Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**COSMOPOLITANS VALIA CHHAGANLAL LALJIBHAI COLLEGE OF COMMERCE AND VALIA LILAVANTIBEN CHHAGANLAL COLLEGE OF ARTS**
Name of the head of the Institution	**Dr. Shobha Menon**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02226303583**
Mobile no.	**9969021083**
Registered Email	**principal.valiacollege@gmail.com**
Alternate Email	**iqacconvenor@gmail.com**
Address	**D.N. Nagar, Cosmopolitan Society Road, Andheri (West)**
City/Town	**Mumbai**
State/UT	**Maharashtra**

Pincode	**400053**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. (Mrs.) Bageshree P. Bangera Bandekar**
Phone no/Alternate Phone no.	**02226303583**
Mobile no.	**9969023926**
Registered Email	**iqacconvenor@gmail.com**
Alternate Email	**principal.valiacollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://valiacollege.co.in/wp-content/uploads/2018/06/AQAR-17-18.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.valiacollege.co.in/wp-content/uploads/2019/12/Academic-Calendar-2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**2.75**	**2004**	**16-Feb-2004**	**15-Feb-2009**
2	**B**	**2.55**	**2016**	**17-Mar-2016**	**16-Mar-2021**

6. Date of Establishment of IQAC	**20-Oct-2014**

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
Library Orientation for FY students	06-Aug-2018 3	125
Workshop on Design Thinking for Teaching Staff	09-Mar-2019 1	27
Workshop on Financial Literacy for administrative staff	29-May-2019 1	12
Workshop on Introducing Spirituality at workplace for administrative staff	03-May-2019 1	20
CareerReady Program in association with Antarang to bridge the Employability Gap for TYBCom students	07-Jul-2018 40	48
Spoken English Program in association with Teach India, CSR of Times of India for students	18-Jul-2018 60	31
Inter-collegiate Workshop for administrative staff on Office automation Document Control and Record management	01-Dec-2018 1	74
Orientation programme for FY Students and their Parents	27-Aug-2018 1	450
Workshop for orienting teachers about the University Ordinance.5050 relating to practice of Unfair Means in Examination	11-Aug-2018 1	17
E-Waste Awareness Program and installation of E-Waste Bin for students, staff and people residing near by to the college	27-Jul-2018 1	2400
Workshop on Relaxation Techniques for teaching staff	27-Jul-2018 1	29
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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
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
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 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)

• Contributed to faculty development and welfare by organising workshops on Relaxation Techniques, Design Thinking, Awareness about Ordinance O.5050 • Contributed to Development of administrative staff by organising workshops on Office Automation, Document Control and Record Management, Financial Literacy, Managing work life balance (spirituality at work place). • Enhancing the employability of students by introducing training programs on Spoken English in association with Teach India and CareerReady Program to bridge the employability gap in association with Antarang • Contributed to enhancing environment consciousness by – EWaste Awareness Programme in collaboration with Indian Development Foundation (IDF) and installing EBin in the college for disposal of EWaste for college staff, students and for residents staying near the college, introducing no lift day on every Friday. • Enhancing the knowledge of IQAC members – All members were sponsored and motivated to attend Faculty Development Programmes and workshops as and when conducted by other colleges and the IQAC of the college organised a meeting of IQAC Coordinators and Principals for planning the InterCollegiate Training Workshops to be conducted for IQAC Coordinators in the next academic year.

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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	Achivements/Outcomes

Providing better internet facilities and system updates	The college has applied for a new Lease line and awaiting its installation for better internet facilities. On a regular basis college has renewed its software for Tally, Seqrite (AntiVirus) etc.
Improving classroom hygiene	To tackle the recurring menace of litter in classrooms and for maintaining hygiene, Class IV employees were assigned classrooms. They were responsible for the designated classrooms in terms of cleanliness and maintaining hygiene of their respective classrooms.
Improving welfare measures for the staff.	Conducted holistic development and welfare workshops for teaching and non-teaching staff. These workshops were aimed at enhancing their capabilities and enable them to perform better at work without stress. The workshops were Dance therapy, Design Thinking and Introducing Spirituality at Workplace and on financial planning. Various festivals - Diwali, Navratri and Makar Sankranti were celebrated with fervour to foster cohesiveness among staff.
Use of technologies like ERP on cloud for exam and office work	Introduced Online procedure for admissions in collaboration with Future Tech Software. Further the college also adopted App based digital attendance replacing the manual attendance system, from the same vendor. However, due to technical issues the collaboration had to be discontinued
Initiate environment friendly activities.	Number of environment friendly activities were introduced such as : For Energy conservation Friday of every week to be a NoLift Day Tree Plantation – students and NSS Volunteers conducted Tree Plantation Drive 'Ebin' a part of EWaste awareness program was launched on the occasion of Guru Purnima on 27th July 2018 in collaboration with IDF, a NGO working for betterment of the Society. This programme allows students, staff and residents of nearby localities to dispose off their electronic waste in a safe manner
Promote research culture in the college.	Faculty members guided students' teams for University's Annual Research competition – Avishkar. Wherein 6 teams of students participated. Further, several faculty members wrote research papers and got it published.
Code of conduct for students and staff	Code of conduct for students was

	prepared and uploaded on the college website. Code of conduct for staff was in process.
Feedback from stakeholders	Alongwith students' feedback on teaching, the college collected feedback from other stakeholders, such as parents, employers, management and faculty members on curriculum. Also Exit Feedback from passed out students was obtained.
Enhance Employability of students	In order to develop soft skills among students and enhance their employability short term courses were offered in association with professional agencies 'Antarang' (NGO) and 'Teach India' (a Times of India initiative)
Introducing Mentorship	Faculty members mentored students in various ways help coping with exam anxieties, Train for participation and conduct of various college and intercollegiate events / competitions (elocution, debate, B Plan, 'Aavishkar' etc.), conduct yoga sessions, guide them for placement etc.
Implementing continuous evaluation technique in class rooms and for faculty performance.	Individual course teachers decided the suitable pedagogy for their respective courses and conducted class tests, projects, presentations etc. under Continuous Internal Evaluation
Emphasis on concept based learning.	Various departments conducted industrial visits to production houses, film studios, etc. as a result students gained practical knowledge and their overall understanding of the concept improved.
Appointment and retention of qualified teaching staff in self finance section.	As a policy the college has decided to revise the pay-scale of the faculty members from self-financing section as and when he/she acquires necessary qualifications. As per this policy Ms. Parimala Srinivas was given a revised scale after she cleared her SET w.e.f. June 2018.
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College Management	16-Mar-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	01-Jan-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Yes, the college uses MIS combining various customized and professional modules for variety of administrative and academic processes. The MIS performs all the major functions related to data such as storing, transmitting, capturing, retrieving and displaying information. Accounting and staff data management: The college has installed Tally (ERP 9), a powerful and popular accounting software in India for maintaining accounts. The College is in contract with a maintenance firm that looks after hardware and software requirements, development and maintenance of customized software. The staff record is partially digitized as hard copy of the documents in files have to be maintained for record purpose. Students record and data management All administration work related to students such as creation of student database, attendance, receipts printing, etc. is computerized. College has hired services of professional software developing firm for developing and maintaining customized software as per the evolving need of the college with regards to students' data management. Admission is one of the important module wherein students can submit the admission form online. The software allows to generate students list, categorized on the basis of programme, category or any other criteria as required. Further, the software takes care of student's data management (storing and retrieving) and generation of reports required from time to time and so on. Examination The examination department is equipped with

computer with Internet connection, printer, cyclostyling machine and a separate printing section for carrying out exam related work. There is a separate computer and printing section for downloading and printing University Question Papers that are received Online from the University. All examination related activities are computerized. Question paper printing, preparation of notices, marksheets for projects and assignments, entry of internal marks, etc. are all computerized and managed by the examination department. To ensure the confidentiality Examination related work such as processing of application forms, entry of semester marks, printing of marksheets and admit cards is outsourced. The college has LAN for the entire Cosmopolitan Education Society that integrates the various College's ICT activities, ensuring proper functioning and control. Library Library services are computerized. It uses MICM software for managing the barcoding system. Library has separate Eresources section with 4 computers and Internet facilities where user can access INFLIBNET's Nlist, Shodhganga, Shodhgangotri and also use open access database DOAJ. 2 separate computer terminals are provided to students for accessing availability of books in the library. Language Lab Most of our students come from economically backward strata of the society for whom English is a second language. In order to develop the English Language through developing their listening and speaking skills, the college has established a English Language Lab. The lab is a separate classroom equipped with an audiovisual installation networked through multimedia PCs that aid in teaching. The language lab software integrates video, wordprocessing and other information technology based computer applications to help students achieve language proficiency. Further, it focuses on vocabulary and grammar as well as finer nuances of language like intonation, stress patterns, pace of speech etc.

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

Academic Plan The college plans the events of the year through preparation of an academic calendar which has a tentative proposed plan for all the events of the various departments and associations of the college for the entire academic year. Department heads and conveners of various associations / committees prepare their respective calendar of events at the beginning of the academic year. These are then presented and discussed in a meeting of all Department heads and conveners, arranged by the IQAC and consolidated as the college academic calendar. Teaching plan and Timetable: A timetable prepared in the beginning of the year, considering all courses and workload of faculty members is strictly adhered to. The staffmembers are required to submit a classwise and coursewise teaching plan. The head of the respective departments and the course coordinators monitor the timely completion of syllabus as per the teaching plans. Organising / Attending workshops College encourages teachers to attend orientation and refresher programmes and also participate in seminars / workshops / conferences at national and international level in order to keep them updated with latest trends in their respective fields. Teachers attend syllabus revision workshop whenever there is a change in the syllabus so as to enable them to deliver it effectively. College also hosts such workshops for e.g. in academic year 2018-19, Department of Accountancy organised it in the course of Direct and Indirect Taxation, Semester VI on 4th October 2018 and Department of B.Sc (IT) organised in the course of Artificial Intelligence on 26th July 2018. Student engagement strategies To ensure students have conceptual clarity of the topics, different departments introduce number of engaging methods: Correlation of theory with practical life enriches the teaching – learning experience. So when the government announces annual budget, the department of Commerce arranges its live screening in the college auditorium. Various guest lectures of industry experts and experienced faculty from other colleges are organised, to help students get comprehensive knowledge in addition to that available through books. College organises day and long visits to course specific industries for students, e.g. Department of Commerce had organised Visit to Navneet Industry and BMM department to ND Studio. Thus, students were able to correlate production related aspects (part of their syllabus) to real life by observing and asking relevant questions during the visit. Inter college as well as intra college competitions and cultural events organised in the college, helps in developing multiple skills in students such as leadership, communication, interpersonal etc. resulting in their all-round development. To empower teachers and students alike, college has a well-equipped Library with computers and reference books, journals and provides facility of N LIST. Further, library hosts a book exhibition every year. The teachers and students have the opportunity to recommend books for better understanding and delivery of the curriculum. Teachers are provided with all necessary equipment and infrastructure required for good curriculum delivery such as laptops, printer & cyclostyling, personal address system, projectors, Wi-Fi enabled computer lab, language lab etc.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepre neurship	Skill Development
CareerReady		21/12/2018	40	Employabilit y and Entrep reneurship	build collab oration, com munication, critical

				thinking, creativity, commercial skills and computer literacy along with workethics and help young adults acknowledge the value of reliability, integrity, and initiative.
CareerReady	07/07/2018	40	Employability and Entrepreneurship	build collaboration, communication, critical thinking, creativity, commercial skills and computer literacy along with workethics and help young adults acknowledge the value of reliability, integrity, and initiative.
Spoken English	18/07/2018	60	Employability	Enhance Communication Skills and Confidence required for Interviews, Group Discussions, formal presentations etc.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
BMS	Finance	05/06/2018
BSc	Information Technology	05/06/2018
BA	Mass Media	05/06/2018
BCom	Accountancy	05/06/2018
BCom	Accountancy and finance	05/06/2018
MCom	Advanced Accountancy	05/06/2018
BMS	Marketing	05/06/2018
MSc	Information Technology	05/06/2018

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

	Certificate	Diploma Course
Number of Students	79	3

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
Android Application Development	01/08/2018	22
English Bridge Course	26/07/2018	15
Maths Bridge Course	24/07/2018	58
Social Media Marketing	04/08/2018	55
Tally ERP 0.9 with GST	04/08/2018	118
Soft Skill	04/08/2018	111
Digital Marketing	04/08/2018	26
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	IT	20
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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 is an integral part of an effective learning process as it provides many opportunities for critical appraisal and improvement. Effectiveness of variety of aspects can be assessed pertaining to the teachers, teaching pedagogy and methodologies, adequacy of the infrastructure, curriculum etc. This year college administered various types of feedback, while the feedback from present and past students was sought online, the feedback from stakeholders was collected through physical forms. Feedback from students on Faculty IQAC has been administering common questionnaires to seek feedback from students for several years. This is collected from all students pursuing graduate and postgraduate courses, every year in each semester, facultywise for each course. The feedback from the students predominantly focuses on effectiveness of the faculty with the aim of faculty development. Following are the broad areas for evaluation: Communication Effectiveness, Subject Knowledge, Punctuality, Subject Preparedness, Class control and Discipline, Attitude towards the student, performance feedback, Accessibility of the teacher, Syllabus Coverage, Teaching Methods. Each of these aspects is measured on a five point scale Complete secrecy and confidentiality is maintained while collecting the feedback. Limited members from IQAC handle the entire process of data collection. Students are encouraged to give honest feedback and are assured about the secrecy of their responses. This data so collected is analysed and interpreted using appropriate statistical tools. Faculty and course wise reports are prepared. Principal informs the faculty members about their strengths and weaknesses in a confidential manner. Feedback from stakeholders (employers, teachers and parents) on curriculum Feedback is also collected from stakeholders like parents, professors, employers and alumni. Feedback from parents not only helps us to contribute positively to their children's learning experience, but it also can be an indicator of a holistic development of the child. By sharing their opinions, parents provide useful insights that may otherwise go unnoticed. Feedback from teachers on curriculum helps us comprehend, teachers understanding of the course content and their approach to attain the course outcome and identify any lacunae in the current syllabus. Feedback from employers helps us know whether the student is employmentready. It also allows us to evaluate the students as team players and their readiness to take over leadership roles. In a way college is able to judge the practical significance of the knowledge imparted through teachinglearning process. This feedback allows the college to know the areas where the student needs additional skills to be employable. Based on previous feedback received from employers, the institute decided to introduce skillbased courses or training programmes like softskills training(Teach India) Antarang(CareerReady) programme, digital media, android development, Tally, etc. Exit feedback from alumni: The Exit feedback enables insight to the learner experience with the institution as a whole and helps college to shape the teaching for future generations. The feedback from alumni covers wide range of aspects such as effectiveness of teaching, teaching methodology, curriculum contents, fairness of evaluation / examinations, interaction with administrative office, facilities such as computer and physical infrastructure, extracurricular and sports activities and overall impression

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
MSc	Information Technology	20	22	12
MCom	Advanced	120	67	64

	Accountancy			
BA	Mass Media	72	83	71
BCom	Accounting and Finance	138	262	124
BMS	Finance and Marketing	138	277	137
BSc	Information Technology	138	146	137
BCom	N/A	396	693	396
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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	2214	136	26	0	6

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	Numberof smart classrooms	E-resources and techniques used
26	15	228	1	0	228
[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)

Mentoring is an important function to be performed by faculty in colleges. However, one of the greatest challenges faced in undergraduate colleges especially in the commerce faculty is the poor teacher to student ratio. Hence having a structured mentoring system was rather difficult. However individual teachers mentored students in various ways based on the specific needs of the students. Faculty always make themselves available to students who are free to approach them in small groups or individually. Some of the core issues the faculty addressed as mentors are outlined below. • Students often approached faculty with examination related anxieties, faculty found that the crux of the issue was poor study skills so such students were helped to develop better study habits specifically time management through making study time tables etc. When faculty felt that a student needed special attention like in the case of learning disabled they were referred to the college counsellor. In collaboration with the counsellor buddy system was also set up for such students. • A number of students participate in intercollegiate events like elocution, debate, research competitions to name a few .A number of our students are first generation learners and require guidance in preparing for these competitions. Faculty mentor these students so that they are able to perform well and win laurels at these competitions. • At times students have approached faculty with personal and family related issues where faculty in association with the college counsellor have assisted students in improving their coping skills. At times even addressing parents so that they are able to sort out issues. • Faculty are also able to identify students who are poor in a particular subjects. In such cases special remedial coaching is organized in those specific subjects. • Faculty have under different departments organized lectures on career options in various sectors. In some cases the faculty have conducted such sessions themselves even addressing queries one on one. At other times experts from the industry or higher educational institutions have been invited to guide students. These are decided based on the specific

student needs and requirements identified based on one on one interaction with students. • As an aspect of mentoring to enhance employability the college in association with external agencies like 'Antarang' (NGO) and 'Teach India' (Times of India initiative), also provides assistance to students in areas like confidence building, soft skills and English language skills. • With a focus on holistic development regular Yoga training and workshop on health and hygiene are conducted for the benefit of girl students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2350	26	1 : 90

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
32	26	6	7	6

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
No Data Entered/Not Applicable !!!			
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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
MSc	PSIT	SEM IV	03/06/2019	31/08/2019
MSc	PSIT	SEM II	04/06/2019	31/08/2019
MCom	PMCOM	SEM IV	10/06/2019	13/08/2019
MCom	PMCOM	SEM II	03/06/2019	01/08/2019
BA	UBMM	SEM VI	03/05/2019	06/07/2019
BA	UBMM	SEM IV	04/05/2019	22/06/2019
BA	UBMM	SEM II	11/04/2019	04/06/2019
BCom	UAF	SEM VI	09/05/2019	27/06/2019
BCom	UAF	SEM IV	04/05/2019	22/06/2019
BCom	UAF	SEM II	12/04/2019	04/06/2019
BMS	UBMS	SEM VI	07/05/2019	19/06/2019
BMS	UBMS	SEM IV	04/05/2019	22/06/2019
BMS	UBMS	SEM II	12/04/2019	04/06/2019
BCom	UAF	SEM I	10/12/2018	21/02/2019
BMS	UBMS	SEM V	30/11/2018	18/03/2019
BMS	UBMS	SEM III	03/11/2018	15/02/2019

BMS	UBMS	SEM I	10/12/2018	21/02/2019
BSc	USIT	SEM V	28/11/2018	06/03/2019
BSc	USIT	SEM III	31/10/2018	15/02/2019
BSc	USIT	SEM I	05/12/2018	21/02/2019
BCom	UBCOM	SEM V	13/11/2018	29/01/2019
BCom	UBCOM	SEM III	02/11/2018	13/02/2019
BCom	UBCOM	SEM I	07/12/2018	16/02/2019
BSc	USIT	SEM VI	11/05/2019	24/06/2019
BSc	USIT	SEM IV	02/05/2019	22/06/2019
BSc	USIT	SEM II	14/04/2019	04/06/2019
BCom	UBCOM	SEM VI	12/04/2019	25/05/2019
BCom	UBCOM	SEM IV	03/05/2019	13/06/2019
BCom	UBCOM	SEM II	13/05/2019	13/06/2019
MSc	PSIT	SEM III	14/01/2019	11/04/2019
MSc	PSIT	SEM I	11/01/2019	22/04/2019
MCom	PMCOM	SEM III	10/01/2019	15/04/2019
MCom	PMCOM	SEM I	07/01/2019	12/04/2019
BA	UBMM	SEM V	19/11/2018	13/03/2019
BA	UBMM	SEM III	01/11/2018	15/02/2019
BA	UBMM	SEM I	07/12/2018	21/02/2019
BCom	UAF	SEM V	30/11/2018	26/03/2019
BCom	UAF	SEM III	02/11/2018	15/02/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation was included in the assessment model to evaluate skills and abilities which are essential for the courses being taught but are difficult to assess using conventional semester end examinations. It has also aided in ensuring assimilation of concepts that are at the core of these courses. This method of evaluation has been found effective in gauging the clarity of concepts and has also helped students by maintaining focus and learning discipline throughout the semester. It is highly effective as it is a constant probing that allows learners to adopt the best way to move forward. Taking cue from syllabus interpretation and the learning outcomes for every course, faculty members were directed to select from different methods of internal evaluation like periodic class tests, quizzes, presentations, assignments, tutorials, objective questions, debugging errors in programs, etc. The most frequently adopted methods included class tests, presentations and assignments on extended topics with reference to what was being taught in the classroom. Class tests –The test results help learners to identify the areas that need improvement and acts as an effective feedback mechanism in classroom teaching. Assignments and Presentations –Assignments help learners to imbibe the concepts discussed in class and present them in writing which allows the teachers to analyse the conceptual clarity as well as writing skills of the learners and make appropriate suggestions to them. Presentations allow for development of other skills like communicating ideas along with use of technology to achieve more effective exchange of thoughts.

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

The events of the year are planned on the basis of an academic calendar which is a tentative proposed plan for all the events of various departments and associations of the college for the entire academic year considering the total teaching days available, as provided by the university. Department heads and conveners of various associations / committees prepare their respective calendar of events at the beginning of the academic year. These are then presented and discussed in a meeting of all Department heads and conveners, arranged by the IQAC and consolidated as the college academic calendar. This helps to ensure that there is no conflict of dates and venue. Flexibility is provided for events the dates of which are announced by the University later like examinations, Degree certificate distribution, Youth festival, sports competitions. However, mega events such as Sports Day, Annual Day and Jallosh (college's intercollegiate cultural fest) are planned in advance and rest of the activities at departmental or committee level are organised accordingly. This is because it requires a longer lead time considering its requirement of an appropriate venue, resources, infrastructure etc. In the year 201819 all the exams for all the courses were to be conducted by University. University schedule is usually not available in the beginning of the academic year. The college's academic plan was made assuming that exams would be conducted in the month of September and October in the first term and in the month of March and April for the second term As a result, very few activities were scheduled during those months.

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.valiacollege.co.in/wp-content/uploads/2020/10/Objectives-and-Outcomes.pdf

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
PSIT	MSc	Information Technology	6	5	83.33
PMCOM	MCom	Advanced Accountancy	54	36	66.67
UBMM	BA	Mass Media	36	16	44.40
UA&F	BCom	Accounting and Finance	68	64	94.11
UBMS	BMS	Finance and Marketing	105	68	64.76
USIT	BSc	Information Technology	90	54	60.00
UBCOM	BCom	N/A	248	151	60.88

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the

 http://www.valiacollege.co.in/wp-content/uploads/2020/10/Student-Satisfaction-Survey-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
No Data Entered/Not Applicable !!!				
View 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
Quick Heal	Bsc.IT	20/07/2018
Antarang Foundation	B.COM	12/10/2018
Industrial Visits	B.COM	31/01/2019
Industrial Visits	B.COM	25/01/2019
Industrial Visits	B.COM	22/02/2019
Industrial Visits	BMM	08/09/2019
IPR WORKSHOP	BAF/BMS	05/04/2019

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
No Data Entered/Not Applicable !!!				
View 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
No Data Entered/Not Applicable !!!					
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
N/A	N/A	N/A

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

Name of the Department	Number of PhD's Awarded
N/A	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)

No Data Entered/Not Applicable !!!	
View 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
BMS	2
BAF	1
B.Sc. IT	14
Accountancy	3
View 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
No Data Entered/Not Applicable !!!						
View 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
No Data Entered/Not Applicable !!!						
View File						

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

Number of Faculty	International	National	State	Local
Presented papers	7	3	0	0
Attended/Seminars/Workshops	1	1	6	9
Resource persons	0	1	0	0
View 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
Ekatva	Valia C.L.College of commerce	2	350
Practical session on road safety	Valia C.L.College of commerce	2	10

Peace Marathon	University Of Mumbai	2	10
Yoga Event	Valia C.L.College of commerce	2	33
Gandhi's Thought session	University Of Mumbai	2	18
Passport Seminar	Passport office (Malad)	2	110
LGBTQ Survey	University Of Mumbai and Valia C.L.College of commerce	2	25
Cotton Bag Distribution	University of Mumbai and Valia C.L.College of commerce	2	76
Cancer Rally	Hosh	2	40
Blood Bank visit	Mahatma Gandhi Blood Bank	2	12
Drug preventation session	Thakur College of commerce	2	4
State Level Camp	University Of Mumbai	2	1
Quami Ekta Week	University Of Mumbai	2	76
Voter registration	BMC	2	16
Daan utsav	University Of Mumbai	2	76
Gandhi Jayanti Celebration	University Of Mumbai	2	16
Nashabandhi rally	Assistant committee of social cause of Mumbai Suburb office (Mumbai)	2	26
Leadership Training Camp	University of Mumbai	2	1
Crowd controlling	Traffic control of Mumbai	2	60
Thalassemia Checkup Camp	Mahatma Gandhi Memorial Blood Donation Bank And Lions club of juhu mumbai	2	35
Blood Donation drive	Mahatma Gandhi Memorial Blood Donation Bank And Lions club of juhu mumbai	2	35
Kerala Relief Fund	University of	2	15

rally	Mumbai and Clara's college of commerce		
Paper Bag Distribution	University of Mumbai and Valia C.L.College of commerce	2	75
Flag collection	University of Mumbai and Valia C.L.College of commerce	2	12
Independence Day	Valia C.L.College of commerce	2	76
Flag Selling	University of Mumbai and Valia C.L.College of commerce	2	31
Pulse Polio campaign	BMC (K Ward)	2	45
Cotton bag making	University of Mumbai and Valia C.L.College of commerce	2	60
Cotton bag making	Rizvi College of commerce	2	2
Tree plantation drive	Vidya Vikas primary school (versova)	2	36
Quality time mentoring and tutoring	Y.M.C.A	2	77
International Yoga Day Celebration	University Of Mumbai and Valia C.L.College of Commerce	2	28
INTERNATIONAL YOGA (WEEK)	University Of Mumbai	2	18
AVHAAN CAMP	University Of Mumbai	2	1
[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
N/A	N/A	N/A	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 activites	Number of students participated in such activites

Swachh Bharat Abhiyan	Clean We Go	Beach Cleaning Drive	2	20
Swachh Bharat Abhiyan	Rajni Foundation of India	Beach cleaning	2	55
Swachh Bharat Abhiyan	University of Mumbai and Valia C.L.College of commerce	Swachh Bharat Abhiyan Workshop	2	70
Swachh Bharat Abhiyan	Khadi Industries(KVIC)	Swachh Bharat Abhiyan Street Play	2	15
Swachh Bharat Abhiyan	University of Mumbai and Valia C.L.College of commerce	Cleanliness drive at adopted village (Kaman)	2	76
Swachh Bharat Abhiyan	Clean We Go with Valia C.L. College of commerce	Solid waste management	2	30
Swachh Bharat Abhiyan	Clean We Go	Worli fort cleaning	2	22
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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
N/A	N/A	N/A	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
Cyber security awareness session	"Cyber security awareness"	Quick heal Foundation	20/07/2018	03/10/2018	20
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

Quick heal Foundation	10/04/2018	"Cyber security awareness"	20

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
765000	1093338

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
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

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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 NET SOLUTION PVT LTD	Partially	2018	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6827	689454	994	170096	7821	859550
Reference Books	6995	1755363	342	193451	7337	1948814
e-Books	135000	11800	3000000	5900	3135000	17700

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
No Data Entered/Not Applicable !!!			

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	228	178	228	228	0	16	8	0	26
Added	0	0	0	0	0	0	0	0	0
Total	228	178	228	228	0	16	8	0	26

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

50 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
No Data Entered/Not Applicable !!!	

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 incurredon maintenance of physical facilites
3.3	121220	3.3	117284

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)

The College ensures regular maintenance and upkeep of all infrastructural facilities. For the overall maintenance work, a fulltime caretaker is appointed by the College. This personnel is responsible for maintaining cleanliness, hygiene, sanitation, water supply, electricity and security in the college. For cleanliness and hygiene in the college and its campus, the college has appointed housekeeping staff. Further class IV employees are responsible for the designated classrooms on daily basis. The staffmembers have to note it in the complaint register, specifically kept in the college office, as and when there is any need for repairing, replacement, or fixing of any equipment or a part thereof. Accordingly the plumber, electrician, technician, carpenter etc. is arranged for. Further, two staffmembers from teaching are given the responsibility of overlooking the infrastructure maintenance. To ensure the security of the premises the college has manned security at all entry points. Additionally closed circuit cameras are installed at all prominent locations such as Principal's office, library, office, parking area, college quadrangle, entrances etc. In the year 201819 more than 50 closed circuit cameras were installed in all classrooms, laboratories and prominent locations over and above the existing ones. The idea was to strengthen the security and better monitoring on the physical facilities. The College has hired the services of a professional company for regular support services relating to computer hardware and software. One technician from this company is permanently stationed in college for troubleshooting and also for meeting the regular ICT related need of the college. The personnel looks after the need and maintenance of hardware, software and other related equipments such as printers, cyclostyling machines, scanners, laptops, biometric attendance system, projectors etc. He is also responsible for software installation, antivirus and up gradation. The College

awards Annual Maintenance Contracts (AMCs) to external agencies/private vendors for the maintenance of equipments such as water cooler, air conditioners, cyclostyling machines, etc. For maintenance of Library, along with mandatory librarian, supporting staff has been appointed. The sports and fitness equipments are supervised and maintained by a dedicated personnel appointed specifically for it and a faculty member incharge of sports.

http://www.valiacollege.co.in/wp-content/uploads/2020/10/Procedures-Policies-2018-19.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	ANGC	10	10000
Financial Support from Other Sources			
a) National	Maha DBT / Rajeshree	77	0
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 implemetation	Number of students enrolled	Agencies involved
Remedial Lectures	24/02/2018	5	Commerce Department
Soft Skill	04/08/2018	111	VALIA CENTRE OF EXCELLENCE
Tally ERP 0.9 with GST	04/08/2018	118	VALIA CENTRE OF EXCELLENCE
Social Media Marketing	04/08/2018	55	VALIA CENTRE OF EXCELLENCE
Maths Bridge Course	24/07/2018	58	VALIA CENTRE OF EXCELLENCE
English Bridge Course	26/07/2018	15	VALIA CENTRE OF EXCELLENCE
Digital Marketing	04/08/2018	26	VALIA CENTRE OF EXCELLENCE
Android Application Development	01/08/2018	22	VALIA CENTRE OF EXCELLENCE
Regular Yoga Class	02/07/2018	25	WDC
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	Number of benefited students by career	Number of students who have passedin the comp. exam	Number of studentsp placed

| 2018 | NETPTITUDE | 29 | 5 | 0 | 0 |

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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		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
LT Infotech, HT Media Pvt Ltd, NIIT, Speed Jet Aviation, I CA, IMS Pro, Antarang, Khadvala Integrated Financial Services and Zenrich Life Academy LLP	447	4	NIL	49	7

[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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	261	BCOM , BAF, BMM, BSC IT,	BCOM	IDOL, MUMBAI UNIVERSITY AFFILIATED COLLEGES	MCOM, MBA, MSC IT

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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	2
CAT	2
Any Other	1

[View File](#)

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

Activity	Level	Number of Participants
Carrom Women Single	Institution	16
Carrom Women Doubles	Institution	14
Long Jump (Men)	Institution	61
Javelin Throw (Men)	Institution	23
800 Mtr Running (Women)	Institution	8
400 Mtr Running (Women)	Institution	19
200 Mtr Running (Women)	Institution	33
Discus Throw (Women)	Institution	16
1500 Mtr Running (Women)	Institution	8
Javelin Throw (Women)	Institution	15
Shot Put (Women)	Institution	18
Long Jump (Women)	Institution	10
Discus Throw (Men)	Institution	32
1500 Mtr Running (Men)	Institution	28
800 Mtr Running (Men)	Institution	31
400 Mtr Running (Men)	Institution	63
200 Mtr Running (Men)	Institution	68
100 Mtr Running (Men)	Institution	69
100 Mtr Running (Women)	Institution	37
[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
2019	All India Inter University Softball tournament All India Inter University Baseball tournament	National	6	6	1	Mrunal Waghmale , Nirmiti Mhatre, Sachin Gavali, Siddhant Sawant, Akash Dhumal and Ayyappa Kaunder
[View File](#)						

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

The University to which the college is affiliated has over the years laid down the guidelines for the formation of the Students councils in affiliated colleges as well as at the University level. Affiliated colleges like ours are

expected to strictly adhere to these guidelines. However, in the current academic year no guidelines were issued so the college could not constitute a student's council in the absence of clear guidelines from the university on the procedure for conduct of elections. Class representatives were informally appointed to have greater communication between the college authorities and student stakeholders. Since the college recognizes the important role of students as stakeholders so students were well represented in the various academic and administrative bodies/committees of the college. The details of such representation are as follows Internal Quality Assurance Cell (IQAC) The college IQAC has two student members who attend all the meetings of the cell and contribute their ideas and suggestions to enhancing quality. The student members of the IQAC get an opportunity to interact closely with faculty and management representatives and communicate their ideas. However only a limited number of students can be a part of the formal structure of the IQAC. To overcome this hurdle the IQAC also has initiated the concept of quality circle to involve more students in decision making and implementation of quality enhancement measures. The quality circle consists of a group of 15 students (From different classes), the student members of the IQAC and one faculty which meets twice in a semester to discuss various issues relating to quality enhancement specifically with reference to teaching learning and overall campus development and maintenance. The ideas generated in these meetings are then taken forward to the IQAC meetings and then implemented. Extra and CoCurricular Activities Student representatives are present in various committees of the college which conduct extra and cocurricular activities in the college. Students are appointed who assist the faculties in organising sports and gymkhana activities as well as various competitions in the college. Students are also the contingent leaders at the various intercollegiate competitions in which the college participates. The National Service Scheme Unit of the college is a vibrant student body consisting of 100 students who spearhead various community outreach programs run by the college. Jallosh is an intercollegiate festival which is almost entirely managed by students. Students are the chairpersons and vice chairpersons of the various committees of this festival. Every year at least 150 student volunteers are involved in various positions in organising this festival. The college magazine ERA has an editorial board comprising of students who conceptualize the magazine. Students are also members of the Women's Development Cell. This ensures that gender sensitivity is enhanced. Student representatives are also there in the Internal Complaints Committee of the college. This body is meant to address and resolve any complaints arising within in the college in an amicable and just manner. The presence of students in this committee ensures that student interests are upheld.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

65

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

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)

The college has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards a decentralized governance system. This is because the college understands that decentralization and participative management practices enhance goal ownership and commitment. Two areas where this was effectively implemented last year were • Organising an intercollegiate workshop for administrative staff • Intercollegiate festival Jallosh Intercollegiate workshop for administrative staff. Administrative staff representatives in the IQAC as well as the College Development Committee expressed the desire to organize an intercollegiate workshop for administrative staff in association with the University of Mumbai. The idea was accepted by the college authorities and the management and it was decided that the administrative staff would conceptualize and implement the entire workshop. The planning began with informal meetings being held among the administrative staff to decide the topic of the workshop. It was decided that the workshop should be on Office Automation and Paperless Office. The administrative staff formed various committees to work on various aspects of the workshop. Each committee was comprised of administrative staff from different sections of the college as well as one faculty member from the IQAC. Committees were comprised of Class III as well as Class IV employees. Each and every aspect of this workshop right from registration to inauguration and valedictory function was arranged by the administrative staff with faculty merely functioning as advisors. Thus participative management was successfully implemented. Intercollegiate Festival Jallosh. Jallosh has been the intercollegiate festival of the college however participation was restricted to a few students. The need was felt to have increased participation from various sections of the college so the format of the festival was modified. The festival would have a faculty as coordinator and two others as assistant coordinators. These faculty would select one student as chairperson. There would be a Jallosh core committee of faculty consisting of 8 faculty who would then select one student each for the core roles to be played. These 8 students would be vice chairpersons and along with the student chairperson would constitute the students core team for Jallosh. This core team would decide all the modalities of the fest including the theme of the year the various competitions to be organized as well as the budget. The core committee would select heads of various departments as well as event in charges for the various events as well as the volunteers. The sports and gymkhana committee would organize the sporting events and the cultural committee would organize various performing and fine art events. There would be one academic activity organized by every department under the umbrella of Jallosh. All activities are managed by student leaders and volunteers under the mentorship of faculty. One event would be organized for faculty and administrative staff and this activity is managed by the administrative staff along with students. Thus all sections participate in the planning and execution of this festival.

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

Yes

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
Library, ICT and Physical	Library uses MICM software for managing

Infrastructure / Instrumentation	the barcoding system. Library has separate eresources section with 4 computers and Internet facilities where user can access INFLIBNET's Nlist, Shodhganga Shodhgangotri and also use open access database DOAJ. 2 separate computer terminals are provided to students for accessing availability of books in the library. The library provides scanning and photocopying facility. The College is in contract with a maintenance firm to look after the hardware and software requirements, development and maintenance of customized software. A dedicated technical consultant of this firm is permanently stationed in the college for the ICT maintenance.
Examination and Evaluation	College has provided a conducive environment for smooth conduct of examination. The examination department is equipped with Internet enabled computers, printers, cyclostyling machines and a separate printing section for carrying out exam related work. There is a separate computer and printing area designated for downloading and printing Question Papers that are received Online from the University. This computer is a standalone computer not on the College's LAN. The assessment is Centralised for college level exams and for University exams it is through OSM (On Screen Marking). The college has provided a laboratory facilities to facilitate OSM.
Teaching and Learning	To ensure learning is effective, the college makes use of technology wherever possible. Teachers are provided with personal, public address system, projectors and laptops (to departments) etc. Apart from regular classrooms, teachers can conduct their classes in computer labs and/and or language labs too. Teachers also take students for industrial or field visits to factories, studios, etc. to teach the practical aspect of the courses. Departments invite experienced senior faculty or people from industry to deliver expert lectures to enrich the knowledge of students. Staff members are encouraged to use different teaching pedagogy and innovative practices.
Curriculum Development	College is affiliated to the University

	of Mumbai and follow the syllabi as prescribed by the Board of Studies of different courses and our faculty are members on the Board of Studies and thus influence the decision making process. Curriculum development is not within the control of the college however wherever faculty consider it necessary and appropriate faculty do make efforts to provide updated information. Also college has designed various Value Added Courses such as Digital Marketing, Tally ERP 0.9 with GST and Android Application Development, to augment the existing curriculum and make it more practical oriented.
Research and Development	The Research Committee is responsible for promoting research culture in the institution. It guides students for participating at University and intercollegiate research competitions. In the year 201819, 26 students participated and 10 qualified 3 levels at Avishkar (interuniversity research competition). Faculty members are encouraged to conduct research, present and publish research papers. As an additional boost, the cost of registration for participating in conferences/ seminars to present research papers is borne by college. Faculties are encouraged to publish their research contributions in various National and International Journals In the year 201819 number of faculty members have published books with ISBN.
Admission of Students	In the current academic year, the college implemented a cloudbased ERP system to facilitate the admission process. Since the system is cloudbased students could fill their admission forms from any location and did not have to visit the college for the same. The list of candidates eligible to take admission was displayed on the website so students can have remote access to this information. The use of this cloud based system was beneficial to the college as well as the students. Students could apply for admission from any location and the college could get applicants from other states as well.
Industry Interaction / Collaboration	The college has a placement and career guidance cell that conducted number of activities : 1) oncampus placement drives by reputed companies such as

	LT(infotech) and HT Media Pvt Ltd 2) Organized career fairs with Tech India, Antarang, Khandwala Integrated Financial Services, Zenrich Life Academy LLP participating. 3) career guidance activities through NIIT, Speed Jet Aviation, ICA, IMSPro, Antarang. Departments also take their students for industryrelevant exposure visits. For e.g. BMM department visited a film studio. Under a collaboration with Quickheal, our BScIT students were trained in Cyber Security and these students conducted cyber security awareness programmes in schools.
Human Resource Management	College follows norms as prescribed by UGC and Joint Director, with regards to recruitment, appointment, promotion, pay scale, VRS, retirement etc. of the aided staff. For the unaided teaching posts, scientific selection process is followed, that includes interviews and demo lectures. As a policy, college prefers to hire the college's past students for teaching/ administrative vacancies. New recruits are mentored by the Principal and /or the respective Head of Department /Course coordinator. Regular appraisal of faculty is done through student feedback on faculty. Number of workshops are organized for staffmembers development and enrichment. Various monetary and nonmonetary incentives and welfare measures are introduced for keeping the staff motivated.

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

E-governace area	Details
Planning and Development	The college plans the events of the year through preparation of an academic calendar which has a tentative proposed plan for all the events of the various departments and associations of the college for the entire academic year. Department heads and conveners of various associations / committees prepare their respective calendar of events at the beginning of the academic year. These are then consolidated in a common academic calendar and uploaded on the website
Administration	All administration work related to students such as creation of student database, attendance, receipts printing, etc. is computerized. College has hired services of professional

	software developing firm for developing and maintaining customized software as per the evolving need of the college with regards to students' data management. The College is in contract with a maintenance firm that looks after hardware and software requirements, development and maintenance of customized software. The staff record is partially digitized as hard copy of the documents in files have to be maintained for record purpose.
Finance and Accounts	The college has installed Tally (ERP 9), an accounting software for maintaining accounts. So finance and accounts is fully digitized. Payroll of the staff is managed through the software developed by MICM
Student Admission and Support	Admission process is computerized A new ERP software 'ACADMIN' is exclusively used for the same. Students can submit the admission form online and check their status of admission on the college's website as and when the merit lists are uploaded. The software allows to generate students list, categorized on the basis of programme, category or any other criteria as required. Further, the students' fees and other aspects of data management (storing and retrieving) and generation of reports is processed through MICM software.The admission process is cashless to ensure transparency and it is processed through MICM software.
Examination	The examination department is equipped with computer with Internet connection, printer, cyclostyling machine and a separate printing section for carrying out exam related work. There is a separate computer and printing section for downloading and printing University Question Papers that are received Online from the University. All examination related activities are computerized. Question paper printing, preparation of notices, marksheets for projects and assignments, entry of internal marks, etc. are all computerized and managed by the examination department. To ensure confidentiality Examination related work such as processing of application forms, entry of semester marks, printing of marksheets and admit cards is outsourced.

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	Shipra Singh	Workshop on expanding emotional intelligence for professors	Clara's College	500
2018	Damyanti Premier	Syllabus revision Workshop	BL Amlani college	1000
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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	Dance Therapy		27/07/2018	27/07/2018	29	0
2018	Unfair Means Enquiry Awareness		01/12/2018	01/12/2018	17	0
2019	Design Thinking		09/03/2019	09/03/2019	27	0
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
Refresher Course	1	12/10/2018	01/11/2018	21
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	7	0	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
PF For staff appointed by management in all sections Reimbursement of fees for publishing and presenting papers and for attending conferences and seminars, Duty leaves to attend workshops, conference etc., Revision of payscale after unaided staff acquiring qualification such as clearing of NET/SET or PhD., Felicitation of staff on Teachers Day, Felicitation of staff for their achievements such as acquiring PhD, recognition as PhD guide, etc., completing 15 years in the college, Cash incentives for staffmembers presenting papers abroad, Fee concession towards fees of employees as well as to the children of staff pursuing higher education in the college, Arranging workshops for teaching staff on academic and nonacademic topics such as design thinking, spirituality and dance therapy to foster holistic staff development, Celebration of festivals such as Navratri, Diwali and Makar Sankranti to build team spirit, For Physical and mental wellbeing of staff members, they have access to counsellor, have facility of a Medical Room and First Aid box for medical emergencies	PF For staff appointed by management in all sections, Felicitation of staff for completing 15 years in the college, Fee concession towards fees of employees as well as to the children of staff pursuing higher education in the college Reimbursement of fees for participating in workshops and cultural fest in other colleges Arranging workshops for nonteaching staff such as spirituality at work place and financial planning to foster holistic staff development, Celebration of festivals such as Navratri, Diwali and Makar Sankranti to build team spirit, Provision of taking advance against salary in case of emergency For Physical and mental wellbeing of staff members, they have access to counsellor, have facility of a Medical Room and First Aid box for medical emergencies Provision of free of cost Tea for class iv employees	Sports coach available for coaching in softball (girls), football (boys) Number of committees for their benefit or welfare – antiragging, grievance redressal, WDC, Utility centres such as girls common room, Gymkhana and gymnasium, For Physical and mental wellbeing of students, they have access to mentor and counsellor, have facility of a Medical Room and First Aid box for medical emergencies Use of lift by disabled students or when students are not well Facility of Computer lab and language lab Library is available for access to books, journals, computers, past question papers, photocopying etc. Library also administers Earn and learn scheme Reimbursement for participating in competitions and workshops Suggestion box celebration of festivals such as Navratri, Diwali and Makar Sankranti Students are offered free of cost courses for skill development such as Spoken English and CareerReady

6.4 – Financial Management and Resource Mobilization

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

Yes, our institution has established system to audit all the financial transactions by both, internal auditors as well as external auditors on regular basis. Internal audit is conducted by Bhuta and sons and External audit is done by Khasgiwala and Co. The books of accounts and support evidences are subject to both internal and external audit. A regular internal audit permits

monitoring of financial management of the institution. It is conducted objectively and designed to improve the institutions governance. It provides independent assurance that its control processes are operating effectively. External audit ensures total compliance with statutory requirements and obligations.

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
NA	0	NA

View File

6.4.3 – Total corpus fund generated

500000

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	No		No	
Administrative	No		No	

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

1.ParentsTeacher meeting of students from first year to orient them about the college, its functioning, rules, examination, etc. held on 27th August 2018. 2. A meeting of the parents of TYBCom students enrolled for Antarang a career guidance programme was held to discuss about the career options for their children 3.A parent was invited as a Judge for a Fashion Show event held by College during JALLOSH, an intercollegiate cultural fest organised by the college.

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

1. IQAC in association with the University of Mumbai organized an intercollegiate workshop. The purpose of the workshop was to promote the reduction of paperwork in the office and incorporate better management of resources. The resource person, Ms. Keyaa Mukherjee, Office Superintendent at Maniben Nanavati College, along with giving a comprehensive view of office automation as the need of the hour, also emphasized on the importance of digitization of documents for NAAC accreditation. The workshop received an overwhelming response from number of administrative staff coming from as distant places as Nashik, Solapur, Bhiwandi, Thane, Dombivli and Palghar. 2. IQAC organized a session on "Introducing spirituality at work place" on 3rd May 2019. The purpose of the session was to guide employees in finding a meaning and purpose in their work, to connect with other employees and be a part of a community. 3. IQAC in association with State Bank Of India organized a session on "Financial planning including various investment options" on 29th May 2019. The session aimed at guiding staff on planning of finances and choosing the right investment option.

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

ERP software introduced for Admission In the academic year 201819, the college computerised the process of admission. A new ERP software 'ACADMIN' is being exclusively used for the same. Under this system, students submit the admission

form online and check their status of admission on the college's website as and when the merit lists are uploaded. The software allows to generate students list, categorized on the basis of programme, category or any other criteria as required. To ensure greater transparency and reduce the chances of mistakes and errors the admission process is cashless. The fees are received through a demand draft and processed through MICM software. Collaboration with Quick Heal Foundation: Basic Cyber Awareness is the first step to protect and mitigate risks involved in this technology oriented era. In order to understand the various types of cybercrimes, their effect and countermeasures to protect the confidential information, college collaborated with Quick Heal Foundation (NGO). The reputed antivirus software company trained our students in a unique EarnandLearn basis with an awareness workshop on Cyber Security. Our college students then visited number of schools and conducted awareness of cyber security and safe and responsible practices online for the school students. They even received a stipend for these efforts. Aside from increasing awareness, this initiative provided professional exposure to our students, while also creating an alternate means of revenue generation. Skill development programs: With an aim of providing an opportunity to develop skills and abilities and prepare them for future employment, college partnered with number of organisations. The department of Commerce collaborated with Antarang foundation, an NGO working to bridge the employability gap that exists amongst disadvantaged youth for TYBCOM students. The aim of this program titled as CareerReady, was to build ability among students to make informed career choices. The program was spanned over 40 sessions of 2 hours each. The classroom intervention was aimed at building collaboration, communication, critical thinking, creativity, commercial skills and computer literacy. It also helped students to gain knowledge about the work ethics and acknowledge the value of reliability, integrity, and initiative at workplace. The classroom activities were integrated with plenty of industry exposure through industry visits and interaction with guest speakers. The program was run in two batches and in all 48 students completed it successfully. Realizing the growing importance of using English as a mode of communication for growth, both at a personal and professional level, the Department of Commerce collaborated with Teach India, a CSR initiative of The Times of India and its knowledge partner British Council for a programme on spoken English. The programme comprises of 60 sessions each of 2 hours and 31 SYB.Com students completed it successfully.

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
2019	Workshop on Design Thinking for Teaching Staff	09/03/2019	09/03/2019	09/03/2019	27
2019	Library Orientation, F.Y.B.Com students	06/08/2018	06/08/2018	13/08/2018	125

2018	CareerReady Program in association with Antarang to bridge the Employability Gap for TYBCom students	07/07/2018	07/07/2018	14/03/2019	48
2018	Workshop on Relaxation Techniques for teaching staff	27/07/2018	27/07/2018	27/07/2018	29
2018	Workshop for orienting teachers about the University Ordinance.5050 relating to practice of Unfair Means in Examination	11/08/2018	11/08/2018	11/08/2018	17
2018	Orientation programme for FY students and their parents	27/08/2018	27/08/2018	27/08/2018	450
2018	Intercollegiate Workshop for administrative staff on Office automation Document Control and Record management	01/12/2018	01/12/2018	01/12/2018	74
2018	EWaste Awareness Program and installation of EWaste Bin for students, staff and people residing near by to the collegeE Waste Awareness	27/07/2018	27/07/2018	27/07/2018	2400

2018	Spoken English Program in association with Teach India, CSR of Times of India for students	04/07/2018	18/07/2018	12/09/2018	31
2019	workshop on Introducing Spirituality at workplace for administrative staff	03/05/2019	03/05/2019	03/05/2019	20
2019	Workshop on Financial Literacy for administrative staff	29/05/2019	29/05/2019	29/05/2019	12

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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
Association with Snehasadan (organization that provides a home to the homeless) where the girls from these homes were given an opportunity to perform and showcase their talent at the annual day of the college	20/02/2019	20/02/2019	7	0
Teach India Programme	18/07/2018	24/09/2018	25	6
Yoga classes for girls	18/06/2018	30/04/2019	25	0
Antarang programme	07/07/2018	12/09/2018	22	2
Antarang programme	21/12/2018	14/03/2019	21	3

Workshop on health and hygiene	09/08/2018	10/08/2018	25	0
Youth Mela in association with MOGS(Mumbai Obstetrician and Gynaecologist Society)	27/09/2018	27/09/2018	157	0
Sports team (girls)trained and sent for intercollegiate and University level competitions	03/08/2018	03/08/2018	20	6
Girl students heading different departments at our college's Annual Cultural Fest Jallosh	06/02/2019	07/02/2019	5	3

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

The college hosted an EWaste awareness program to make students and staff of the college aware about the need to dispose off their Ewaste responsibly. Students who study in city colleges have easy access to all kinds of electronics. While these electronics like laptops, pendrives, memory chips, help the students immensely in improving their academic calibre, they also put a huge amount of pressure on the environment. Each individual, be it a student or a working professional, contributes at some level in depleting resources that need to be preserved for the needs of the future generations. Electronics and dumping of electronic products become a part of the problem. EWaste disposal if carried out correctly can lead to proper reuse, recycling, or disposal of the products. To counter the issue of improper Ewaste dumping, the college in collaboration with IDF launched an 'Ebin'. On 27th July 2019 an Ewaste Bin was installed for the students, staff and residents of nearby localities to dispose their electronic waste in a safe manner. The 'EBin' was inaugurated by Shri. Bharat Valia, Vice President, Cosmopolitan Education Society. The awareness programme saw an overwhelming response of the bin being filled within 48 hours.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	Yes	2
Scribes for examination	Yes	2
Any other similar facility	Yes	2

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
2019	1	1	15/01/2019	1	Makar Sankranti Celebration	A programme on Makar Sankranti was organized for the girls of Snehasadan, an organization for homeless children in Mumbai. The event attempted to give an opportunity to the girls of Snehasadan to celebrate a community festival.	60
2019	1	1	20/02/2019	1	Annual day celebration	The girls of Snehasadan were given an opportunity by Valia College to showcase their talent on stage at the Annual Cultural Event of the college. Girls int	1

2019	1	1	20/02/2019	111	Annual day	The young girls of Snehasadan were also trained in dance by a student of the college, Ms. Prerna Katare (FYBMM)	1

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct (for students)	27/07/2018	The code of conduct for students of the college focuses on discipline and strict adherence to the rules and regulations framed by the Discipline Committee. Antibullying and antiragging policies are emphasized upon. Students are also informed about attendance in lectures/practicals and the behavior they are expected to exhibit in the college premises.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Street play on Swacch Bharat Abhiyan by NSS volunteers in collaboration with Khadi and Village Industries Association on the inauguration of the Khadi Fest	15/08/2018	26/01/2019	13
Cultural Exhibition on various Indian States	13/03/2019	13/03/2019	100

Talk on NonViolence by Shabnam Hashmi Dev Desai (Social and Human Rights activist)	29/01/2019	29/01/2019	60
"Yuva Sampark Karyashala"by Shri. Vilas Belapurkar from Vivekanand Rock Memorial awareness about Swamiji's message of selfless services and love for the country and pride in its culture	25/08/2018	25/08/2018	150
Street play on Gandhi Jayanti by NSS volunteers of the college	02/10/2018	02/10/2018	13
Independence Day celebrations	15/08/2018	15/08/2018	140
Republic Day Celebrations	26/01/2019	26/01/2019	155
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

6. Green Bappa Movie screening: Before the advent of the festival of Ganesh Chaturthi on 30th August 2018, the Nature Club of Valia College screened a documentary 'Green Bappa' directed by Mithun Udyawar. The film focused on creating awareness around the need to make ecofriendly idols of Lord Ganesh and preserve the environment from the hazards of immersing the idols into the sea.

1. Paperless Office Workshop for Administrative staff: Realizing the importance of saving paperwork and increasing digitization for better efficiency, the IQAC of Valia College in association with the University of Mumbai organized a one day workshop on Office Automation, Document Control and Record Management on 1st December 2018. The purpose of the workshop was to promote the reduction of paperwork in the office and incorporate better management of resources. Speaker Ms. Keyaa Mukherjee emphasized on the need to make campuses around the city ecofriendly by adopting a paperless, digitized functioning for the college administration. The workshop saw administrative staff from several colleges around the city, learning about the ecofriendly way of running administration. The workshop helped immensely not only in raising awareness for ecofriendly campuses, but also gave a blueprint for doing the same.

2. Tree Plantation Drive: The N.S.S Unit of Valia College had organized a 'Tree Plantation Programme' at Valia College and nearby areas in D.N.Nagar, Andheri on 12th July 2018. Our volunteers also interacted with the students and made them aware about the vital role of trees. This plantation drive was held in the college campus in lieu of making it greener.

3. The NSS unit of our college hosted an inter collegiate festival 'Ekatva' on the Ecofriendly theme of Water Conservation on 16th February 2019. The fest saw an overwhelming response of more than 350 students from various colleges in Mumbai participating in various competitions such as streetplay, dance, poster

making etc. Not only the theme of the fest was ecofriendly but the way it was organised in terms of its decoration, which was done from waste materials like discarded paper, card boards, etc. was also environment friendly.

4. EWaste management: Dumping of electronic products has become a huge problem nowadays with a constant and everincreasing use of electronic devices. EWaste disposal if carried out correctly can lead to proper reuse, recycling, or disposal of the products. To counter the issue of improper EWaste dumping, the college in collaboration with IDF (Indian Development Foundation) has launched an 'EBin'. An EWaste awareness program was conducted for all staff members and students. The Ebin allows staff members, students as well as residents of nearby localities to dispose their electronic waste in a safe manner. The 'EBin' was inaugurated by Shri. Bharat Valia, Vice President, Cosmopolitan Education Society on 27th July 2018

5. No Lift Day: Energy conservation is a huge problem in metro cities like Mumbai, and the amount of energy consumed in a college sums up to a large number. In order to promote the message of careful usage of electricity and energy conservation in general, Valia College celebrates a 'NO LIFT DAY' every Friday of the week. The faculties and students alike are prompted to use the stairs for the day and thus save a lot of electricity. This exercise when started by the college, also helped improve the fitness drive among the members of the staff. A few members have permanently started taking the stairs for their fitness regime.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I 1. Name of the Practice: Life Skills Training Programme 2. Goal: to empower students with employment specific skills 3. Context: Youth in India are struggling to find a job even after completing education and getting a degree. This is especially difficult for disadvantaged youth who end up taking up low paying jobs so that they can support their basic needs. Also the youth have limited knowledge of the career options that they have and also about the skill set that they require for better employment. 4. Practice: The Department of Commerce started with two new initiatives this year: 1. Antarang Foundation – It is a NGO working to bridge the employability gap that exists among disadvantaged youth. Through their CareerReady programme, Antarang teaches core employability skills including selfawareness and workethics. The 40 hours of the programme includes classroom intervention and exposure visits. The classroom intervention aims to build collaboration, communication, critical thinking, creativity, commercial skills and computer literacy to help young adults acknowledge the value of reliability, integrity, and initiative. The programme also integrated plenty of industry exposure through industry visits and interaction with guest speakers. Once they complete the course they are assigned a mentor who guides them until they get a job. In the academic year 201819, 2 batches of Antarang with 48 TYB.Com students have successfully completed the training. ? Teach India Programme – The ability to converse in English opens the doors to employment in various sectors. The Times Group launched Teach India as an initiative to teach spoken English to the youth belonging to the underprivileged sections of the urban society. The British council has designed the curriculum and is involved in for training the volunteers who will be imparting the curriculum to the learners. The target of the training is to make students jobready in terms of spoken English requirements. The program proactively attempts to build a bridge between the learners and the potential employers and connect the two. On completion of the course, the learners get a certificate which is jointly certified by both The Times Group and British Council. In the year 201819, the Department collaborated with Teach India for imparting training to our students. 31 SYB.Com students successfully completed the Spoken English program consisting

of 60 sessions each of 2 hours. 5. Evidence of success: With the Teach India Programme, 31 students have gained confidence about their spoken English skills. With Antarang, 49 students have gained greater clarity about their career choices and have got a mentor to guide them through for making informed career choices. 7 of our students have already been placed. 6. Problems encountered and Resources required: Sometimes due to college activities, exams and regular lectures, classrooms are not available. The course also faces the issue of high fallout rate, either because students have to attend coaching classes after college lectures or couldn't devote time to the program due to their work commitments. as many of our students have to be in employment to financially support their family. Best Practice II 1. Name of the Practice: Continuous Evaluation Programme 2. Goal: Assessing and evaluating students throughout the academic year 3. Context: Continuous Internal Evaluation was included in the assessment model to evaluate skills and abilities which are essential for the courses being taught but are difficult to assess using conventional semester end examinations. 4. Practice: Continuous evaluation is conducted through various activities throughout the academic year for B.Com, BMS, BAF, BSc. IT, and BMM, for all courses FY, SY, and TY. Taking cue from syllabus interpretation and the learning outcomes for every course, faculty members were directed to select from different methods of internal evaluation like periodic class tests, quizzes, presentations, assignments, tutorials, objective questions, debugging errors in programs, etc. The most frequently adopted methods included class tests, presentations and assignments on extended topics with reference to what was being taught in the classroom. Class tests -The test results help learners to identify the areas that need improvement and acts as an effective feedback mechanism in classroom teaching. Assignments and Presentations -Assignments help learners to imbibe the concepts discussed in class and present them in writing which allows the teachers to analyse the conceptual clarity as well as writing skills of the learners and make appropriate suggestions to them. Presentations allow for development of other skills like communicating ideas along with use of technology to achieve more effective exchange of thoughts. 5. Evidence of success: CIE has aided in ensuring assimilation of concepts that are at the core of various courses. This method of evaluation has been found effective in gauging the clarity of concepts and has also helped students by maintaining focus and learning discipline throughout the semester. It is highly effective as it is a constant probing that allows learners to adopt the best way to move forward. CIE model has aided to improve the comprehension and application of learnt concepts, communication and social skills, personal interest in learning and bring about a positive attitude amongst learners. In addition it has also helped learners to keep track of their studies and aided them in the process of preparation for the final term end examinations. 6. Problems encountered and Resources required: In the beginning, it was difficult to convince the students of the benefits and importance of this kind of evaluation as it does not involve marks.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.valiacollege.co.in/wp-content/uploads/2020/10/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 institution attempts at a fresh, radical and socially inclined activity each academic year and this year was no different. Each department organized various activities throughout the year, but following is the one that resonates

best with our vision. The Vision of our college is to maintain the highest academic standards upholding the noblest ideals and moral values, to identify hidden talent, create enlightened, empowered and socially committed students and above all good human beings. The NSS Unit of our college for the very first time organised an intercollegiate fest, Ekatva, based on the theme of water conservation. Aligned with the vision of the college, students organisers of the fest ensured that the entire conduct of the fest right from its theme, to the events hosted and even the decoration become a model of social commitment and responsibility. All the events organised in the fest such as elocution, monoacting, group dance, streetplay, solo singing, shortfilm making and poster making were based on some social theme. The volunteers used discarded waste materials to create the props and the ambience of the festival. This was an attempt at inculcating a sense of social commitment among the students / participants of the fest. By organising such fest in the college, students are provided an opportunity to explore their talents in areas of leadership organisational skills, teambuilding/ team spirit. By focusing as the theme of Water Conservation students learn about a socially relevant even global concern thus realising that we are all but a part of a larger and greater scheme of things. The knowledge of the fact that each one us can contribute in a miniscule way , helps in the moulding of better human beings. Since it was an intercollegiate festival student organisers in their interactions with participants from other colleges hone their interpersonal skills, learning the difficult arts of persuasion and negotiation all skills valuable in the real world. They realize that any endeavour acquires its true significance with the team spirit that glues the effort and that leadership is often not a matter of individual excellence but the ability to draw the best from the entire team. These are all lessons impossible to learn in classroom environment but instead are learnt through experience . Also by borrowing a social theme the message is conveyed to participants and organizers that social responsibility should ideally be the touchstone of all youth activities. That, while, dance, singing, drama have their rightful place, in human life. these artistic talents can become a powerful medium of spreading awareness without preaching. Mr. Pranav Panchal, NSS District coordinator of Western zone was invited as a chief guest to inaugurate the event. Sir, in his address to students gave valuable information and guidance about water conservation. Although it was the first year, EKATVA got an overwhelming response of with more than 350 students participating from 30 plus colleges in Mumbai. The best college trophy was bagged by M.L. Dahanukar College of Commerce.

Provide the weblink of the institution
http://www.valiacollege.co.in/wp-content/uploads/2020/10/Institutional-Distinctiveness-2018-19.pdf

8.Future Plans of Actions for Next Academic Year

Language lab to be made more functional : Since most of our students come from economically backward strata of the society, for whom English is a second language, the English Language lab is an interesting way to achieve language proficiency. However the usage of the lab so far has been limited. In the year 201920 the college intends to introduce more structured and organised way of utilising the Language lab so that its benefit reaches to a large number of students. Make existing infrastructure more suitable for students with special needs Over the years, college has been making changes to its existing infrastructure to ensure barrier free environment in its premises for meeting the special needs of students with disabilities. This year the college intends to create special facilities such as ramps, provision in toilets and introduce other necessary changes such as special access at the administrative office and special reading area to suit the special needs of differently abled persons. Partnering with Industry for placements, training and internship Practical training and

internships with firms and organisations is an effective learning tool that could provide students with the opportunity of putting theory into practice. With an aim of providing an opportunity to develop skills and abilities and prepare them for future employment, college intends to partner with organisations and professionals. College intends to have more placement drives and oncampus interviews to ensure higher number of students are benefitted. Partnering with social organisations In order to identify the needs and problems of the community and to involve students in problemsolving, so that they become responsible citizen, college intends to have association with social organisations. Students exposure to social organisations such as NGOs working on social causes, Orphanages, Old Age homes etc. will help develop a sense of social and civic responsibility among them. Introduce Entrepreneurship Development Cell and Incubation Centre Considering the important role that entrepreneurship plays in the economic growth of a country, the college intends to constitute an Entrepreneurship Cell and Incubation Centre. The aim of the Cell is to identify, develop and strengthen entrepreneurial skills in the budding professionals who have potentials to in starting their own ventures. Mentorship to be made more effective and enhance its reach The college has introduced mentorship in the year 201819. However the activities conducted under mentorship were need based and each mentor mentored his/her mentee as per the time available, number of student approached etc. This year college intends to have more meaningful and structured mentormentee relationship. Enhance Alumni Contribution Considering the social, academic and professional benefits that a strong and a positive alumni can render, the college intends to have more contribution from Alumni in the next year. The alumni can contribute by way of guest lectures, conduct of workshops, placement assistance etc. Attendance app In order to bring greater transparency and accuracy in the attendance management, college intends to digitize the attendance process by replace the existing manual processes.