS unit in collaboration with Vasai Virar Mahanagar Palika organised Anti-Plastic Awareness Drive at Bhandol village at Virar to create an awareness amongst the people against the use of plastic. Saplings were exchanged for the plastic bags collected by students. Saplings were also distributed to local villagers in exchange of plastic bags. 2 NSS officers along with 40 volunteers participated in the event. 11. Between 21st October to 23rd October 2019 Department of Life Long Learning and Extension (DLLE) unit in association with Reliance Metro Pvt. Ltd. organized Swaccha Metro Abhiyaan. 23 volunteers participated in event, interacted with computers and created awareness on keeping hygiene and cleanliness in metro

stations and nearby area. 12. On 24th September 2019, Versova Beach Cleaning activity was conducted by 30 volunteers of NSS and DLL

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	5
Provision for lift	Yes	5
Ramp/Rails	Yes	5
Braille Software/facilities	No	0
Rest Rooms	Yes	5
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	Nil	01/07/2018	1	Visit to old age home- Jeevan Asha by Rotaract Club	Sensitize students towards underprivileged people. Many items like food, cloths, and other daily life requirements were distributed among member of old age home- Jeevan Asha situated in Amboli- nearby vicinity.	12
2018	Nil	1	17/07/2018	1	Anti Plastic Awareness Drive	Created awareness in local community on harmful effects of plastic on our environment.	40
2018	Nil	1	20/07/2018	1	Blood Donation Awareness Drive	Created awareness among local community to donate blood and save life.	20
2018	1	Nil	25/07/2019	1	Film screening on Education of Girl Child	Sensitize the students' perception towards educational rights of girl child. Event done in collaboration with nearby NGO Vacha	38
2018	1	Nil	26/07/2019	1	Installation of Rotract Club	Formation of club for Social welfare and community engagement activities in collaboration with zonal Rotaract	100

						Club of Mumbai, Juhu.	
Nill	1	Nill	30/07/2018	1	Drawing Competition at BMC School by Rotaract Club	Sensitize students towards children studying in BMC school in located in nearby vicinity with objective of spreading joy and happiness in life of others	10
2018	Nill	1	31/07/2018	2	Paper Bag Distribution	Promoting use of paper bags instead of plastic bags to save environment in local market area.	50
2018	1	Nill	01/10/2018	1	Kerala Flood Relief Rally	Collected fund and other essential resources for the relief camp flood-hit Kerala.	150
2018	1	Nill	24/09/2018	1	Versova Beach Cleaning Drive By NSS and DLLE	Cleaned versova beach after Ganesh Virajan	30
2018	1	Nill	26/09/2018	1	Free Eye Check Up Camp	Diagnosis and free consultancy for eye treatment in collaboration with Dr.Vaidya Eye Hospital and Lions Club of Mumbai located in vicinity.	106

[View File](#)

7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Employee Handbook	01/06/2018	HR department has Employee Handbook which consists policies related to employees like code of conduct, service rules, recruitment, selection, promotion, grievance redressal and sexual harassment policy. Employee handbook is shared with employees.
Prospectus	01/06/2018	College Prospectus includes code of conduct for students in form of separate section in prospectus for discipline and dress code. Under discipline head, all rules and regulations abide to students are mentioned. Dress code is also mentioned in prospectus so that students follow discipline and wear appropriate attire in college.

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day Celebration	21/06/2018	21/06/2018	12
Visit to old age home- Jeevan Asha by Rotaract Club	01/07/2018	01/07/2018	85
Guru Purnima Celebration by Students Council	27/07/2018	27/07/2018	72
Drawing Competition at BMC School by Rotaract Club	30/07/2018	30/07/2018	10
Friendship Day celebration by Students Council	03/08/2018	03/08/2018	400
Independence Day Celebration	15/08/2018	15/08/2018	125

Kerela Flood relief Rally	01/09/2018	01/09/2018	150
Teachers day celebration by students council	05/09/2018	05/09/2018	63
International Peace Day Celebration By Rotaract Club	28/09/2018	28/09/2018	57
Participation in District Conference Udaan 2018 by Rotaract Club	28/09/2018	28/09/2018	12

[View File](#)

7.1.7 - Initiatives taken by the institution to make the campus eco-friendly (at least five)

Following initiative taken to make the campus ecofriendly: 1. The institution has taken initiative to felicitate the guests visiting the campus with plants and samplings during seminars and conferences and other events. 2. How many ??? LED lights in various floors are installed. 3. Canteen has stopped using plastic cups. 4. Signage in classrooms and other locations for save electricity. Signages in washrooms for save water. 5. Waste is segregated into dry and wet waste dustbins. Dustbins are kept in each classroom, cabin, department and other prime locations for the same. Dry and wet waste collected is delivered to Brihanmumbai Municipal Corporation (BMC) waste collection vehicle. 6. In order to minimize usage and/or wastage of paper in the campus, most of the important information like circulars, invitations etc are circulated through digital media (e-mail, WhatsApp and other social media). 7. To minimize usage of paper, the internal examination question papers are formulated as a single sheet which includes questions and provides space for writing answers as well. 8. The N.S.S unit organized "Anti Plastic Awareness Drive" on 17th July 2018 with an objective to discourage the use of plastic and promote green and clean environment. Slogan given by NSS unit was "SAY NO TO PLASTIC". 9. The N.S.S Unit organized "Paper Bag Making" activity on 28th July, 2018 at the college campus. Students brought the newspapers from their homes and prepared paper bags and distributed in campus and nearby vendor.

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

• Title of the Practice :- Student Quality Circle (SQC) • Goals:- 1. To improve in quality of teaching learning in the educational institute. 2. To provide opportunity to students to analyse and solve their own problems. 3. To change the attitude of students towards institute, from "I don't care" to "I do care". 4. To bring out the hidden potential of students to learn additional skills like brainstorming, problem solving etc. 5. To promote morale and motivation level of students. 6. To develop team spirit among students. • The Context:- SQCs are of self-managed groups led by students with support and resources especially provided by faculty and administration. Student Quality Circle is a formation of students usually between 6 to 12 members joining hands together purely on voluntary basis. SQCs focus on improving the quality of teaching and learning. Meeting takes place twice in a semester with the coordination from the instructor. With mutual co-operative and collaborative approach, discussions are encouraged and subsequently problems are resolved. Expectation of students and faculty are matched and encouragement of learning environment is instilled. • The Practice:- 1. SQC meetings are held once a month for about an hour on regular basis. The members meet usually at the end of the lectures in consultation with the manager. The time of the meetings is usually fixed in advance in consultation with the manager and members. 2. The circle sits down together to identify their problems on their own. This is done by using the technique of brainstorming. 3. The problems are voted and the one which gets highest votes becomes the common problem of the entire group. 4. The students get down identifying the causes which have led to the problem by brainstorming session. 5. After analysing the problem and its root cause QC members arrive at possible solutions or recommendations. 6. Recommendations are presented to the higher authorities i.e. Principal or Management. 7. Generally, management accepts the recommendations. At times recommendations may be rejected. If rejected management explains reasons for the same. 8. The management implements the decision. To encourage students and increase the morale of students they are rewarded for their recommendation. SQC members are recognised and rewarded for their positive and fruitful recommendations. Students may be provided monetary as well as non-monetary incentives. • Constraints: Time consuming process- Participation not voluntary- Limitation to provide monetary incentives. • Problem encountered and Resources required: Students are not aware about quality circle concept so every year it requires proper orientation followed by training session

for successful implementation of student's quality circle. A coordinator needs to keep control on students' quality circle to ensure that a SQC meeting goes in right direction. Coordinator provides necessary resources to conduct SQC meetings like stationery such as pens, paper, notebooks, black board and arrangement of suitable venue for conducting meeting. Best Practices II: • Title of the Practice :-

Students Mentoring System • Goals:- 1. To provide guidance and support to the students based on his or her unique developmental needs. 2. To give advice and guidance, share ideas, and provide feedback. 3. To provide support on personal issues if appropriate. 4. To provide counselling to student if required. 5. To guide student to select right career path. 6. To provide opportunity to student to put forward their grievance and issues. 7. To provide learning opportunities that supports a student's intellectual, social and personal development. • The Context:- The mentoring programme is the programme initiated by the College with students who are looking for educational advice, career guidance and counselling in their academic and non-academic aspects. It is a wonderful opportunity for the teachers to give guidance students in right direction of their career path. • The Practice:-

1. Every faculty member is assigned a batch of 30-40 students for mentoring programme. 2. Mentor is assigned batch for three year duration i.e. from entry level of student till the graduation. It helps mentor to get in-depth understanding of each mentee assigned to him. 3. Mentor maintains all database of each mentee assigned to him or her like mentees profile, learning ability, family and income background, academic and non-academic records etc. 4. Mentor prepares a schedule of mentoring session and shares it with mentees. 5. As per the schedule mentor conducts meetings with mentees. 6. During meeting interaction takes place between mentor and mentees, where they share their academic issues or personal problems, family problems, grievances etc. during mentoring session. 7. The mentor looks at the attendance and performance of individual student and suitable measures are taken. Parents are intimated about their wards performance and separate parent meetings are held in chronic cases to report. 8. Students identified with personal difficulties and low self-esteem are guided to the counselling cell of the college 9. Mentor prepares and submits a brief report on mentoring programme after every session. 10. At the end of Academic year mentor also submit report on problems identified and resolved by him or her through the mentorship programme during entire academic year. • Constraints: Time consuming process - Low attendance of mentees-. • Problem encountered and Resources required: It becomes difficult for one faculty to handle a batch of 30-40 mentees at a time. In big classes where strength is more than 100, one mentor is assigned two batches again it becomes a difficult task for mentor to have a strong hold on 2 batches along with daily lecture schedule and other co-curricular activities. Whenever parents are invited to mentoring session to discuss any issue or problems related to individual mentee, only few parents turn up. Best Practices II: • Title of the Practice :-

Students Mentoring System • Goals:- 1. To provide guidance and support to the students based on his or her unique developmental needs. 2. To give advice and guidance, share ideas, and provide feedback. 3. To provide support on personal issues if appropriate. 4. To provide counselling to student if required. 5. To guide student to select right career path. 6. To provide opportunity to student to put forward their grievance and issues. 7. To provide learning opportunities that supports a student's intellectual, social and personal development. • The Context:- The mentoring programme is the programme initiated by the College with students who are looking for educational advice, career guidance and counselling in their academic and non-academic aspects. It is a wonderful opportunity for the teachers to give guidance students in right direction of their career path. • The Practice:-

1. Every faculty member is assigned a batch of 30-40 students for mentoring programme. 2. Mentor is assigned batch for three year duration i.e. from entry level of student till the graduation. It helps mentor to get in-depth understanding of each mentee assigned to him. 3. Mentor maintains all database of each mentee assigned to him or her like mentees profile, learning ability, family and income background, academic and non-academic records etc. 4. Mentor prepares a schedule of mentoring session and shares it with mentees. 5. As per the schedule mentor conducts meetings with mentees. 6. During meeting interaction takes place between mentor and mentees, where they share their academic issues or personal problems, family problems, grievances etc. during mentoring session. 7. The mentor looks at the attendance and performance of individual student and suitable measures are taken. Parents are intimated about their wards performance and separate parent meetings are held in chronic cases to report. 8. Students identified with personal difficulties and low self-esteem are guided to the counselling cell of the college 9. Mentor prepares and submits a brief report on mentoring programme after every session. 10. At the end of Academic year mentor also submit report on problems identified and resolved

by him or her through the mentorship programme during entire academic year. •

Constraints: Time consuming process - Low attendance of mentees-. • Problem encountered and Resources required: It becomes difficult for one faculty to handle a batch of 30-40 mentees at a time. In big classes where strength is more than 100, one mentor is assigned two batches again it becomes a difficult task for mentor to have a strong hold on 2 batches along with daily lecture schedule and other co-curricular activities. Whenever parents are invited to mentoring session to discuss any issue or problems related to individual mentee, only few parents turn up.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2021/06/Best-Practices-2018-19.pdf>

7.3 - Institutional Distinctiveness

7.3.1 - Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Mogaveera Vyavasthapaka Mandali (MVM) was established in the year 1902. The MVM has been awarded the Karnataka Rajyotsava Prashasti for 2012 by Karnataka State Government. Mogaveera Vyavasthapaka Mandali initiated M V Mandali's Colleges of Commerce and Science in the Academic Year 2010 - 2011. The college is affiliated to University of Mumbai. It was established with the well-defined objective to bring about holistic development of students and to make them responsible citizens of our nation. The mission statement of college is "We deliver excellent and holistic quality education for the overall development of the students and strive for their continual development in our endeavours in making them quality human beings and responsible citizens of our nation". With its distinctive mission, college consistently strive to achieve high academic standards. In line with its mission statement college take social responsibility with students being encouraged to participate actively in social work and build sensitivities to the world outside their college which is not as privileged. College has NSS (national Service Scheme) unit, DLLE(department of Lie long Learning and extension) Unit for active participation of students in community engagement and extension work. These units has been continuously engaged in various community level activities in order sensitize our students towards community needs and prepare them as not only as a good citizen but also a good human being. Following is highlights of activities conducted by these units during the year. 1. On 13th July 2019 ,NSS Unit of our College in collaboration with Ekta Manch, organized rally to create awareness on environment. NSS volunteers participated in rally from Andheri Station to Jogeshwari Station with banners and posters in their hands, giving environment related slogan. 2. On 10th August 2019 The NSS Unit of MVM College has organized 'Yuva Mahiti Doot Training' in collaboration with NGO-ANULOM. NSS volunteers were trained on creating awareness about various government schemes followed by which NSS volunteers created awareness among other students in campus and nearby vicinity. 3. On 27th July 2019. NSS Volunteers were trained to make paper bags followed by distribution of paper bags to local vendors to create awareness on environmental issues. Vendors were encourage to use paper bags instead of plastic bags and save environment. 4. On 14th August 2019, The NSS Unit of our College in association with Clara's College of Commerce organized a 'Flood Relief Rally' in local community area. NSS volunteer's participated in the rally and collected funds, clothes, utensils, food grains etc. for needy people of flood affected areas of Maharashtra. 5. On 13th September 2019, Volunteers of NSS Unit organized Beach Cleaning drive at Juhu Beach. Volunteers were engaged in activity of cleaning the beach and collecting and disposing the garbage and assisting the cleaning staff on the beach. 6. On 21st September 2019, NSS volunteers participated in "Mumbai Youth Change The Narrative On Inequality" programme held at National College and conducted by University of Mumbai. The main objective of this programme was to orient on various problem

Provide the weblink of the institution

<http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2021/06/Institution-Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

1. To promote research culture in institution. 2. To empower students through formation of departmental clubs and organise activities. 3. To provide internship and placement opportunity to students by conducting conduct internship and placement

drive in campus. 4. To organise guest lecture series for students. 5. To organise regular parent teacher meet. 6. To organise industrial visit and field visit to provide for industry exposure to students. 7. To organise inter collegiate and intra collegiate events to promote talent in campus.