



## Yearly Status Report - 2019-2020

### 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																								
<b>2. Institutional Status</b>																									
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																								
<b>3. Website Address</b>																									
Web-link of the AQAR: (Previous Academic Year)	<a href="https://valiacollege.co.in/wp-content/uploads/2021/04/AQAR-2018-19.pdf">https://valiacollege.co.in/wp-content/uploads/2021/04/AQAR-2018-19.pdf</a>																								
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://valiacollege.co.in/wp-content/uploads/2021/05/Academic-Calendar-2019-20.pdf">https://valiacollege.co.in/wp-content/uploads/2021/05/Academic-Calendar-2019-20.pdf</a>																								
<b>5. Accrediation Details</b>																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>2.75</td> <td>2004</td> <td>16-Feb-2004</td> <td>15-Feb-2009</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.55</td> <td>2016</td> <td>17-Mar-2016</td> <td>16-Mar-2021</td> </tr> </tbody> </table>						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
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1	B+	2.75	2004	16-Feb-2004	15-Feb-2009																				
2	B	2.55	2016	17-Mar-2016	16-Mar-2021																				
<b>6. Date of Establishment of IQAC</b>	20-Oct-2014																								
<b>7. Internal Quality Assurance System</b>																									

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
Story Circle	24-Oct-2019 1	25
Invest Today for a Safe Tomorrow	04-Oct-2019 1	39
Session on Dealing with Exam Anxiety	28-Aug-2019 1	150
Orientation for First Year Graduation Program	23-Aug-2019 1	336
Workshop on Dynamics of Mentoring	07-Aug-2019 1	26
Inter-collegiate workshop on New AQAR Methodology	23-Jul-2019 1	80
Spoken English Program in association with Teach India, CSR of Times of India for students	24-Jul-2019 40	16
CareeReady Program in association with Antarang to bridge the Employability Gap for TYBCom students	10-Jul-2019 45	15
Parent-Teacher Meeting (PTM)	20-Jul-2019 1	348
Workshop on Achieving Personal and Professional Excellence Through Heartfulness Practice	04-Jul-2019 1	20
<a href="#">View File</a>		

**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!!!				
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

• Workshop for teaching staff Achieving Personal and Professional Excellence Through Heartfulness Practice by Dr. Mohandas Hegde, Dynamics of Mentoring by Dr. Geeta Shetty, Story Circle by Ms. Sneha Janaki, Basics of Digital Education Tools: Google Classroom and Kahoot' by Ms. Zahra Kazi, Webinar on Orientation on preparing a creative PPT and making your own videos by Ms. Manasi Golwalkar. • Workshop for administrative staff - Drum Circle by Ms. Sneha Janaki, Invest Today for a Safe Tomorrow by Falguni Shah, Managing Personal Finances by C.A. Anil Tilak. • Enhancing the employability of students - Teach India (soft skills) and CareeReady programme by Antarang, Internship with Quickheal Foundation • Enhance understanding of the New AQAR: An intercollegiate workshop was jointly organised with IQAC Cluster India to help understand the New AQAR Methodology by Shri. Peeyush Pahade. • Encourage parents' involvement in their child's future: ParentTeacher Meeting for T.Y.B.Com. students, an orientation programme for F.Y.B.Com. students

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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
Partnering with NGOs for community development through students	To ensure college instils a sense of responsibility and social commitment in students, college decided to conduct community development activities in the current year under the aegis of FC department.College partnered with NGOs to involve students in problem solving and help them become responsible towards the society. Students undertook following programmes: Waste to Knowledge, Quilt making, EWaste collection and Diya Making in collaboration with Indian Development Foundation (IDF). With Rajani foundation students undertook Teaching Internship programme and Beach Cleaning project. Vacha foundation trained our students to conduct an Health and Gender Mela

Structuring Mentorship through Class Adoption Program	To help teachers become effective mentors, workshops on the following were conducted: 'Achieving Personal And Professional Excellence Through Heartfulness Practice' and 'Dynamics of Mentoring'. To structure Mentorship in the current year, a Class Adoption Program was introduced where in one class one mentor policy was adopted. Under this program every class was allotted one faculty as a mentor at the start of the academic year and the same was intimated to students. Mentors conducted number of activities such as lecture sessions on Suicide prevention and dealing with exam anxiety and PTM with parents of defaulter students.
Enhance student engagement activities	Number of student centric activities were conducted to enhance student engagement such as : Parent Teacher's Meet was organised across sections to help students and parents connect with the class mentor. Session on 'Dealing with Exam Anxiety' was conducted by counsellor, Ms. Janavi Doshi. A session on 'Understanding Credit Bureau functions and Credit Score' was organised to help students understand its significance. IQAC collaborated with Sisters Living Works Inc. an NGO to conduct series of interactive lectures to raise awareness on Suicide Prevention. Special Pandemic initiatives for students were undertaken like online quiz, availability of college counsellor for online counselling to deal with stress, anxiety and other issues.
Innovative partnerships	College partnered with different institutions for the benefit of students. An MoU was signed between Quick Heal and Valia college where students of B.Sc. (I.T.) were trained to spread cyber awareness in different schools and colleges of Mumbai region. An MoU was signed with Antarang for imparting employability related skills to TYBCom students. A similar programme was started by Technoserve for enhancing employment related skills to TY students from self-financing programs. College continued its collaboration for the second year with 'Teach India Initiative', for its Spoken English training given to SYBCom students.

Establishment of Entrepreneurship Cell and Incubation Centre	Entrepreneurship Development Cell and Incubation Centre was established with an aim of nurturing entrepreneurial skills among students. Following activities were conducted : A Guest lecture on 'Innovative Business Ideas and Planning a Start-up' to help students understand the basics of entrepreneurship. An intercollegiate and collegiate PPT Competition on 'Eureka !! My Unique Business Idea.' FirstBiz@Valia was introduced ; under this initiative students with business acumen were provided necessary resources and guidance to start, market and conduct their business in the college premises. Students participated in events like Brand Bazaar and Entrepreneurship Mela 2019-20
Foster mental and physical fitness	Relaxation sessions for staff members such as drum Circle and Story Circle was organised. The college sponsored a contingent of 11 female staff members and 30 female students to participate in PINKATHON, a women's' marathon to inspire women to adopt health and fitness in their daily lifestyle. Health camp was set up where all staff members got their blood pressure, thalassemia and diabetes check done. Webinar on 'Managing Stress in Quarantine' was organised to help staff deal with the ongoing pandemic. An intercollegiate Webinar on 'Unlock the body and Mind' with two eminent speakers, nutritionist Ms. Rujuta Diwekar and Psychiatrist Dr. Anand Nadkarni discussed on how people can foster physical and mental wellbeing in these difficult times.
Using technology in various aspects of academics and administration.	College invested in an automation app to give a technology transformation to the existing manual processes in various aspects of academics and administration. For this purpose it was decided to use the TeachUs application. Multiple features of the TeachUs App can be used by the college for mapping things like : Attendance monitoring, Syllabus completion monitoring, Online provision of study material, Communicating important information and Student feedback on faculty
Developing Research culture in the college	IQAC collaborated with Research Cell to inculcate research culture among the staff and students: such as organising international conference, coaching

	students teams for research competitions and conducting expert lectures and faculty development programs on research				
Equip staff in effective content creation	Webinar on 'Basics of Digital Education Tools: Google Classroom and Kahoot' was held for teaching staff to make online lectures engaging and interesting. Two days Webinar on Orientation on preparing a creative PPT and on making your own was conducted to empower the teaching staff to create effective EContent to supplement their online lectures.				
Organize national level activities	Intercollegiate workshop on New AQAR Methodology jointly organised by IQAC and IQAC Cluster India for IQAC Coordinators. Webinar on 'Making Faculties Technology Ready' was organised in coordination with TeachUs 'Leaders and Decisions through Chanakya Neeti' : National Level Webinar conducted by Dr. Radhakrishnan Pillai, organised in association with Indian Accounting Association TB Conducted following online national level workshops with Ascendance Academy: • Exam preparation for UGC NET/SET/JRF exams • 10 days Crash Course Program for guiding UGC NET/SET/JRF aspirants in their preparation • Guiding UGC NET/SET/JRF especially for students of Paper 2 : Commerce and Management • 15 days Crash Course Program for students of Paper 2: Commerce and Management, UGC NET/SET/JRF				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <tr> <th>Name of Statutory Body</th><th>Meeting Date</th></tr> <tr> <td>MANAGEMENT</td><td>22-May-2021</td></tr> </table>		Name of Statutory Body	Meeting Date	MANAGEMENT	22-May-2021
Name of Statutory Body	Meeting Date				
MANAGEMENT	22-May-2021				
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	2020				

Date of Submission	14-Jan-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Yes, the institution uses MIS for numerous administrative and academic processes with regards to data storing, transmitting, capturing, retrieving and displaying information. Accounting and staff data management: The college already has Tally (ERP 9) installed for digitizing accounting operations. A maintenance firm looks after hardware and software requirements, development and maintenance of customized software. Students record and data management: All administration work connected to students such as creation of student database, attendance, receipts printing, etc. is computerized. A professional software developing firm has been hired by the institution for developing and maintaining customized software as per the evolving need of the college with regards to students' data management. Admissions for all the classes during the academic year 2019:20 were managed with the help of Future Tech Software. The use of online systems helped students to apply for admissions remotely. It also facilitated data management (storing and retrieving), generation of reports, a programmewise students list, etc. In order to make student data management more efficient, the Teach Us App was introduced especially for taking attendance, forwarding notices to the students, sharing notes, collecting feedback from students and tracking of syllabus completion, thus giving a technology driven transformation to the existing manual processes. This application helped us to integrate a number of many crucial aspects of academics and administration and facilitated better connect with multiple stakeholders. Examination: The examination department is equipped with multiple computers with internet connection, printer, cyclostyling machine and a separate printing section for carrying out exam related work including downloading and printing University Question Papers that are</p>

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 inhouse however result processing is outsourced. Keeping in mind the need for enhanced security considering the sensitive and confidential nature of work the entire area is covered by CCTV cameras.

**Library:** The library services are computerized. MICM software is used 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. Library also installed D Space an opensource repository software for access to online research articles. An Automatic User Tracking System is used to track library footfall. Students can check the availability of books in the library using two separate computer terminals.

**Language Lab:** The college has a number of students for whom English is a second language. In order to help such students become adept with English Language the college has an 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, word processing and other information technology:based computer applications to help students achieve language proficiency. Additionally, it focuses on vocabulary and grammar as well as the subtlety of language like intonation, stress patterns, paralanguage 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

The college has a well-organized system for curriculum delivery and documentation. The college plans the events of the year through preparation of an academic calendar that encompasses a tentative layout for all the events of

the various departments and associations of the institute for the academic year. Academic planning is done before the start of academic year and every department contributes to the preparation of the academic calendar. The tentative plan is discussed in a meeting organized by IQAC with Heads of Departments (HoDs), convenors and presented as the 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 staff members are required to submit a class wise and course wise teaching plan. The head of the respective departments and the course coordinators monitor the timely completion of syllabus as per the teaching plans. This process is facilitated through the use of technology in the form of the Teach Us application which was adopted by the college in 2019-20.

**Organising / Attending workshops:** To remain abreast with the new trends in their respective fields, college encourages teachers to attend orientation and refresher programmes and also participate in seminars / workshops / conferences at national and international level. Teachers attend syllabus revision workshop whenever there is a change in the syllabus so as to enable them to deliver the curriculum effectively.

**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. 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 Industrial/ Field visits to course specific industries for students, e.g. students of the Department of Mass Media visited Kesari Publications and National Film Archives of India, Pune. Students of The Department of Information Technology interned with Quick heal Foundation giving them a hands-on experience of connecting theory to practical. 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 like "Eureka! My Unique Business Idea", PowerPoint making competition, essay writing, Brand Bazaar, etc. which helps in honing their leadership, management, communication, interpersonal skills, etc. resulting in their all-round development. To empower both teachers and students, 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 during the exhibition for better understanding and delivery of the curriculum. All necessary equipment and infrastructure required for good curriculum delivery such as laptops, printer and cyclostyling, personal address system, projectors, Wi-Fi enabled computer lab, language lab etc. are provided by institution

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
CareerReady	Nil	10/07/2020	45	Employability and Entrepreneurship	Building collaboration, communication, critical thinking, creativity, commercial skills and computer literacy

CareeReady

Nil

07/11/2019

45

Employability and Entrepreneurship

along with work-ethics, reliability and integrity.

Building collaboration, communication, critical thinking, creativity, commercial skills and computer literacy along with work-ethics, reliability and integrity.

Spoken English

Nil

24/07/2019

40

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	06/06/2019
BCom	Accountancy	06/06/2019
BCom	Accounting and Finance	06/06/2019
BA	Mass Media	06/06/2019
BSc	Information Technology	06/06/2019
BMS	Marketing	06/06/2019
MCom	Advanced Accountancy	06/06/2019
MSc	Information Technology	06/06/2019

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

	Certificate	Diploma Course
Number of Students	55	Nil

## 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
Tally ERP	07/08/2019	134
Social Media Marketing	11/08/2019	49
Foundation Course	07/08/2019	142
Digital Marketing	11/08/2019	28
Computer Fundamentals	05/08/2019	54
<a href="#">View File</a>		

### 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	Information Technology - Cyber Security Awareness	28
BCom	Accountancy - Teaching Internship Program	4
BSc	Information Technology - Digital Marketing	6
<a href="#">View File</a>		

## 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
<p>Feedback is a powerful tool that is used by college to consistently monitor quality management in all aspects of college functioning. It helps assess various aspects like teaching pedagogy and methodologies, adequacy of the infrastructure, curriculum etc. Each year college conducts several types of feedback, while the feedback from stakeholders and past students was sought online. Feedback from students on Faculty: The IQAC collects feedback from all students pursuing graduate and postgraduate courses, every year in each semester, faculty wise for each course. The feedback from the students predominantly focuses on effectiveness of the curriculum taught by faculty. The broad areas for evaluation include Communication Effectiveness, Subject Knowledge, Punctuality, Subject Preparedness, Class control and Discipline,</p>

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. The entire process is done online using the Teach Us App to ensure complete secrecy and confidentiality. Faculty and course wise reports are prepared which are discussed with faculty by the Principal in a one-on-one meeting. Feedback from stakeholders (employers, teachers and parents) on curriculum: Feedback is also collected from stakeholders like parents, professors, employers and alumni. Feedback from parents helps them become an active part off their child's educational journey and can aid the child in developing a stronger bond with the parent. By sharing their opinions, parents provide useful insights that may otherwise go unnoticed. Feedback from teachers on curriculum is crucial as a teacher is a valuable stakeholder in the teaching learning process. Teachers' feedback helps us comprehend, their understanding of the course content and pedagogy methods used to attain the course outcome as well as how to bridge the gaps in the current syllabus. A number of faculty are also part of the syllabus revision committees at the university and this feedback helps improve the syllabus. Feedback from employers helps judge the employment readiness of our students. It gives us the opportunity to evaluate not merely the job skills imparted but also various soft skills, team skills and leadership skills. The college is not only able to judge the practical significance of the knowledge imparted through teaching-learning process but also know if they have learnt the necessary social skills taught as part of the curriculum. This feedback allows the college to know the areas where student needs additional skills to be employable. Based on previous feedback received from employers, the institute decided to introduce skill- based courses or training programmes like soft skills training (Teach India) Antarang (CareeReady) programme, digital media, android development, Tally, Social Media Marketing, etc to enhance employability. Exit feedback from alumni: The Exit feedback collected online allows the institution to get an overview of the learner experience of the student and facilitates overall quality enhancement. Areas covered in the feedback from alumni includes 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
MCom	Advanced Accountancy	120	41	41
MSc	Information Technology	20	19	19
BA	Mass Media	72	77	71
BMS	Marketing and Finance	144	244	140
BSc	Information Technology	144	177	120
BCom	Accounting and Finance	144	226	137
BCom	Accountancy	408	460	408

**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
2019	2310	125	29	Nil	8

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
29	19	230	1	Nil	7

[View File of ICT Tools and resources](#)[View File of E-resources and techniques used](#)**2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)**

The college has structured mentoring system which is designed keeping in mind needs of the students, a large section of whom are first generation learners from lower socio-economic strata of society. The college adopted A CLASS ADOPTION PROGRAM and follows a one class-one mentor policy keeping in mind the adverse student teacher ratio. Under this system every class is allotted one faculty as a mentor at the start of academic year from among faculties teaching that class and same is intimated to students. This approach ensures that students have a single point of contact for all their needs and the faculty is responsible for particular class. The mentoring operates at three levels namely at level of the class, at level of small need-based groups as well as at individual level. Mentoring program modalities are as under • Mentor-mentee meetings are held to facilitate rapport building and need identification. The primary responsibilities of the mentor faculty in these meetings are to establish a rapport with the mentees by interacting closely with them so as to understand their needs and guide and assist them better. These meetings which are held at spaced out intervals ensure a constant connect between mentors and mentees. • Mentors plan activities at class level for the mentees based on their needs (Sessions are held on areas of common concern like examination anxiety, time management, and soft skills). • In case of the mentor feels that some mentees require more focussed attention, one on one meetings are held with mentees and parents in case of mentees who are irregular with class attendance and /or performance. • In order to support academic performance and stem student drop out, subject specific extra class sessions are held for small groups of repeater students and remedial teaching sessions are held for weaker / disadvantaged students. These are particularly useful for mentees from lower socio-economic strata of society who are not able to access private coaching and are weak in specific courses. • Mentors work in close coordination with the college counsellor to help individual mentees (who approach them) cope with adjustment challenges at college and home. The mentor may even set up buddy systems for students with learning disabilities based on the advice of the counsellor. • Mentors also facilitate employability of mentees in association with external agencies offering free courses in confidence building, soft skills and English language skills. Here the mentor encourages mentees to be a part of such courses. The mentor may even hold meetings with students and parents to clarify their doubts and make students and parents aware of the need for such courses. • Mentors provide necessary support and guidance to their mentees who participate in various inter collegiate events and competitions. This helps mentees achieve success at such competitions thus enhancing their self-efficacy. • In specific cases if a mentor feels that student could benefit from guidance provided by another faculty mentor acts as a liaison between them and ensures that mentee gets best help.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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2435	29	1:84
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## 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	30	2	10	7

### 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
2019	Sandeep Kamble	Lecturer	Excellence in Mentoring Youth in Economics and Research
<a href="#">View File</a>			

## 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
BMS	UBMS	SEM V	28/11/2019	06/01/2020
BMS	UBMS	SEM III	15/10/2019	09/12/2019
BMS	UBMS	SEM I	23/10/2019	30/11/2019
BSc	USIT	SEM V	29/11/2019	06/01/2020
BSc	USIT	SEM III	12/10/2019	09/12/2019
BSc	USIT	SEM I	21/10/2019	30/11/2019
BCom	UBCOM	SEM V	15/10/2019	22/11/2019
BCom	UBCOM	SEM III	30/10/2019	09/12/2019
BCom	UBCOM	SEM I	23/10/2019	09/12/2019
BCom	UAF	SEM I	23/10/2019	30/11/2019
<a href="#">View File</a>				

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

The college realizes the importance of Continuous Internal Evaluation as an integral part of the teaching, learning and evaluation process and endeavours to bring about reforms in the process. The college is affiliated to the University of Mumbai and as per the pattern prescribed by the university continuous internal evaluation component is a part of the examination pattern for all Self-Financed Programs in all courses but not in the traditional programs. However, the college encourages faculty to incorporate this method of evaluation in all programs and courses to foster learning discipline among students, ensure conceptual clarity and encourage independent thinking in both faculty and students alike. The reforms introduced to improve the system were

as under • In the case of traditional programs, the college gave greater flexibility to faculty to select from different methods of internal evaluation like periodic class tests, quizzes, tutorials, objective questions and project reports. • Detailed unit wise question banks including objective, short answer and long answer questions were prepared in all courses and shared with students. Students were encouraged to solve the questions on their own which were then discussed in class in the case of traditional programs. In the self-financed programs class tests are held in all courses based on these question banks. • Assignments and Presentations were also used by faculty to encourage students to develop their skills at concept assimilation and presentation. 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)

At the start of each year the Principal conducts meetings with IQAC, HODs, Coordinators, and the convenors in charge of different committees. Based on these meetings various events proposed are then consolidated and arranged in the form of an academic calendar. The main purpose of fixing these dates in advance is to enable the departments to plan for their own department programmes and events and avoid conflict of dates and venue. Examination dates in the year 2019-20 were decided by the University of Mumbai for Third year undergraduate programs and all semesters of postgraduate programs and intimated to the colleges, which was incorporated in the academic calendar as and when provided. Schedules for First year and Second-year semester end and backlog examinations as well as internal evaluation in all self- financed programs were decided by the college. The examination dates as well as dates to submit examination forms and time tables were announced in advance. The faculty were informed about the dates for submission of question papers. After every examination, the last date for submission of mark sheets was declared. After the declaration of results, the dates are fixed for revaluation and communicated to the students. Proper planning ensures that the results are declared within the stipulated time given by the university. In 2019-20 however due to the lockdown enforced in March 2020 the plans for semester end examinations of March 2020 could not be adhered to and these were conducted later as per directives from the University of Mumbai.

## 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)

<https://valiacollege.co.in/wp-content/uploads/2021/05/Program-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	11	11	100
PMCOM	MCom	ADVANCED ACCOUNTANCY	54	51	94.44
UBMS	BMS	MARKETING AND FINANCE	138	138	100.00

UBMM	BA	MASS MEDIA	45	43	95.56
USIT	BSc	INFORMATION TECHNOLOGY	116	116	100.00
UAF	BCom	ACCOUNTANCY AND FINANCE	126	123	97.62
UBCOM	BCom	ACCOUNTANCY	303	295	97.36
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

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

<https://valiacollege.co.in/wp-content/uploads/2021/05/Student-Satisfaction-Survey-2019-20.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
Nill	Nill	Nill	0	0
<a href="#">View File</a>				

### 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
Intellectual Property Rights	Research cell	11/01/2020
Antarang Foundation (Batch 1)	B.Com	10/07/2019
Antarang Foundation(Batch 1)	B.Com	07/11/2019
Technoserve	Placement Cell	23/09/2019
Industrial Visit - CAs Firm - Batch 1	B.Com	25/01/2020
Industrial Visit - CAs Firm - Batch 2	B.Com	08/02/2020
Industrial Visit - CAs Firm - Batch 3	B.Com	12/02/2020
Industrial Visit - Navneet Publications and Arihant	B.Com (Accounting and Finance)	20/09/2019
Industrial Visit - Navneet Publications and Arihant	BMS	20/09/2019

Industrial Visit - Kesari Publication and National Film Archive of India	BMM	17/09/2019
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### 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
Excellence in mentoring youth in Economics and Research	Mr. Sandeep Kamble	Nisha Foundation	19/12/2019	National Teachers and Education Reformers
<a href="#">View File</a>				

### 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
FirstBiz@V alia	Ms.Ain Shaikh	Self-funded	Mehendi Art	Mehendi design start-up was conducted and it gave them good creativity in learning different mehendi designs.	25/11/2019
FirstBiz@V alia	Ms. Subiya Shaikh	Self-funded	Personal Grooming	Make-up workshop	02/12/2019
<a href="#">View File</a>					

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	5000	10000

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

Name of the Department	Number of PhD's Awarded
Nill	Nill

### 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)
International	B.Com	1	Nill
International	B.Com(Accounting and Finance)	1	Nill
National	B.Sc.I.T.	1	Nill
<a href="#">View File</a>			

### 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
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BMS	2
B.Com (Accounting and Finance)	1
<a href="#">View File</a>	

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 !!!						
<a href="#">View File</a>						

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 !!!						
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	9	80	122	1
Presented papers	3	2	Nil	Nil
<a href="#">View File</a>				

### 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
Cotton Bag Distribution	NSS Cell, University of Mumbai	2	20
Manori Tree Plantation	NSS Cell, University of Mumbai	2	31
Session On Road Safety	Institution	2	30
Nutrition Seminar	NSS Cell, University of Mumbai	2	29
Blood Donation Camp	Institution in collaboration with Mahatma Gandhi Blood Bank	2	30

Thalassemia Checkup	Institution in collaboration with Mahatma Gandhi Blood Bank	2	30
Mahawalkathon	NSS Cell, University of Mumbai	2	42
EKATVA	Institution	2	299
Polio Event	Institution	2	26
Daan Utsav	NSS Cell, University of Mumbai	2	50
<a href="#">View File</a>			

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
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Diya Making	Indian Development Foundation	Students were trained in entrepreneurial skills like designing, packaging and selling of diyas made by women groups and funds generated were used to enhance self-reliance of these groups.	2	79
Crowd Controlling	Mumbai Police	Crowd Controlling during Ganesh Visarjan	2	93
Recycling of Plastic	Bisleri	Plastic Collection Drive	2	20
Swachh Bharat Abhiyan	NSS Cell, University of Mumbai	Cleanliness drive	2	150
Y.M.C.A	YMCA -	Interactions	2	58

Interaction	Andheri	with inmates of YMCA on Sundays		
Student Leadership Programme	Indian Development Foundation	Students were trained to develop their public speaking skills and were then allotted to various schools where they conducted session on hygiene, time management, handling fear and so on	2	137
Gender and Health Fair	Vacha Foundation : Charitable Trust	Gender and health Fair to create an understanding about issues prevalent in our community related to gender and inculcate value of gender equity among our students and in community.	2	267
Waste To Knowledge	Indian Development Foundation : National NGO	Students mobilized old newspapers/books from community. Money generated from sale of old newspapers and books was donated to IDF which then is used for educating children studying in IDF Bal Gurukuls spread across India.	2	300
TEACHING INTERNSHIP PROGRAM	Rajani Foundation : Non Profit Organisation	Students travelled 150 Kms every Sunday to teach under-privileged students from socially weaker backgrounds to	2	4

		prepare for their class X board examinations		
Quilt Making	Indian Development Foundation : National NGO	Cover of Compassion	2	117
<a href="#">View File</a>				

### 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
Faculty Exchange Program	B.Com students	Self	1
<a href="#">View File</a>			

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 Training Session	"Cyber security awareness"	Quick Heal Foundation	01/09/2019	30/11/2019	28
Teaching Internship	Teaching Internship Programme	Rajani Foundation	01/12/2019	01/03/2020	4
Internship for students in digital marketing	Internship Digital Marketing	IDigitize InfoTech	01/03/2020	31/03/2020	6
<a href="#">View File</a>					

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
Antarang	01/05/2019	Conduct Employability Skills Training	39
QuickHeal	01/04/2019	Online course on Cyber security awareness, Earn and learn scheme, Faculty development	28

		Program, Web portal	
IDF - Indian Development Foundation	06/08/2019	Community Outreach activities	360
Think Monk Info LLP	01/07/2019	Technology application for academics	2435
Rajani Foundation	14/11/2019	Community Outreach activities	4
IDigitize	18/02/2020	Student internship	6
<a href="#">View File</a>			

## 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
775000	205514

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
<a href="#">View File</a>	

### 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	2019	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7821	859550	704	117829	8525	977379
Reference Books	7337	1948814	372	205660	7709	2154474
e-Books	764300	17700	Nill	5900	764300	23600
Journals	14	25050	Nill	10260	14	35310
Digital	1	Nill	Nill	Nill	1	Nill

Database						
CD & Video	117	16200	Nill	Nill	117	16200
Others(s pecify)	14	77438	Nill	25622	14	103060
e- Journals	6000	Nill	Nill	Nill	6000	Nill
<a href="#">View File</a>						

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 !!!			
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwidt h (MBPS/ GBPS)	Others
Existin g	228	178	228	228	0	16	8	50	26
Added	2	0	2	2	0	0	1	10	1
Total	230	178	230	230	0	16	9	60	27

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

10 MBPS/ GBPS
---------------

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
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 facilities
3.3	63720	3.3	81268

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. The college has a full-time caretaker appointed by the management who is responsible for overall maintenance work of the various infrastructure facilities available in the college. This caretaker is responsible for
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maintaining cleanliness, hygiene, sanitation, water supply, electricity and security in the college. Cleanliness of premises -The responsibility of maintaining cleanliness is divided between the Class IV employees and a housekeeping agency. The class room and laboratories are cleaned by the Class IV employees as per a duty chart and supervised by the office superintendent while all other areas are cleaned by the housekeeping staff under the supervision of their supervisor and the caretaker. Students can report to their class mentor through the class representatives any issues with hygiene and cleanliness. The matter is immediately notified to the office superintendent or caretaker as the case may be and is resolved at the earliest. Repairs of infrastructure-The caretaker has the responsibility of repairs and replacement of physical infrastructure. 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. In the case of low value fixtures like bulbs and taps the work is undertaken by local plumbers and electricians under the supervision of the caretaker. A complaint register is maintained in the office where staff members can register complaints and the same is checked by the care taker who then acts on these complaints. Two faculty members are given the responsibility of overlooking the infrastructure maintenance and liaison with the caretaker to ensure smooth and quick resolution of issues. Loss and damage prevention- In order to strengthen the security and have better monitoring on the physical facilities so as to prevent loss and damage to property the college has installed more than 50 closed circuit cameras in all classrooms, laboratories and prominent locations throughout the college premises. Upkeep of computer hardware and software- The primary responsibility of the computer and electronics laboratories is with the Department of Information Technology. Faculty and laboratory assistants from the department are responsible for informing the authorities in writing about the software and hardware requirements in order to meet the curriculum requirements which are then procured and installed. The College has hired the services of a professional company for regular support services relating to computer hardware and software and one technician from this company is permanently stationed in college for troubleshooting. This technician looks after the maintenance of hardware, software and other related equipment such as printers, cyclostyling machines, scanners, laptops, biometric attendance system, projectors etc. He is also responsible for software installation, antivirus and up gradation. Library, auditoriums and Gymkhana: Only college students are permitted to use these facilities. For use of auditorium for any activity written permission has to be taken and a register is maintained. The responsibility of maintenance of sports and fitness equipment is the responsibility of the gymkhana in-charge and a faculty member in-charge of sports.

<https://valiacollege.co.in/wp-content/uploads/2021/05/Procedures-and-Policies.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	12	12000
Financial Support from Other Sources			
a) National	Maha DBT / Rajeshree	109	0

b) International	Nil	Nil	0
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga Training	21/06/2019	20	Women Development Cell
Computer Fundamentals	05/08/2019	54	Valia Centre of Excellence
Digital Marketing	11/08/2019	28	Valia Centre of Excellence
Foundation Course	07/08/2019	142	Valia Centre of Excellence
Social Media Marketing	11/08/2019	49	Valia Centre of Excellence
Tally ERP 0.9 with GST	07/08/2019	134	Valia Centre of Excellence
Remedial Lectures	20/09/2019	113	Commerce Department
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Crash Courses for NET/SET guidance	1096	Nil	8	Nil
2019	Technoserve	Nil	22	Nil	18
2019	Antarang CareeReady Program	Nil	39	Nil	Nil
<a href="#">View File</a>					

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
Nil	Nil	Nil

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus
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Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Aditya Birla (Health Insurance) Chola People Marketing Services Ltd.	121	2	Motilal Oswal, Synnex, HBD Financial services, Axis bank, Andromeda and Technoserve Antarang	254	18
<a href="#">View File</a>					

#### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	9	TYB.Sc.IT	B.Sc. (IT)	University of Mumbai	MCA - IDOL
2019	11	TYBAF	BCOM(Accountancy and Finance)	University of Mumbai	MCom IDOL
2019	19	TYBCOM	BCOM (Accountancy)	University of Mumbai	MCom IDOL
2019	5	TYBCOM	BCOM (Accountancy)	Valia College	M.Com
2019	2	TYBMS	BMS	KOHINOOR BUSINESS SCHOOL	MMS
2019	2	TYBAF	BCOM(Accountancy and Finance)	Valia College	M.Com
2019	2	TYBMM	BA	SVKMS USHA PRAVIN GANDHI	MA
2019	2	TYBMS	BMS	University of Mumbai	MCom IDOL
2019	2	TYB.Sc.IT	B.Sc. (IT)	Valia College	M.Sc.I.T.
2019	2	TYB.Sc.IT	B.Sc. (IT)	BHARATIYA VIDYA BHAVANS SARDAR PATEL	MCA
<a href="#">View File</a>					

#### 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	1
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Brand Bazaar	Intercollegiate	62
Jallosh-Cultural Fest	Intercollegiate	306
Bioscope-Short Film festival	Intercollegiate	42
Cultural Competitions	Institution	79
Outdoor Sports Events	Institution	599
Indoor Sports Events	Institution	131
<a href="#">View File</a>		

### 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
No Data Entered/Not Applicable !!!						
<a href="#">View File</a>						

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

Student involvement is crucial to the purposeful functioning of any educational institution as they are the primary stakeholders. However, in the absence of any guidelines from the affiliating University about the procedure to conduct elections the college decided to appoint class representatives informally. 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. These students act as a liaison between the class representatives and the IQAC. Departmental Activities: Every department has students in the organising team of all their activities. At the departmental level these student representatives are actively involved in every stage right from need identification to planning and implementation of various workshops and competitions and field visits. Extra-Curricular and Co-Curricular Activities: Student representatives are present in various committees of the college which conduct extra and cocurricular activities in the college namely activities under Cultural Committee, Gymkhana Committee and National Service Scheme. • Cultural Committee- Students are invited to become members of the cultural committee and from among the students a core team is formed and that core team is headed by the Cultural Secretary. The core team along with the secretary plan and organised various competitions in fine arts, literary arts and performing arts. This team also oversaw the participation of the college at the various intercollegiate competitions in which the college participated. This was done by appointing student contingent leaders for these various intercollegiate competitions. Jallosh is an intercollegiate festival which was almost entirely managed by students. Students were the chairpersons and vice chairpersons of the various committees of this festival. More than 150 student

volunteers were involved in various positions in organising this festival. • National Service Scheme- The N.S.S Unit of the college is a vibrant student body consisting of 100 students. The N.S.S also has a core team of senior volunteers who are the leaders headed by a N.S.S General Secretary. The team spearheaded the various community outreach programs run by the college. Ekatva is an intercollegiate festival organized entirely by the NSS students which focuses on a pressing social/environmental issue or theme. Entirely organized by students of the NSS unit, the festival saw an organizing committee of around 50 students. • Gymkhana: The Gymkhana Committee also had student representatives who assisted the convenor in organising the different indoor and outdoor sporting activities including the annual athletic meet as well as the various tournaments the college teams participated in. Other Committees: The college magazine ERA is conceptualized by an editorial board comprising of students who are involved in designing the magazine. Students are also members of the statutory committees like the Women's Development Cell and the Internal Complaints Committee which deal with issues of gender sensitivity and student grievances respectively. Students were also involved in the Library Exhibition and books are purchased based

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

20

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

3

### 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)

Decentralization and participative management are considered an essential aspect of college administration because of presence of multiple stakeholders and also due to the vast scope of activities performed by college. 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. At the college level decentralization and participative management operates in the following way. The Principal and IQAC are given freedom by the management to decide the thrust areas at the start of the academic year. The same are discussed and approved in the College Development Committee meeting. A staff meeting is held in which committees are allotted to faculty based on their strengths and interests and the thrust areas are also communicated to the different heads of departments and convenors of the various committees through a staff meeting convened by the Principal and the process of decentralization has begun. Departmental Activities- Heads of departments convene meetings with the faculty members to discuss and decide the objectives and course of action in the current academic year. Work is allocated among the different members so

as to ensure greater active participation. Departments are given complete freedom to decide to the activities to be done by the respective departments. The faculty then have meeting with their student representatives and based on the needs identified the activities are planned. These plans and their implementation are then discussed with the Heads of department and the time lines and budgets are decided which are subsequently submitted to the Principal by the Head of department. Most activities are planned taking into consideration the thrust areas discussed and communicated to faculty in the staff meeting at the end of each term the plan is reviewed by the department and necessary modifications are made if needed. Extracurricular Activities organized by the various committees- Convenors of different committees convene meetings with the team members to discuss and decide the objectives and course of action in the current academic year. Work is allocated among the different members based on their specific skill strength. Faculty then invite student participation in the various committees this is done by formal notices as well as informal announcements made in class. The core student team is then decided and there are faculty and student meetings to decide the various activities that students would like to have. A plan of activities is then chalked out along with a budget and the same is submitted to the principal by the committee convenor. At the end of each term review meetings are held with students and faculty and changes if required are made. These practices ensure the following benefits

- Effective participation by all stakeholders especially students.
- Greater ownership of the goals
- Enhanced creativity in the activities planned.
- Greater satisfaction through empowerment of faculty and students.
- Development of leadership and decision-making skills among faculty

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
Admission of Students	The college admission committee uses a cloud-based ERP system for the admission process. Students could fill up their admission forms online remotely. The category wise and program wise list of students eligible to take admission is generated from the system and displayed on the website. The cloud-based system made it possible for students to apply from any location and college to get students from any location including other states/cities as well. The process also made student data management including storage and retrieval smoother and provided remote access to student data. Fee payment, receipt and identity card generation is also computerized.
Industry Interaction / Collaboration	Industry academia connect can be achieved through various ways. College placement for graduating students through placement drives is an important aspect of this interaction. In 19-20 on campus placement drives

were conducted by reputed companies such as Aditya Birla, Axis Bank and Motilal Oswal. The department of Information Technology collaborates with Quickheal Foundation to train students to conduct training sessions in cybersecurity. The department of Commerce collaborates with Antarang( NGO) to give students a chance to interact with industry experts. Industrial visits, lectures by industry experts and free skill training workshops are also ways used to enhance industry interaction.

#### Human Resource Management

College follows norms as prescribed by UGC and the University and the state government, for recruitment, appointment, promotion, pay scale, retirement etc. of the teaching and non-teaching staff of the Grant -in-aid section. In the absence of government sanction to fill up vacancies in the Grant -in-aid section the college management appoints faculty and the salary expenses are borne by the management. In the Self -Financed section a scientific selection process is followed, that includes interviews and demo lectures for faculty appointment. Performance appraisal is done for all faculty. Faculty development programs and workshops are used for staff upgradation.

#### Research and Development

The college has a policy of promoting research among both faculty and students. Faculty members are encouraged to present and publish research papers. The cost of registration for participating in conferences/ seminars to present research papers is borne by college. Faculty are sanctioned duty leave for participating in conferences/ seminars to present research papers. The faculty guide students for participating in research competitions at University and intercollegiate level and expenses are borne by the college. In 2019-20, 5 student's team participated (25 students) and 3 teams won zonal level at Avishkar an Inter University competition organized by University of Mumbai

#### Examination and Evaluation

The entire work of the examination department is computerised and facilities are available for the same. Printing of consolidated results and

grade cards was done within the college and for this purpose new colour printers were installed. A standalone computer not on the College's LAN and printing area designated for downloading and printing Question Papers that are received Online from the University is provided. OSM (On Screen Marking) is used for university examinations and facilities are available in the laboratory for OSM including high speed internet. College made arrangements to conduct online examinations for March 2020 due to the pandemic.

#### Teaching and Learning

Teachers are encouraged to use of technology to enhance the teaching learning process. Teachers are provided with personal, public address system, projectors and laptops (to departments) etc. Teachers provide a variety of learning experiences through the use of innovative pedagogy. Industrial or field visits and expert lectures give students practical exposure and enrich their knowledge. Feedback of learning process is taken from students and provided to teachers to improve the process. Technology was used to effectively track syllabus completion and make study material available to students as well as obtain feedback from students through the adoption of Teach Us App.

#### Curriculum Development

The College follows the syllabi prescribed by the University of Mumbai and our faculty members are on the Board of Studies of different courses and thus contribute to syllabus design. Faculty make efforts to upgrade on the content provided in the syllabus through providing latest content available on the internet to students and encouraging the application of concepts. The college has designed Value-Added Courses such as Digital Marketing, Tally ERP 0.9 with GST and Social Media Marketing for the benefit of advanced learners pursuing various programs. Bridge courses are available for weak learners to help them cope with the curriculum.

#### Library, ICT and Physical Infrastructure / Instrumentation

The library services are computerized. MICM software is used for managing the barcoding system. Library has separate E-resources section with 4 computers and Internet facilities where

user can access INFLIBNET's Nlist, Shodhganga, Shodhgangotri and also use open access database DOAJ. Library also installed D Space an open-source repository software for access to online research articles. An Automatic User Tracking System is used to track library footfall. Students can check the availability of books in the library using two separate computer terminals. The college has a contract with a maintenance firm for regular maintenance and upgradation of software and hard ware.

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

E-governance area	Details
Administration	The college has adopted an ERP which is highly beneficial for both academic and administrative purposes. All administration work related to students such as creation of student database, attendance, receipts printing, etc. is computerized. On-line registration by students during admissions has helped us create an accessible student database. The system also helps save time and the whole process reduces paper usage. Accessing data to be submitted to the University is simplified. 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.
Planning and Development	All the events of the college are planned well in advance. This gives us a broad overview of when which activity or event is planned so the work related to the same can be done accordingly. Different department academic plans are then consolidated into a common Academic calendar and uploaded on the college website. Important notices are displayed on the website this enables the college to communicate exam related information to students easily. Besides using the website, the college has adopted the Teach Us app to communicate college activities with students. All notices are sent to students using the app.
Finance and Accounts	The Finance and Accounts department of the college is completely digitized with the help of Tally (ERP 9). College uses a software developed by MICM to

manage all accounting work including fee collection and receipt generation as well as the payroll of the staff. All financial statements like balance sheets and budgets are prepared using software. All the different institutions under the Cosmopolitan Education Society use the same software so as to maintain uniformity. Net banking facilities are used for payments wherever possible, like for Affiliation fees to the University, payments to vendors as well as visiting faculty in some cases.

#### Student Admission and Support

An ERP software 'ACADMIN' is used for admission process. Students can apply for admission in the college using a link provided on the college website. The software allows to generate students list, categorized on the basis of programme, category or any other criteria as required. The lists are then available on the college website permitting students access to information remotely. Further, the students' fees and other aspects of data management (storing and retrieving) and generation of reports is processed through MICM software. The fee payment process during admission is cashless to ensure transparency and it is processed through MICM software.

#### Examination

The college examination department is equipped with computers with internet facility. 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. The examinations of March 2020 were held completely online using a software. The question paper was designed in MCQ format and directly uploaded on the software by faculties, students were able to appear for the examination from anywhere through the use of smartphone or computer. Supervision of students appearing for the examinations was done using camera proctoring to prevent unfair means

### 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	Name of the professional body for	Amount of support
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		for which financial support provided	which membership fee is provided	
2019	Mr. Arvind Panchal	An Insight into Career Advancement Scheme and its Recent Amendments : workshop organised by Dalmia College	Nill	200
2019	Mr. Prashant Shelar	Preparation of Research Proposal in Social Sciences: Workshop organised by SIES College	Nill	500
2019	Ms. Ankita Das	BAMMC : Workshop organised by M.L.Dahanukar College	Nill	500
2019	Dr. Bageshree Bangera Bandekar	Filing AQAR under new NAAC process: One day workshop at B.K Shroff college of Arts M.H. Shroff College of Commerce	Nill	1000
2019	Ms. Aarti A. Patkar	Assessment Methodology under revised norms by NAAC:Workshop organised by Raheja College	Nill	1000
2019	Ms. Aksha Memon	NAAC Peer Team Visit Preparations : Criteria Exhibition : One day National Workshop, Vidyalkar Institute of Technology	Nill	1000
2019	Dr. Bageshree Bangera Bandekar	NAAC Peer Team Visit Preparations : Criteria	Nill	1000

		Exhibition: One day National Workshop, Vidyalkar Institute of Technology		
2020	Mr. Sandeep Kamble	E-Content Development: State Level workshop organised by DTSS College	Nill	1500
2019	Ms. Aksha Memon	Preparation of SSR and Data Filling in SSR under revised norms by NAAC: Workshop organised by Raheja College	Nill	8000
2020	Ms. Zahra Kazi	E-Content Development : State Level workshop organised by DTSS College	Nill	1500
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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)
2019	Nill	Drum Circle	24/10/2019	24/10/2019	Nill	19
2020	Orientat ion on preparing a creative PPT	Nill	18/05/2020	19/05/2020	28	Nill
2020	Webinar on Leaders and Decisions Through Chanakya Neeti	Nill	10/05/2020	10/05/2020	20	Nill
2019	Workshop on Achieving Personal	Nill	04/07/2019	04/07/2019	20	Nill

	And Professional Excellence Through Heartfulness Practice					
2019	Inter-collegiate workshop on New AQAR Methodology	Nill	23/07/2019	23/07/2019	27	11
2019	Workshop on Dynamics of Mentoring	Nill	07/08/2019	07/08/2019	26	Nill
2019	Story Circle	Nill	24/10/2019	24/10/2019	25	Nill
2020	Nill	Managing Personal Finance	27/04/2020	27/04/2020	Nill	10
2019	Nill	Invest Today for a Safe Tomorrow	04/10/2019	04/10/2019	Nill	20
2020	Basics of Digital Education Tools: Google Classroom and Kahoot Webinar	Nill	04/05/2020	04/05/2020	27	Nill
<a href="#">View File</a>						

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
National FDP and online training on Moodle LMS	2	20/04/2020	25/04/2020	6
FDP on Evolution from offline to online teaching	2	30/05/2020	03/06/2020	5
How to train media students to handle Pandemics like	4	04/05/2020	08/05/2020	5

Covid-19 organized by Griffith university, Australia				
FDP on Moodle learning and management system organised by S.S.C. College	2	21/04/2020	27/04/2020	6
FDP on Intellectual Property Rights organised by Pillai HOC college	2	20/04/2020	26/04/2020	7
FDP by Lala College in association with North Storm Academy	6	30/04/2020	02/05/2020	3
FDP on online teaching E-content organised by IIDE	2	03/06/2020	04/06/2020	2
FDP on Empowerment through digital technology and E-Learning	2	01/06/2020	12/06/2020	12
National level FDP Program organized by North Storm academy	2	13/05/2020	14/05/2020	2
FDP on Drupal (Open Source Management System) organized by SNMV college	1	11/05/2020	15/05/2020	5
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	10	Nill	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
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<p>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 for their achievements, Cash incentives for staff members 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 workshop on new AQAR Methodology, Dynamics of mentoring, health check up, Achieving Personal And Professional Excellence Through Heartfulness Practice, 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</p>	<p>PF For staff appointed by management in all sections, 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 non-teaching staff such as Invest Today for a Safe Tomorrow, Health check up, Drum circle 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.</p>	<p>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, Each class is assigned a teacher mentor to provide guidance, encouragement and help to nurture students. Library gyan-dan activity where poor students were provided with books by seniors or ex-students.</p>
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## 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 Nikhil Gandhi 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/ Grants received in Rs.	Purpose
NA	Nil	Nil
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6.4.3 – Total corpus fund generated

500000
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## 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	Nil	No	Nil
Administrative	No	Nil	No	Nil

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

1. IQAC and Commerce Department conducted a Parent Teacher Meet to orient students about different aspects of being in the Third year with regards to attendance regulations, introduction of App based attendance system, need for joining Antarang's Career Ready program, examination, etc held on 20th July, 2019. In all 169 students of TYBCom and 179 parents attended the meeting. 2. Principal conducted a meeting of the parents of TYBCom students enrolled for Antarang a career guidance programme was held on 19th October, 2019. In all 49 T.Y.B.Com students and 37 parents attended the meeting. 3. An Orientation Programme for First Year students to orient them about the college, its functioning, rules and policies of the college with regards to attendance, examination, extra-curricular activities and etc. held on 23rd August, 2019. 4. Faculty members conduct parent-teacher meeting of the defaulters students. The objective of such meetings is to orient them about the importance of attendance and policies of the college with regards to attendance. It is also conducted to seek reasons behind their wards absence and extend any possible assistance if required.

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

1. Invest Today for a Safe Tomorrow: The workshop conducted on 4th October, 2019 by Falguni Shah, Founder and Director, FuSec Asset Management Co. conducted a session for administrative staff from Valia college and other colleges. The workshop aimed at empowering the investor to take the correct decisions during their wealth creation journey and to do perfect financial planning. The session also focused upon wealth protection, understanding risk, inflation, wealth building. The session was attended by 39 staff members in all of Cosmopolitan Education Society. 2. Drum Circle: This relaxation session was conducted on 24th October, 2019 by Ms. SnehaJanaki, a certified counselor, for the administrative staff. A drum circle is a group of people sitting in a circle and playing music while talking about their experiences in their personal life and workplace. The administrative staff well received this innovative form of relaxation technique. The session was attended by 19 staff members. 3. Webinar on 'Managing Personal Finance': An online webinar conducted

on 27th April, 2020 by C.A. Anil Tilak on Skype platform for staff members so as to enable them to manage their finances especially during the testing times of pandemic. The session was attended by 10 staff members.

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

1. Adoption of Teach Us application: This application allows faculty to mark attendance, mark syllabus status, share study materials and obtain student feedback on faculty using a smartphone. The system gives a technology transformation to the existing manual processes thus increasing speed as well as efficiency and moving towards being paperless while promoting greater stakeholder engagement. 2. Establishment of Entrepreneurship Cell and Incubation Centre: This initiative aimed at making students self-employed. In order to encourage students to start their own business, a unique initiative titled FirstBiz @Valia was introduced. Under this initiative students with a business acumen are provided the necessary resources and guidance. 3. Establishing a Class Adoption Program : The college has a structured mentoring system through a Class Adoption Program, which follows a one class -one mentor policy keeping in mind the adverse student teacher ratio and ensures that students have a single point of contact for all their needs and the faculty is responsible for the particular class. 4. Partnering with NGOs : College collaborates with multiple NGOs with an aim of inculcating the basic human values and making young students realise their larger social role.

#### 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
2020	15 days National level Crash Course Program for UGC NET / SET / JRF Exams 2020 for Commerce Paper 2	06/06/2020	06/06/2020	20/06/2020	48
2020	3 Days National Faculty Development Program on Research Methodology by Prof. J.C.Sharma and Dr. Sarika Sawant	28/05/2020	28/05/2020	30/05/2020	57

2020	10 days National level Crash Course Program for UGC NET / SET / JRF Exams 2020	14/05/2020	14/05/2020	23/05/2020	68
2020	National Level webinar by Dr. Radhakri shnan Pillai on Leaders and decisions through Chanakya Neeti	10/05/2020	10/05/2020	10/05/2020	2380
2020	Webinar, Unlock the body and Mind, by nutritionist Ms. Rujuta Diwekar and Psychiatrist Dr. Anand Nadkarni	05/05/2020	05/05/2020	05/05/2020	196
2020	2 Days National Faculty Development Program on Research Methodology by Dr. Khyati Vora and Prof J C Sharma	12/05/2020	12/05/2020	13/05/2020	229
2020	Webinar on Making Faculties Technology Ready	02/05/2020	02/05/2020	02/05/2020	499
2020	COVID - 19 - Awareness Activities for students:	05/04/2020	05/04/2020	30/06/2020	1084
2020	Seminar on Intellectual Property Rights by Mr. Zameer	11/01/2020	11/01/2020	11/01/2020	125

	Nathani (UFO Movies)				
2020	Webinar on Exam preparation for UGC NET / SET / JRF exams	07/05/2020	07/05/2020	07/05/2020	491
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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
Pinkathon	15/12/2019	15/12/2019	41	Nill
Self Defence workshop	17/09/2019	17/09/2019	34	Nill
Mehendi Art:Startup under Firstbiz@Valia	25/11/2019	04/12/2019	11	Nill
Personal Grooming:Startup under Firstbiz@Valia	02/12/2019	04/12/2019	7	Nill
Make up Competition	28/01/2020	28/01/2020	17	Nill
Empowering Women through Legal Awareness Talk	11/12/2019	11/12/2019	115	Nill
Training Volunteers for Gender and Health Fair	26/08/2019	26/08/2019	17	24
Gender and Health Fair	27/08/2019	27/08/2019	139	87
Training Girls Sports teams for intercollegiate and University level competitions	13/12/2019	07/03/2020	12	Nill
Common room facility for girls with sanitary pad	06/06/2019	30/06/2020	1226	Nill

vending machine				
Antarang CareeReady Program Batch I	10/07/2019	25/09/2019	13	2
Antarang CareeReady Program Batch II	07/11/2019	22/01/2020	19	5
Teach India Spoken English Programme	24/07/2019	14/09/2019	12	4
Yoga Demonstration on International Yoga Day and commencement of Yoga Training Sessions	21/06/2019	21/06/2019	20	Nill
Grooming and Personality Development Workshop	02/12/2019	02/12/2019	80	Nill
Yuvak Yuvati Mela	21/12/2019	21/12/2019	18	4
Session on Yoga as a Career	05/02/2020	05/02/2020	58	4

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
<p>1. Teach Us App: Energy conservation and sustainability have been the constant focus of the institute and this year the college took a huge step forward in the direction when they introduced the Teach Us App to the students and the faculty. The initiative to introduce this multilateral application was taken in order to implement the belief of sustainability in terms of less wastage of paper. The usage of the application made important academic activities like attendance, notes sharing, sharing of notices by the college all go online and thus paperless. The initiative is a huge step forward in believing that the future is paperless. The application also helps students and faculty alike to access information at the click of a button, making it easier for the students to study. 2. LED Initiative: In order to put into practice the college's constant belief of energy conservation and sustainability, the college replaced 145 conventional lights in the college with LED lighting. This proved to be an action towards making the campus of the college a more energy friendly and sustainable. 3. Talk on Environmental Sustainability by Terra Nero: On 06th January 2020 Terra Nero Solutions conducted a talk on 'Environmental Sustainability and You - How an Individual can contribute'. Conducted by Dr. Deepti Sharma (Founder- Director - TerraNero Environmental Solutions Pvt. Ltd.) to create awareness about Environmental Sustainability, policies and problems regarding Environmental Sustainability, and knowledge about Sustainable Development Goals.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	5
Provision for lift	Yes	5
Ramp/Rails	No	Nil
Braille Software/facilities	No	Nil
Rest Rooms	No	Nil
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nil
Any other similar facility	Yes	Nil

#### 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	Nil	1	16/12/2019	3	Cover of Compassion (Quilt Making)	Blankets created by students were distributed among leprosy patients and under privileged children	119
2019	Nil	1	22/06/2019	1	Paper Bag Distribution	Paper bags made by our students were distributed among the residents of Andheri (west) to help reduce the use of	15

						plastic.	
2019	Nill	1	08/09/2019	1	Clean-A-Thon (Beach Cleaning Drive)	Alumni of the college participated in a beach cleaning drive	42
2019	Nill	1	03/09/2019	4	Crowd Control during Ganesh Festival	Students of the college assisted the traffic police in controlling the crowd during the entire week of Ganesh Festival.	93
2019	Nill	1	16/11/2019	45	Project Vijay :NIIT Computer Training Assistance at Vangaon	Students of various classes participated in this initiative of computer training young students of Vangaon Village	12
2019	Nill	1	08/12/2019	01	Health Camp at Vangaon	Students in association with the Unicare Health Care Center organised a health camp for the entire	7

						village of Vangaon	
2019	Nill	3	22/06/2019	07	Swachch Bharat Abhiyaan	Students conducted a cleanliness drive at various places around the college as a part of Swatch Bharat Abhiyan.	84
2019	Nill	1	11/08/2019	24	Teaching assistance at YMCA	Students of the college spent time with the children at YMCA (Andheri) every Sunday and provided teaching assistance	58
2019	Nill	1	17/09/2019	34	Diya making	Students helped in packaging , promoting and selling Diwali Diyas for IDF Bal Gurukul Students	79
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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 teachers)	18/07/2019	The code of conduct for teachers is a guiding document that helps faculty to implement

certain norms in their working. Teachers are encouraged to maintain high standards of professional excellence and integrity.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
A lecture on "Vivekanand Shila Smarak and Bhartiya Sanskruti Pariksha"	09/08/2019	09/08/2019	214
Workshop on 'Cyber Ethics and Youth Relationships'	28/08/2019	28/08/2019	269
Yoga training to students	21/06/2019	21/08/2019	20
Teaching Internship Programme	01/12/2019	01/03/2020	4
'Ekatva' – an intercollegiate festival on Communal Harmony	10/01/2020	10/01/2020	299
LIC Vigilance Awareness Week	23/11/2019	23/11/2019	31
Socially Responsible Citizenship	22/08/2019	22/08/2019	328
Waste to Knowledge	13/09/2019	11/10/2019	300
Ek Mutthi Anaj	15/10/2019	25/10/2019	34
Communal Harmony Campaign	22/11/2019	25/11/2019	83
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Medicinal Saplings Plantation Drive: Living in urban cities has made us forget the usefulness and purity of using natural cures coming from medicinal plants. In order to raise awareness about the traditional and natural healing properties of medicinal plants and herbs Nature Club of our College mobilized and conducted a plantation drive, specifically for medicinal plants. This plantation drive was held in the college campus in order to revive this source of healing and with an effort to have a greener campus. Principal Dr. (Mrs.) Shobha Menon and members from the management led by example by participating enthusiastically in the drive.

2. E-waste management: Dumping of electronic products has turned into a serious problem nowadays with the constant and ever-increasing use of electronic devices. E-waste disposal if carried out correctly can lead to proper reuse, recycling, or disposal of the products. To counter the issue of improper e-

waste dumping, the college in collaboration with IDF (Indian Development Foundation) has launched an 'E-bin' in the year 2018-19. An E-Waste awareness program was conducted for all staff members and students as well as residents of nearby localities to remind them to dispose their electronic waste in a safe manner.

3. No Personal Vehicle Day: Being extremely committed to energy conservation in any and every way possible, Valia College now celebrates 'NO PERSONAL VEHICLE DAY' every Monday of the week. Students and faculty alike are encouraged to avoid using their personal vehicles for the day, and instead use either public transport or use the car-pooling method. The activity has helped save a lot of energy and reduce pollution and traffic around the college since a few faculty have shifted to car pooling all working days of the week. The faculty of the college have noted that it is relaxing and fun to drive with their colleagues.

4. Plastic Collection Drive: Students of the college are committed to sustainability and come up with various ways to protect the environment. On 28th September 2019, the students of Valia College organised a Plastic Collection Drive. Under this activity, students went door-to-door in order to collect any waste plastic that can be recycled. The aim of collecting the plastic from the neighbourhood was to stop the hoarding of unnecessary plastic at home and instead send it for recycling.

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

1. Name of Practice: Using technology to enhance stakeholder engagement  
 2. Goal: To use technology for • Attendance monitoring • Syllabus completion monitoring • Online provision of study material • Communicating important information • Student feedback on faculty  
 3. Context: The primary stakeholders in an institution of higher education are students, parents, faculty and management. However, coordinating between these multiple stakeholders and communicating effectively with them using a traditional manual process poses a challenge with an increase in student enrolment. It is against this background that the IQAC felt the need to use a college automation app in order to give a technology transformation to existing manual processes.  
 4. Practice: Successful implementation of any new process starts with training of users and in this case too all faculty, students and management were trained. Parent teacher meetings were held where parents were briefed about new technology and its use. Faculty and students as well as parents were required to install an application. Students and faculty had their own logins and parents could login using students contact details. The application can be used on mobile phone as well as laptop or desktop and works in online as well as offline mode. The application had separate tabs for attendance, syllabus, notice, notes and feedback.  
 • Attendance monitoring: Stakeholders benefitted-Students and parents. Using attendance tab faculty could take attendance in classroom akin to traditional manual process. However, primary difference was since all data was stored and processed using a software faculty could view student wise details at a click. This meant that instant follow up with students who were defaulters was possible. The students and parents could also view their /their

wards attendance on real time basis. Generating attendance records at end of every month was also quicker and more accurate since the entire process was automated. • Syllabus completion monitoring- Stakeholders benefitted-Students, parents and management. One of the salient features of the application was that it allowed all stakeholders to monitor the syllabus both ongoing and completed with unit wise details of number of lectures taken. This meant that faculty, students and parents could track syllabus completion in real time. The Principal or any authority with admin rights like course Co-ordinators, Heads of Departments could track the syllabus completion of their faculty. This was possible because faculty had to update their syllabus lecture wise in order to submit attendance taken. This resulted in greater accountability for faculty. This also meant that when a student was absent from class due to medical or any other reason, he /she would still have track of work done. • Online provision of study material: Stakeholders benefitted-Students and faculty Using the notes tab in the application faculty could upload all teaching materials like PPT, PDF of class notes question banks and so on to entire class at the click. This again meant that students who could not be in class due to some compelling personal reasons were not deprived of any study material. Use of teaching pedagogies like flipped classroom was easier as material could be shared online prior to lectures. • Communicating important information: Stakeholders benefitted-Students, faculty, parents and management Using the notices tab of the application admins could send all notices to students. Earlier notices were put up on the notice board and the website and students often missed notices but with the application students and parents would have all the notices with them at any point of time. • Student feedback on faculty- Stakeholders benefitted-Students, faculty and management. One of the salient features of the application was that it simplified the process of obtaining student feedback on faculty. Earlier manual processes were used which involved either printing and distribution of multiple forms or creation of multiple google links which was tedious and time consuming. 5. Evidence of success: The use of this technology benefitted all the stakeholders immensely. Some of the most evident changes were • Improvement in classroom attendance. • Greater accountability of faculty with reference to syllabus completion and number of lectures taken. • Greater involvement of parents in their wards progress. • Greater willingness of faculty to use technology in teaching and learning • Students with serious disabilities and or medical conditions had ready access to information and teaching resources. • Almost paperless functioning led to savings on stationery. • Better coordination among the different stakeholders 6. Problems encountered and Resources required: Some students encountered problems because they did not have smartphones and hence could not benefit from all the features. • Parents and some faculty with limited technical prowess took greater time to become familiar with its use. • The college has first generation learners whose parents were unable to benefit from the practice.

Best Practice II 1. Name of the Practice: Class Adoption Program: Academics and beyond 2. Goal: To strengthen the faculty student bond and enhance faculty ownership of the students through • Enhancing student involvement • Career guidance and support • Academic support to weak students to reduce dropout. • Providing emotional support 3. Context: The college has always been working towards enhancing value to the services it renders to students. The college has a number of students who come from families where parents are either uneducated or have little more than basic schooling and the college is their only source of support. Over the years it was noticed that if the college fails to provide this much needed support students develop a disconnect with the college and may even drop out because of a lack of focus. The IQAC felt the need to foster greater bonding by implementing a Class Adoption Program. 4. Practice: Since the role was new to the faculty the need was felt to train them through a workshop in which their role was clarified to them. Students who were used to this approach having had class teachers throughout their schooling and junior

college days were much more receptive to the idea. After the preliminary training, classes were allocated to full time faculty, visiting faculty were not involved in the program because of their limited time availability within campus. The primary focus as indicated above was fourfold • Enhancing student involvement: This goal was achieved through a series of meetings between the faculty and students in which activities were planned for students based on their demands. This would mean that if a class felt the need to have a session on mental health the faculty would along with the students arrange such a session and if another class felt the need for a session on resume building the same was organised for them. The benefit was that since sessions were need based and organised on demand student participation was better. • Career guidance and support: This goal was achieved through a two-fold approach. As discussed earlier, classroom sessions were held based on the requirements expressed by students. So specific career avenues were discussed by experts. In case the need was felt faculty also encouraged students to take up free courses to enhance their employability. If a class teacher felt that another faculty would be able to guide a student better, the student was directed to that faculty. In this way indirectly the expertise of visiting faculty and professionals were readily available to the students. • Academic support to weak students to reduce dropout: The class teacher had access to the attendance as well as the class performance data of the adopted class. Students with a high drop out propensity were identified meetings were held with these students and their parents. Students with difficulties in specific subjects were provided with guidance and coaching. In this way an attempt was made to reach out to students who would have simply dropped out due to failure. • Providing emotional support: It has been observed that, academic decline is often linked to personal and emotional problems that often go unidentified and hence unresolved. The college has a counsellor however students are often reluctant to approach the counsellor. Under the Class Adoption Program the class teacher arranged for sessions with the counsellor thus breaking the barrier between the counsellor and the students. 5. Evidence of success: The class adoption program had an overall positive effect. The primary gains were • Increased student involvement in class- based activities • Greater cohesiveness among students of a class. • Easy problem resolution because students had a single point of contact • Better understanding of the needs of their adoptees by faculty. • Greater parent teacher interactions which were much appreciated by some parents. 6. Problems encountered and Resources required: Success of the program varied from class to class and was much influenced by faculty involvement in their role as adopters. It was observed that in cases where the faculty had even a little resistance the gains were not significant. • Parents especially daily wage earners were often unwilling to come for meetings • Lady students were hesitant to approach male faculty especially when issues involved were personal. • Limited faculty involvement due to their other teaching commitments.

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

<https://valiacollege.co.in/wp-content/uploads/2021/05/BEST-PRACTICES-2019-20-1.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 College with an aim of working towards our distinctive vision of creating socially committed and responsible citizens undertakes many activities year after year. All these activities with social bend are aimed at inculcating basic human values and making young students realize their larger social

responsibilities. Here is a brief about socially relevant activities undertaken in year 2019-20 ? Student Leadership Program(SLP) Content and Logistics Partner Indian Development Foundation (IDF). The program began with a workshop conducted by IDF for training student volunteers to successfully deliver SLP sessions in various schools. The students were then allotted to various local schools where they conducted 8 sessions of 2 hours covering topics like time management skills, handling fear, community hygiene and other areas of personal and social significance. ? Gender Sensitization Content Partner Vaccha Foundation Student volunteers under training and guidance of Vacha Foundation organised a Gender Mela to create an understanding about issues prevalent in our community related to gender and inculcate value of gender equity among our students and in community. ? Waste To Knowledge (W2K) Partner IDF. Students under the guidance of IDF mobilized old newspapers/books from community. Around 300 students were engaged in this activity and money generated from sale of old newspapers and books was donated to IDF which then is used for educating children studying in IDF Bal Gurukuls spread across India. ? Diya Making Partner IDF. Students were trained in entrepreneurial skills like designing, packaging and selling of diyas made by women groups and funds generated were used to enhance self-reliance of these groups. ? E-Waste Project Logistics Partner IDF. IDF sensitised students about what constitutes E waste and significance of safe disposal. Students went into community and spread this awareness and collected various forms of E waste. The same was later collected by IDF collection vans. ? Cover of Compassion (Quilt Making) Content and Logistics Partner IDF. Our students learnt the traditional skill of making handmade blankets under guidance of IDF. Students gathered old cloth in the form of sarees, dupattas and bedsheets and made quilts. College provided workspace where this activity could be done. The quilts were donated to inmates of Vimala Dermatological Centre, Andheri. ? Teaching Internship Program Content and Logistics Partner Rajani Foundation. Under the guidance of Rajani Foundation students volunteers travelled around 150 kms every Sunday to Chiradpada (near Bhiwandi) to teach under-privileged students from socially weaker backgrounds to prepare for their class X board examinations. During this programme students got an opportunity to develop life skills such as teaching, travelling and learning to deal with dynamic situations. They got exposure to hard realities of life of children from lower economic backgrounds from backward rural areas. The NSS Unit of our college too organized an intercollegiate socio-cultural fest on the social theme of Communal Harmony. Number of competitions were organised in this fest such as solo and group dance, essay writing, poetry writing, mono acting, street play, elocution and poster making. College received participation of more than 200 NSS Volunteers.

Provide the weblink of the institution

<https://valiacollege.co.in/wp-content/uploads/2021/05/INSTITUTIONAL-DISTINCTIVENESS.pdf>

## 8.Future Plans of Actions for Next Academic Year

The IQAC endeavors to achieve continuous quality enhancement of the institution and with this aim IQAC has the following future plans for the year 2020-21 I Academic Development 1. Increase the use of ICT enabled teaching and learning like the use of Google Classroom by all faculty. 2. Undergo Academic Audit in order to have continuous improvement. 3. Organize Seminars/Workshops for students to enhance all round development 4. Organize Certified Skill Development Programme for Students 5. Arrange training programs to students appearing for competitive exams II. Faculty Professional Development 1. Encourage faculty to attend various Faculty Development Programs. 2. Encourage faculty to pursue doctoral studies. 3. Organise training programs for faculty specifically with reference to online teaching and learning. III Administrative Development 1. Improve the online admission process and have provision of online payments. 2.

Undergo Academic Audit in order to have continuous improvement. 3. Redesign the website so as to make it more comprehensive 4. Organize training programs for administrative staff to facilitate their understanding of various ICT tools in office and administrative work.