YEARLY STATUS REPORT - 2020-2021

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 its own campus? — Yes

- Phone no./Alternate phone no. — 02226303583

- Mobile no — 9969021083

- Registered e-mail — principal.valiacollege@gmail.com

- Alternate e-mail — iqacconvenor@gmail.com

- Address — D. N. Nagar, Cosmopolitan Education Society Road, Andheri (West)

- City/Town — Mumbai

- State/UT — Maharashtra

- Pin Code — 400053

2.Institutional status

- Affiliated /Constituent — Affiliated

- Type of Institution — Co-education

- Location   **Urban**

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University   **University of Mumbai**
- Name of the IQAC Coordinator   **Dr. Bageshree P. Bangera Bandekar**
- Phone No.   **02226303583**
- Alternate phone No.   **0226303125**
- Mobile   **9969023926**
- IQAC e-mail address   **iqacconvenor@gmail.com**
- Alternate Email address   **principal.valiacollege@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://valiacollege.co.in/wp-content/uploads/2021/08/AQAR-2019-20.pdf

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://valiacollege.co.in/wp-content/uploads/2021/12/Academic-Calendar-20-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**2.75**	**2004**	**16/02/2004**	**15/02/2009**
Cycle 2	**B**	**2.55**	**2016**	**17/03/2016**	**16/03/2021**

6.Date of Establishment of IQAC   **20/10/2014**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC   [View File](#)

9.No. of IQAC meetings held during the year   **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report   [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

- If yes, mention the amount

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

1. Workshop for Valia College teaching staff – IQAC organised a webinar on the topic 'Conducting Online Lectures on Zoom Platform'. This webinar was conducted by Prof. Ms. Dimpeshree Rajgor to orient and guide faculty members on conducting online lectures. To assess the effectiveness of the Online teaching, a FDP on 'Assessment of Online Learning' was conducted by Dr. Rukaiya Joshi, Rtd. Professor and Chairperson CEdss SPJIMR exclusively for Valia College teaching staff.

2. Workshops for Teaching faculty at intercollegiate level: The IQAC and IQAC Cluster India jointly organised an intercollegiate workshop for Principals, IQAC Coordinators and administrative staff on 'Peer Team Visit (PTV) Management Process'. IQAC and Research Cell invited Dr. Santosh Hulagabali, University Librarian, Central University of Haryana for conducting 2 Days National Webinar on 'Online Resources and Academic Integrity'

3. Workshop for Teaching and Administrative staff : IQAC organised 'Investor Awareness Programme (IAP)' in association with Aditya Birla Sun Life Asset Management Company for Valia College staff. The

programmme was conducted by Shri. Neelratna Chowbal. Motivational and well-being session at inter-collegiate level on 'Dant, Disha and Dasha' was conducted by Shri. Mayank Solanki, Motivational Speaker and Founder Chairperson of Val-Ed Initiatives.

4. Workshops for Administrative staff at intercollegiate level: To enable the administrative staff to effectively face the pandemic stress and pressures, IQAC organised two inter-collegiate webinars on well-being and positive approach on the topics 'Stress Management & Positive Health' and 'Coping with the Pandemic Stress and Healing with Meditation'. In order to empower the Administrative staff to use Excel Functions effectively for data handling and processing, a 2 Days workshop -'Excelling with Excel for Smart Results' was organised at inter-collegiate level.

5. Activities for Students : IQAC organised Competitions, such as poster making, slogan writing and essay writing on the theme of Suicide Prevention and co-hosted a Conference on Suicide Prevention in association with Sister Living Works. An Intercollegiate Webinar titled 'The 7 habits of highly effective readers' was conducted by Amrut Deshmukh known as the Booklet Guy in India, who is on a mission 'Make India Read' was held for students. For students and faculty members preparing for NTA UGC NET/SET/ JRF Exams, IQAC in association with Ascendance Academy conducted two preparatory, One day National workshops on paper I and paper II (Commerce and Management) and one 10 Days National Online Crash Course Program for UGC NET / SET / JRF Exams 2021- Paper 1. Number of Departments also organised online sessions for their students on academic and extra-curricular activities.

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

Plan of Action	Achievements/Outcomes
Organize national level activities	The IQAC and IQAC Cluster India jointly organised an intercollegiate workshop for Principals, IQAC Coordinators and administrative staff on 'Peer Team Visit (PTV) Management Process'
Preparing staff for online sessions	IQAC organised a webinar on the topic 'Conducting Online Lectures on Zoom Platform'. This webinar was conducted by Prof. Ms. Dimpeshree Rajgor to orient and guide faculty members on conducting online lectures. To assess the effectiveness of the Online teaching, a FDP on 'Assessment of Online Learning' was conducted by Dr. Rukaiya Joshi, Rtd. Professor and Chairperson CEdss SPJIMR exclusively for Valia College teaching staff.
Developing Research culture in the college	IQAC and Research Cell invited Dr. Santosh Hulagabali, University Librarian, Central University of Haryana for conducting 2 Days National Webinar on 'Online Resources and Academic Integrity'
Foster mental and physical fitness	Motivational and well-being session at inter-collegiate level on 'Dant, Disha and Dasha' was conducted by Shri. Mayank Solanki, Motivational Speaker and Founder Chairperson of Val-Ed Initiatives.To enable the administrative staff to effectively face the pandemic stress and pressures, IQAC organised two inter-collegiate webinars on well-being and positive approach on the topics

	'Stress Management & Positive Health' and 'Coping with the Pandemic Stress and Healing with Meditation'.
Increased technology use	Laptops and projectors are used regularly by faculty in the classroom. Faculty also share Power Point Presentations with students and extensively use video clipping available on the world wide web in the classroom. This helps to make teaching and learning more engaging as well as contemporary and relevant. The college also has an exclusive section in the library where students can access online content for self- study. The use of ICT increased manifold during the pandemic. All lectures both regular as well expert and remedial were conducted online using zoom platform. All students were added on to What's app groups division wise and these groups were used to share lecture links as well as important notices. Google classrooms were created per division and all content was uploaded there. Some of the PPT s had a voice over which was particularly useful to students incase they had missed class due to network issues. Video clippings which were earlier shown in class were now uploaded on their Google classroom. Online mode was also used for student assessment and evaluation.
Conducting training workshops	In order to empower the Administrative staff to use Excel Functions effectively for

	data handling and processing, a 2 Days workshop –'Excelling with Excel for Smart Results' was organised at inter-collegiate level. IQAC in association with Ascendance Academy organised an Online National level, Intercollegiate workshops on NTA UGC / NET / SET / JRF EXAMS for Paper 1 and Paper 2 (Commerce and Management) and a 10 Days National Online Crash Course program on NTA UGC/ NET / SET / JRF Exams (Paper 1)
Increasing Alumni contribution	Number of departments - Commerce, Foundation Course and Accountancy, organised alumni sessions under 'Alumni Connect Initiative' for students on variety of topics such as Motivation, Logistics, Creativity in Advertising, Coping with Setbacks and Practical training on GST
Activities to ensure gender sensitisation and gender equity	Special programs are arranged which draw attention to the dynamics of gender relations. The pandemic created certain special challenges for girls which needed to be addressed. One such issue was the that of cyberbullying which was addressed in an online interactive webinar by a team of psychologists. The health of teenage girls is another issue which was addressed in another interactive session where female students got an opportunity to interact and resolve queries related to health and hygiene with a renowned gynecologist.
Feedback from all stakeholders	Quality improvement is a continuous process and to ensure

	that, IQAC collects feedback from stakeholders on a regular basis at several levels • Feedback on syllabus is collected from alumni, parents, employers and current students. • Feedback of facilities provided by the college and the overall experience of the college from the batch of students passing out every year. • Feedback about faculty from students. • Feedback on our Best Practices from students.
Wifi enabled classroom	The college has 30 classrooms and 4 seminar halls which are sufficient to meet the requirements for the various programs offered by the college. All these classrooms and seminar halls are WiFi enabled to ensure effective teaching and learning.

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Council	23/12/2021

14.Whether institutional data submitted to AISHE

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 its own campus?	Yes
• Phone no./Alternate phone no.	02226303583
• Mobile no	9969021083
• Registered e-mail	principal.valiacollege@gmail.com
• Alternate e-mail	iqacconvenor@gmail.com
• Address	D. N. Nagar, Cosmopolitan Education Society Road, Andheri (West)
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400053
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**University of Mumbai**
• Name of the IQAC Coordinator	**Dr. Bageshree P. Bangera Bandekar**
• Phone No.	**02226303583**
• Alternate phone No.	**0226303125**
• Mobile	**9969023926**
• IQAC e-mail address	**iqacconvenor@gmail.com**
• Alternate Email address	**principal.valiacollege@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	**https://valiacollege.co.in/wp-content/uploads/2021/08/AQAR-2019-20.pdf**
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	**https://valiacollege.co.in/wp-content/uploads/2021/12/Academic-Calendar-20-21.pdf**

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**2.75**	**2004**	**16/02/2004**	**15/02/2009**
Cycle 2	**B**	**2.55**	**2016**	**17/03/2016**	**16/03/2021**

6.Date of Establishment of IQAC	**20/10/2014**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of	[View File]

IQAC		
9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. Workshop for Valia College teaching staff – IQAC organised a webinar on the topic 'Conducting Online Lectures on Zoom Platform'. This webinar was conducted by Prof. Ms. Dimpeshree Rajgor to orient and guide faculty members on conducting online lectures. To assess the effectiveness of the Online teaching, a FDP on 'Assessment of Online Learning' was conducted by Dr. Rukaiya Joshi, Rtd. Professor and Chairperson CEdss SPJIMR exclusively for Valia College teaching staff.

2. Workshops for Teaching faculty at intercollegiate level: The IQAC and IQAC Cluster India jointly organised an intercollegiate workshop for Principals, IQAC Coordinators and administrative staff on 'Peer Team Visit (PTV) Management Process'. IQAC and Research Cell invited Dr. Santosh Hulagabali, University Librarian, Central University of Haryana for conducting 2 Days National Webinar on 'Online Resources and Academic Integrity'

3. Workshop for Teaching and Administrative staff : IQAC organised 'Investor Awareness Programme (IAP)' in association with Aditya Birla Sun Life Asset Management Company for Valia College staff. The programmme was conducted by Shri. Neelratna Chowbal. Motivational and well-being session at inter-collegiate level on 'Dant, Disha and Dasha' was conducted by Shri. Mayank

Solanki, Motivational Speaker and Founder Chairperson of Val-Ed Initiatives.

4. Workshops for Administrative staff at intercollegiate level: To enable the administrative staff to effectively face the pandemic stress and pressures, IQAC organised two inter-collegiate webinars on well-being and positive approach on the topics 'Stress Management & Positive Health' and 'Coping with the Pandemic Stress and Healing with Meditation'. In order to empower the Administrative staff to use Excel Functions effectively for data handling and processing, a 2 Days workshop -'Excelling with Excel for Smart Results' was organised at inter-collegiate level.

5. Activities for Students : IQAC organised Competitions, such as poster making, slogan writing and essay writing on the theme of Suicide Prevention and co-hosted a Conference on Suicide Prevention in association with Sister Living Works. An Intercollegiate Webinar titled 'The 7 habits of highly effective readers' was conducted by Amrut Deshmukh known as the Booklet Guy in India, who is on a mission 'Make India Read' was held for students. For students and faculty members preparing for NTA UGC NET/SET/ JRF Exams, IQAC in association with Ascendance Academy conducted two preparatory, One day National workshops on paper I and paper II (Commerce and Management) and one 10 Days National Online Crash Course Program for UGC NET / SET / JRF Exams 2021- Paper 1. Number of Departments also organised online sessions for their students on academic and extra-curricular activities.

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

Plan of Action	Achievements/Outcomes
Organize national level activities	The IQAC and IQAC Cluster India jointly organised an intercollegiate workshop for Principals, IQAC Coordinators and administrative staff on 'Peer Team Visit (PTV) Management Process'
Preparing staff for online sessions	IQAC organised a webinar on the topic 'Conducting Online Lectures on Zoom Platform'. This webinar was conducted by Prof. Ms. Dimpeshree Rajgor to orient and guide faculty members on conducting online lectures. To assess the effectiveness of the Online teaching, a FDP on 'Assessment of Online Learning' was conducted by Dr. Rukaiya Joshi, Rtd. Professor and Chairperson CEdss SPJIMR exclusively for Valia College teaching staff.
Developing Research culture in the college	IQAC and Research Cell invited Dr. Santosh Hulagabali, University Librarian, Central University of Haryana for conducting 2 Days National Webinar on 'Online Resources and Academic Integrity'
Foster mental and physical fitness	Motivational and well-being session at inter-collegiate level on 'Dant, Disha and Dasha' was conducted by Shri. Mayank Solanki, Motivational Speaker and Founder Chairperson of Val-Ed Initiatives.To enable the administrative staff to effectively face the pandemic stress and pressures, IQAC organised two inter-collegiate webinars on well-being and positive approach on the topics

	'Stress Management & Positive Health' and 'Coping with the Pandemic Stress and Healing with Meditation'.
Increased technology use	Laptops and projectors are used regularly by faculty in the classroom. Faculty also share Power Point Presentations with students and extensively use video clipping available on the world wide web in the classroom. This helps to make teaching and learning more engaging as well as contemporary and relevant. The college also has an exclusive section in the library where students can access online content for self- study. The use of ICT increased manifold during the pandemic. All lectures both regular as well expert and remedial were conducted online using zoom platform. All students were added on to What's app groups division wise and these groups were used to share lecture links as well as important notices. Google classrooms were created per division and all content was uploaded there. Some of the PPT s had a voice over which was particularly useful to students incase they had missed class due to network issues. Video clippings which were earlier shown in class were now uploaded on their Google classroom. Online mode was also used for student assessment and evaluation.
Conducting training workshops	In order to empower the Administrative staff to use

	Excel Functions effectively for data handling and processing, a 2 Days workshop –'Excelling with Excel for Smart Results' was organised at inter-collegiate level. IQAC in association with Ascendance Academy organised an Online National level, Intercollegiate workshops on NTA UGC / NET / SET / JRF EXAMS for Paper 1 and Paper 2 (Commerce and Management) and a 10 Days National Online Crash Course program on NTA UGC/ NET / SET / JRF Exams (Paper 1)
Increasing Alumni contribution	Number of departments - Commerce, Foundation Course and Accountancy, organised alumni sessions under 'Alumni Connect Initiative' for students on variety of topics such as Motivation, Logistics, Creativity in Advertising, Coping with Setbacks and Practical training on GST
Activities to ensure gender sensitisation and gender equity	Special programs are arranged which draw attention to the dynamics of gender relations. The pandemic created certain special challenges for girls which needed to be addressed. One such issue was the that of cyberbullying which was addressed in an online interactive webinar by a team of psychologists. The health of teenage girls is another issue which was addressed in another interactive session where female students got an opportunity to interact and resolve queries related to health and hygiene with a

	renowned gynecologist.
Feedback from all stakeholders	Quality improvement is a continuous process and to ensure that, IQAC collects feedback from stakeholders on a regular basis at several levels • Feedback on syllabus is collected from alumni, parents, employers and current students. • Feedback of facilities provided by the college and the overall experience of the college from the batch of students passing out every year. • Feedback about faculty from students. • Feedback on our Best Practices from students.
Wifi enabled classroom	The college has 30 classrooms and 4 seminar halls which are sufficient to meet the requirements for the various programs offered by the college. All these classrooms and seminar halls are WiFi enabled to ensure effective teaching and learning.

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Council	23/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	14/01/2020

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**265**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**2586**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**760**

File Description	Documents
Data Template	[View File]

2.3	809
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File]

3.Academic

3.1	30
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	38
Number of sanctioned posts during the year	

File Description	Documents
Data Template	[View File]

4.Institution

4.1	34
Total number of Classrooms and Seminar halls	

4.2	68.5
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	230
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college has a well-organized system for curriculum delivery. The timetable is prepared in the beginning of the year, considering all courses and workload of faculty members and 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. To ensure effective curriculum delivery college encourages teachers to attend orientation and refresher programmes and also participate in seminars / workshops / conferences at national and international level so that they remain abreast of the latest developments in the field. 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. Inter collegiate as well as intra collegiate competitions are held which helps in honing their leadership, management, communication, and interpersonal skills, resulting in their holistic development. During the current academic year all activities were held online and faculty used ICT enabled tools. All lectures were conducted using zoom platform and google classroom was used to share course content with students thus ensuring effective curriculum delivery.

File Description	Documents
Upload relevant supporting document	<u>View File</u>
Link for Additional information	https://drive.google.com/drive/folders/13_Niu7iHdGtOR1w7vsx25XR7p4d5AYvc?usp=sharing

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

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. The academic calendar incorporates the dates of all the examinations including Continuous Internal Evaluation as well as lectures and different breaks. The Continuous Internal Evaluation is generally scheduled at the middle of a term. 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. 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 and the dates for the Third Year University examinations are incorporated into the calendar once they are announced by the affiliating university. In the year 20-21 all the examinations were conducted by the college online due to the pandemic situation however the dates were given by the University. The academic calendar was prepared keeping in mind the pandemic situation and almost all activities were held online.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	[https://valiacollege.co.in/wp-content/uploads/2021/12/Academic-Calendar-20-21.pdf](#)

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

7

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

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

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

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

293

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

1.3 - Curriculum Enrichment

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

It is the endeavor of the college to integrate these issues into the curriculum using a multipronged approach where in class education is augmented by organizing various activities which draw attention to these issues. Foundation Course is a compulsory

course which has issues of gender, human values and environmental sustainability woven into the syllabi and is offered across all programs in both Commerce and Arts faculty. The Bachelor of Management Studies program offers courses on both Environmental Management and Ethics and Governance. There are two courses exclusively devoted to these issues namely Media Gender and Culture and Media Laws and Ethics offered under the Faculty of Arts (Multimedia and Mass Communication) The Faculty of Science (Information Technology) offers a course exclusively devoted to Green Computing. The classroom sensitization is augmented by organizing various activities. The importance of environment and sustainability is emphasized when the college regularly organizes collection drives where plastic, e-waste and old newspapers. Guest lectures and competitions are organized for students with an emphasis on ethics and human values. Gender sensitivity is emphasized through organizing gender fair, poster making, film screening and street plays. This multipronged approach ensures that every student has an exposure to these crucial issues.

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

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

17

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

1908

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://drive.google.com/drive/folders/1Jk Jjdtw3iL4q6ponGRvBZzc6jDC0tMMC?usp=sharing
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	[https://drive.google.com/file/d/1kPfi4ZbqR 7SghHEfRFkMjZW8-Xoq2Hh-/view?usp=sharing](#)

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2586

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

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

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

228

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

2.2 - Catering to Student Diversity

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

The college recognizes that there can be individual differences in the learning potential of learners and it is the duty of the college to cater to these different types of learners. The faculty

of different courses identify the weak and advanced students in their respective courses based on their performance in the examination as well as classroom interaction and participation. The faculty arrange special remedial lectures for weak students who are slow in grasping concepts taught in certain courses and weak students are encouraged to attend these exclusive sessions. Weak students are also encouraged to come for one-on-one sessions with faculty so they get an opportunity to solve their difficulties in person and feel more confident . In the case of advanced learners, they are encouraged to take up research activities in which the faculty mentor them and these papers are presented at student conferences or research competitions. They are also allotted certain topics for self- study followed by class room presentation. Students who are certified cases of learning disability are referred to the college counsellor. The class mentor along with the counsellor set up a buddy system to help these students in which an advanced learner assists this student.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1QTBJn3JrRKpG2uAm0_NUL01SSidtfZaX/view?usp=sharing
Upload any additional information	View File

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

Number of Students	Number of Teachers
2586	30

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college adopts a student centric approach to teaching and learning which recognizes that learning should extend well beyond the classroom. Experts conduct practical training workshops in which students get an opportunity to hone the skills they have learnt in the classroom. Field trips and Industrial visits are an integral part of every program and students get a practical

exposure into the world of work. Various competitions are arranged on topics from the syllabi. Group discussions and debates are an integral part of classroom teaching. Flipped classroom is used from time to time so that student involvement in class room is increased. Students are also encouraged to take up research under the mentorship of a faculty which are then presented at various conferences. Project work is an integral part of all programs. Value education of students happens through organizing exhibitions competitions and different activities in the community. Students are an integral part of the organizing committee for different intercollegiate activities which gives them practical training in team work conflict management and decision making. Thus the student centric approach is practiced by arranging various activities for students in which they get an opportunity to plan design and as well as participate.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://drive.google.com/file/d/1rkd2Lg8Kt UoSzhuzei2X-eZqkxdJlE_D/view?usp=sharing

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

The college believes in blending the traditional modes of teaching with modern ones through the effective use of Information and Communication Tools (ICT). Laptops and projectors are used regularly by faculty in the classroom. Faculty also share Power Point Presentations with students and extensively use video clipping available on the world wide web in the classroom. This helps to make teaching and learning more engaging as well as contemporary and relevant. The college also has an exclusive section in the library where students can access online content for self- study. The use of ICT increased manifold during the pandemic. All lectures both regular as well expert and remedial were conducted online using zoom platform. All students were added on to What's app groups division wise and these groups were used to share lecture links as well as important notices. Google classrooms were created per division and all content was uploaded there. Some of the PPT s had a voice over which was particularly useful to students incase they had missed class due to network issues. Video clippings which were earlier shown in class were now uploaded on their Google classroom. Online mode was also used for

student assessment and evaluation.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

23

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

2.4 - Teacher Profile and Quality

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

30

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

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

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

7

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

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

2.4.3.1 - Total experience of full-time teachers

283

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

2.5 - Evaluation Process and Reforms

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

Student assessment and evaluation is a way to test the effectiveness of teaching and learning so the college lays down clear procedures for the conduct of internal assessment. The smooth conduct of internal assessment is the responsibility of the Examination Committee. The dates of the examinations are decided in advance and intimated to students as well as faculty. One test is held at the middle of each term followed by the Semester End Examinations at the end of the term. The syllabus of the test is decided before hand and informed. Multiple sets of question papers are prepared in order to maintain confidentiality. When the exams were held in physical space students had a specific seating arrangement and invigilators ensured that no unfair means were used. Strict action was taken against students found resorting to

unfair means as per the ordinances laid down by the affiliating university. During the pandemic online mode of examination was used and camera proctoring was used. Students were assisted by class mentors in case they had login problems during online examination. Both in offline and online mode additional examinations are conducted for students who are unable to appear due to medical or other genuine reasons.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1U0KOTyxL6AkON-PZp6yGO-VzVxyeM_bm/view?usp=sharing

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

A proper robust system to address the grievances of students in matters related to examination is crucial to ensuring that examinations are fair and stress free for learners. The college follows all the procedures as outlined by the affiliating university to address grievances of students as regards the conduct of the examination as well as the declaration of the results. Applications are invited from students who could not appear for the examinations on grounds as laid down by the affiliating university. Applications received from students along with necessary documentary evidence are scrutinized and permission is granted to eligible students. After the declaration of results students who are not satisfied with their scores have access to grievance redressal in two ways. They may apply for photocopies of their answer books or request for a reevaluation of their answer books or both. The process of revaluation is done by an examiner from another college after masking the marks obtained previously. All the procedures in this regard are exactly as prescribed by the affiliating university and within the time limits prescribed. However, for online exams as per directions from the university, held during the pandemic the procedure of reevaluation and photocopies was suspended.

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

2.6 - Student Performance and Learning Outcomes

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

The college recognized the relevance of Outcome Based Education and has developed Course Outcomes and Program Outcomes for all the programs offered. Course Outcomes (COs) represent the expected knowledge and skills student acquires at the end of a course. These outcomes have been thoughtfully defined for all courses across the various programs being offered. These Course outcomes are prepared by the respective faculty and the course outcomes are communicated to the students in the introductory lecture for all courses they are also displayed on the college website. The Program Outcomes (POs) which are based on Graduate attributes are prepared by the Co-ordinators /Heads of Departments of the various programs in consultation with the principal. The Program Outcomes are disseminated amongst all stakeholders and are prominently displayed on Department notice boards, laboratories, classrooms, college brochure and also the institute website. Workshops have been conducted to educate the teachers about the outcome-based education and its implementation. Since the faculty themselves are involved in the process they have a complete understanding and commitment to Outcome Based Education.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://valiacollege.co.in/wp-content/uploads/2021/05/Program-Outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The college uses the direct method to measure the attainment of CO and PO for all the programs. The steps are as follows 1. The Course Outcomes for all courses and Program Outcomes for all programs are written. 2. The relationship of Course Outcomes to Program Outcome is mapped as follows ? High relationship- 3 ? Moderate Relationship -2 ? Low Relationship-1 ? No Relationship-Blank. 3. The contribution of all the courses to the program is obtained as a Weightage (Number of H/M/L under a given PO multiplied by 3/2/1 respectively) 4. Course contribution (Course

Weightage) of a particular course to the program is calculated using the formula Course Weightage=Total scoring of CO of one course in each PO ÷Total scoring of CO of all courses in each PO ×100 5. Course attainment is calculated on the basis of percentage of students scoring above 50 % aggregate marks (Grade B and above)in a given course. 6. Final Weighted Contribution of CO in attainment of PO is calculated using the formula Final Weighted Contribution of a course=Course attainment score × course weightage score. 7. Final attainment is derived by consolidating the weighted contribution of all course attainment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1NxLBL02Uh1NMmoz4S5LH24rcdQqxEuyO/view?usp=sharing

2.6.3 - Pass percentage of Students during the year

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

756

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://valiacollege.co.in/wp-content/uploads/2021/12/Annual-Report-2020-21.pdf

2.7 - Student Satisfaction Survey

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

https://valiacollege.co.in/wp-content/uploads/2021/12/Student-Satisfaction-Survey-2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

3.1.2.1 - Number of teachers recognized as research guides

02

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

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

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

NIL

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

The college employed a two- step approach towards creation of an ecosystem conducive to innovation and for creation and transfer of knowledge.The college has an Entrepreneurship Development Cell with a primary focus on encouraging entrepreneurship thought process among students. This is particularly important because the student population is both socially and economically disadvantaged. The cell invites eminent personalities as guest speakers and also organizes business plan competitions for students. These activities go a long way in encouraging young minds to develop confidence in their own abilities also get the necessary guidance required for entrepreneurship. The college has a Research Cell with the primary focus of encouraging research culture and innovative thinking in students and faculty. The cell organizes sessions by experts on various aspects of research like Intellectual Property Rights and Plagiarism. Research Cell motivates and guides students for participating in research competitions at university and intercollegiate level. Students under the guidance of faculty work on various research papers which are presented at these competitions. The cell also organises conferences which provide a platform for creation and transfer of knowledge. Faculty members are encouraged to conduct research, and publish research papers. All these activities are funded by the college.

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

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

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

5

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

6

File Description	Documents
URL to the research page on HEI website	https://valiacollege.co.in/wp-content/uploads/2022/01/3.3.1-Phd-students-details-for-Website.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

13

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

6

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college recognizes its responsibility to the community in which it operates and endeavors to fulfill it. The extension activities of the college are carried out not only through the National Service Scheme (NSS) but also by a special body set up within the college called Student Social Responsibility Cell(SSRC).The various extension activities have sensitized the students to issues related to health (blood donation ,vaccination drives and awareness about communicable diseases), environment protection, sustainability and disaster management(tree plantation, plastic and e-waste recycling, waste segregation and disaster relief collection drives)community hygiene(Swachh Bharat Abhiyan cleanliness drives)responsible citizenship(voter and passport registration and donation drives to support the underprivileged).These activities are conducted in collaboration with local NGO's as well as government bodies in the immediate vicinity of the college as well as in far flung rural areas and tribal hamlets. The activities have exposed students to the problems prevalent in the urban and rural community. The community has benefitted because the services of young students are

available to them. For the students this provides an opportunity for experiential learning and value education in action fostering holistic development based on empathy, patriotism, team work and decision-making skills transforming them into socially responsible citizens

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1FnKo7F4rLs8VAbNRTGHchPOl-dzhB901/view?usp=sharing
Upload any additional information	View File

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

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

0

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

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

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

71

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

100

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

3

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

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

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

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Valia College is committed to providing high quality education and provides for excellent infrastructure and physical facilities for teaching learning purposes. The college fulfils all the norms specified by the statutory bodies in terms of land requirement, instructional, administrative and amenities area. The college campus has sufficient space for all academic, administrative, co-curricular and extra-curricular activities. The college has 18 classrooms with a seating capacity of 120 and 12 classrooms with a seating capacity of 60 which are sufficient to meet the requirements for the various programs offered by the college. All classrooms are Wi-Fi enabled. The college has 2 state of art Information Technology laboratories with 60 computers and 1 with 20 computers exclusively for the post graduate course. All laboratories having internet facility on 50 MBPS broadband connectivity. The college has Electronics and Telecommunication Laboratory equipped with CRO, Digital Multi-meter, Electronic Telecom Kits and Microprocessor Kits. The college has a separate English Language Laboratory installed with Wordsworth English Language learning software. The college also has 1 Audio -Visual Room and 2 airconditioned Conference Rooms with necessary technological support. The college also has a well -equipped

libraryand spacious reading room with separate arrangement for faculty and internet browsing.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://valiacollege.co.in/wp-content/uploads/2021/12/Infrastructure-facilities-for-Teaching-and-Learning.pdf

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

The college focuses on overall development of the students through participation in co - curricular activities and extra-curricular activities and strives to provide facilities for both indoor and outdoor activities. The college has two auditoriums a large and spacious auditorium with a seating capacity of 800 as well as a smaller auditorium with a seating capacity of 200 with state of art sound and light arrangements. Both these facilities are available to students for organising and preparing for various intra and intercollegiate events. The college gymkhana measuring 1500 sq. ft has well equipped facilities for indoor sports like Table-Tennis, Carrom, Chess etc. The college has arrangements to hire grounds in the vicinity for outdoor sporting activities like cricket, football and softball as well as conduct of annual athletic meet. Space is also made available for yoga and meditation as and when required. The institute has a well-equipped gymnasium and fitness centre available to staff and students measuring 2000 sq.ft. The college has a focus on holistic development of students has a well -maintained playground measuring 13,344.32 sq. ft. Students utilize this ground as well as the college quadrangle extensively for outdoor games as well as organising various cultural activities regularly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://valiacollege.co.in/wp-content/uploads/2021/12/Facilities-for-Extra-Curricular-Activities.pdf

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

34

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://valiacollege.co.in/wp-content/uploads/2021/12/Infrastructure-facilities-for-Teaching-and-Learning.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

0.6

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

Name of ILMS software

MICM NET SOLUTIONS (P)LTD

Designed and developed by MICM Library Management software, Mumbai

server computer.

Nature of automation

Automated with various Modules through

LAN (with thin line)

Version

1.0.566 Registration No. 1841542755

Year of Automation

2010

The library is fully automated and connected to server through LAN. Library is using MICM Library Management software from 2010.This integrated library management system keeps the records of all the books as well as details of the transaction along with the use of bar coding. LMS ensures high productivity because of minimal data entry requirements, maximum possible integration of functions and sophisticated search facilities. It offers features such as cataloguing, book transaction, administration, cataloguing, and OPAC and patron records.

E-resources and digital library:

In addition to subscribed e-resources such as INFLIBNET N-list and authentic free, open source and public domain resources are also provided. The college has a separate section with dedicated systems and computers to access e resources. Details of e-resources are displayed in the e-resources section of the library. The library has D Space institutional repository providing access to old question papers and other documents. Students are allowed to use personal laptops and devices for academic purposes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://valiacollege.co.in/wp-content/uploads/2021/12/Library-Report-2020-21.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e- A. Any 4 or more of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

1.27

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

1

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

4.3 - IT Infrastructure

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

The college has always given priority for up-gradation of IT facilities and it is done on a regular basis. The details of the

upgraded facilities available in the college are as under * Two internet lines provided by Hathway. A leased line has a bandwidth of 30 MBPS renewed in 2020. A backup broadband line with bandwidth of 100 MBPS updated in January, 2021. * 230 computers for students with the following configuration: Processor: i5 /i3 / Core to Duo/ Duel Core RAM: 8GB/4GB /2 GB Hard Disk: 1TB / 500 GB / 320 GB CPU Speed: 3.10 / 2.93 GHz.

- Firewall service from Sophos-XG 135 with support license purchased in 2020.
- Networking switch provided by DLINK of speed 1 GBPS.
- Software needed for academic purposes like Tally 9, Office 2010 std and other open-source products.
- Licensed copies of Windows Operating System 7, Windows 8.1, and Windows 10 Professional.
- 29 printers from which 7 are all in one (scanning, printing, copying), 11 laser Jet, 8 Ink Jet, 3 Dot Matrix. Institute also has 2 Copier Machines (Ricoh DX2430) for examination purpose.
- 19 Over Head Projectors.
- Licensed Words Worth software in English language Laboratory.
- Licensed versions of Zoom for online teaching and webinars.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/1Yp3ef9pMi _I9O5rDnhNTO7eoKIaWGr3E/view?usp=sharing

4.3.2 - Number of Computers

230

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

3.12

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has established systems for regular maintenance and utilization of all infrastructural facilities. The system operates through the coordinated work of two faculty, a full-time caretaker, a housekeeping agency, external agencies/private vendors for the maintenance of equipment through Annual Maintenance Contracts (AMCs). All complaints regarding infrastructure can be noted by staff in the complaint register maintained in the office which is checked and acted upon by the care taker. Overall cleanliness is the responsibility of the housekeeping agency and class IV employees who work as per a duty chart. The entire premises are under closed circuit camera surveillance this helps prevent loss and damage to property. The primary responsibility of the computer and electronics laboratories is with the faculty and laboratory assistants from the department of Information Technology. College has hired the services of a professional company for regular support services

relating to computer hardware and software and their technical support personnel who is available on the premises for troubleshooting and coordinates with the laboratory personnel. The responsibility of maintenance of sports and fitness equipment is the responsibility of the gymkhana and sports in-charge. As a rule only authorized/ designated personnel can access classrooms, laboratories, sports facilities and auditoriums.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://valiacollege.co.in/wp-content/uploads/2021/05/Procedures-and-Policies.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

141

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

NIL

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to Institutional website	https://valiacollege.co.in/wp-content/uploads/2021/12/Capacity-Building-Initiatives-2020-21.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

393

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

393

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

31

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

129

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

0

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

5.3 - Student Participation and Activities

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

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

Nil

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

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

The affiliating University has not issued any guidelines to appoint elected student representatives so the college appoints class representatives using an internal system. Students were well represented in the various academic and administrative bodies/committees of the college. The college IQAC has two student members who attend all the meetings of the cell and contribute their ideas and liaison between the class representatives and the IQAC. Every department has students in the organising team of all their activities who are involved in need identification, planning and implementation of various activities. In the cultural committee students are contingent leaders for intercollegiate competitions that the college participates in. Students were the chairpersons and vice chairpersons of the various committees of Jallosh our intercollegiate festival. TheN.S.S Unit 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 editorial board for the college magazine is comprised 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.

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

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

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

26

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

No, the alumni association of the college is not a registered body however the college is in the process of getting it registered. The process was initiated but was held up due to the pandemic and will be completed in the current academic year. However, the alumni contribute by providing support in different ways. The alumni engage with students and staffon a regular basis. They are invited to conduct guest lectures on various topics. Some of these lectures are motivational and alumni share their journey, their hardships and their success as well as their mistakes. Some other lectures are subject specific in which their expertise is made available to our students. They have been also been contributing to the extracurricular activities by judging various competitions during annual festivals. They have also been actively contributing to the NSS unit and have accompanied students for the NSS camp and other activities. The alumni who have shaped themselves into successful entrepreneurs, have been regularly contributing to the Entrepreneurship Development Cell. A few of our alumni have also chosen to take up employment with the college as faculty as well as administrative staff and thus build a deep bond with their alma mater.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1j4eISEZ4vsIzxsKkJF0yquMR4-E3cyrl?usp=sharing
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision and mission of the college places a strong emphasis on value-based quality education to mould students into socially responsible citizens. The institution follows a democratic and participatory approach to governance and encourages the active participation of all stakeholders in working towards the vision and mission. The Governing Body delegates authority to the principal who, in turn shares it with the different levels of functionaries in the college. The Heads of Departments, Co-ordinators of different programs and the Conveners of various committees help in the execution of the plans keeping in mind the vision and mission of the college. Heads of Departments and coordinators of different programs have considerable administrative and academic autonomy in departmental matters and they also contribute in matters relating to decision making at college level. Faculty, as members of various statutory and non statutory committees play an important role in implementing the vision and mission of the college. Faculty contribute towards fostering socially responsible citizenship through the different curricular and extra-curricular activities they plan along with students. The institution at all levels of the hierarchy lays emphasis on ethical behaviour through words as well as actions thus displaying our commitment to our vision and mission.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1iGDd4kfWkFAqkS4ivkp7qpGM4Lv7BARu?usp=sharing
Upload any additional information	View File

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

Decentralization and participative management functions at the college level through a mechanism for delegating authority and providing operational autonomy to all the various functionaries. The IQAC which has representatives of all stakeholders decide the thrust areas at the start of the academic year which are discussed and approved in the College Development Committee meeting and communicated to all. Heads of departments convene meetings with their respective departments and plan activities and allocate work among the different members. Departments are given complete freedom to decide to the activities to be done by the respective departments with a broad focus on the thrust areas. Student representatives are also involved in the process of activity planning. These plans along with the time lines and budgets are decided which are subsequently submitted to the principal for approval by the Head of department. Convenors of different committees follow an identical process to plan out extracurricular activities. A plan of activities is then chalked out along with a budget and the same is submitted to the principal by the committee convenor. The plans prepared are reviewed from time to time and heads of departments/Convenors of different committees have the freedom to make necessary need -based modifications.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1TEgz_8UB8raCfx_uEQe7i40bj1HFi9Ol/view?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the college primarily focused on the following.

- **Increased use of ICT in teaching and learning as well as administrative functions**
- **Introduction of new courses**
- **Conduct audits for quality enhancement**
- **Introducing a research culture in the college**
- **Increase student enrollment in Add on and certificate courses.**
- **MOU for increasing placement.**
- **Increase alumni connect with the college so as to have a registered alumni association**

The conditions created by the pandemic gave a great impetus to the college plan to increase the use of ICT tools. Faculty were trained in the effective use of ICT tools. Faculty learnt how to use platforms like zoom effectively and how to prepare good power point presentations. Google classrooms were set up for each of the classes and used extensively to share teaching content with students. Google forms were extensively used for both academic as well as administrative purpose. Students, faculty and administrative staff learnt how to use applications like Canva to prepare promotional material as well as assignments and google forms for registration and feedback purposes. The expertise that staff and students developed with ICT saw a record number of webinars including an online international conference organized for students and staff.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://valiacollege.co.in/wp-content/uploads/2021/12/Perspective-Plan-2020-21.pdf
Upload any additional information	View File

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

The key components of organogram of the college are as follows. The apex body is the Governing Council of Cosmopolitan Education Society which governs the working of Valia College. Valia college has an organizational structure headed by the Principal which incorporates both the grant -in-aid and self-financed sections. The grant in aid section has only one program so in this section there are Heads of Departments, faculty and librarian. The self-

financed section however has four undergraduate and two postgraduate programs so there is a Chief Coordinator for this section followed by separate Co-ordinators for each program and faculty and librarian. The administrative section is also separate for both grant in aid as well as self-financed sections. The grant in aid section has an Office Superintendent, Head Clerk, senior, junior clerks and support staff (library attendant, peons). The Self- financed section has a head clerk, junior clerks and support staff (library/laboratory attendant, peons). The college also has a College Development Committee (CDC) and an IQAC with representation from all stakeholders as well as all statutory as well as non-statutory committees to foster holistic development of students along with staff welfare. The decision- making procedures are made at appropriate levels in the organizational hierarchy.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1sczMqmJqy8PzSiEDZjImsbborJyzpfOn/view?usp=sharing
Link to Organogram of the institution webpage	https://valiacollege.co.in/wp-content/uploads/2021/12/Organogram.jpeg
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college considers staff welfare as a priority area and some of the welfare measures and practices are: 1. Provision of Employees Provident Fund facilities to eligible staff members. 2. Maternity leave facility to eligible lady staff members. 3. Fee concession to children of staff who opt to study in the college. 4. Reimbursement of registration and /or publication charges to faculty participating in National or International Conferences and/ or publishing research papers in National or International Journals 5. Reimbursement of registration fees to faculty members attending short term training programs, faculty development programs and workshops. 6. Duty leaves to faculty members attending short term training programs, faculty development programs and workshops and /or conferences. 7. Provision of fee concession to staff who opt to take up higher studies in the college. 8. Felicitation of staff on Teachers Day for their achievements such as acquiring PhD, recognition as PhD guide, winning national awards, completing 15 years of service in the college. 9. Free of cost access to college gymkhana and gymnasium, language laboratory and computer laboratory including printing and photocopying facilities as well as free wifi facilities. 10. Staff are eligible to avail free counselling services from the college counsellor.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1f3QFbtQuUssvqX7gPkV6FzaWqCC7oGF4?usp=sharing
Upload any additional information	View File

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

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

3

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

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

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

6

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

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

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

3

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

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

The college follows a performance appraisal system for all teaching and non-teaching staff. The performance of teaching and non- teaching staff in all programs are appraised on a yearly basis. The Academic Performance Indicators as decided by the UGC and implemented by the affiliating University are used for appraisal of full -time faculty. The concerned faculty fill up the self- assessment form along with all supporting documents which is then checked by the coordinators', chief coordinator as well as IQAC convenor. The observations are noted down and discussed with the respective faculty by the principal along with the Head of department/Coordinators respectively. Apart from the appraisal process discussed above student feedback is also collected online on a yearly basis for all faculty including visiting faculty who are exempt from API and the ratings obtained by faculty is also noted and specific issues if any are discussed. Every non-teaching staff member also fills up a self-appraisal form which is then checked by the Office Superintendent /Chief Coordinator. In the case of Class IV employees, the performance is evaluated by the office superintendent /head clerk in grant in aid and self- financed sections respectively and observations are discussed with the respective staff member.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1VV-aXQISgUGg_oQVZn8d8-Yb_jbOG45m?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The Institution has established a mechanism for conducting internal and external audits on the financial transactions and the books of accounts and supporting evidences are subject to both internal and external audit every year to ensure financial compliance. Internal audit is conducted by Bhuta and sons and External audit is done by Nikhil Gandhi and Co. They thoroughly verify the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution. 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. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. External audit ensures total compliance with statutory requirements and obligations. These mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels.

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

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

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

0

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

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

The college has one program which is within the grant in aid system funded by the state government. Six programs including two post graduate programs are self -financed and hence financially self-sufficient. The Bachelor of Commerce Program is under the grant in aid system; however, the state government provides only salary grants and all the other non-salary expenses have to be met by the institution from the college share of fees collected. The college is being managed with funds generated from fees and other miscellaneous sources. All major capital expenses involving infrastructure repair and renovation are carried out with financial support from the management. The college has a well-defined financial policy which ensures optimal utilization of finances for academic and other activities. Financial planning is done at the beginning of the academic year well in advance with efficient budgeting involving all concerned authorities. Apart from the fees, the sources of revenue include interest on Corpus, endowments, sponsorship for college festivals, funds from University for NSS activities. The management reviews all the financial activities through proper scrutiny of budgets and expenses and through internal and external audits and takes necessary steps to ensure that the college has a sound financial position.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1nm_nsVVtz 814xVo-CfyI1Vg55l5qDTly/view?usp=sharing
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing

the quality assurance strategies and processes

The IQAC institutionalized quality in the college through these activities Technology Adoption Program: The IQAC of the college has always been encouraging the increased use of technology in both academic and non -academic activities of the college. However, the system was institutionalized in the aftermath of the pandemic. The fist step in this direction was the training of faculty and administrative staff in the effective use of technology in performing daily activities. Faculty were trained in the effective use of online resources and platforms. The IQAC helped establish online learning resource centers using Google Classroom for each class and this was used to share PPT, PDF and video links with students. A number of online webinars were also conducted by faculty since they became well versed in the use of technology. The clerical staff were trained in effective use of excel. Mental and Physical Wellbeing: Adopting the whole person approach to quality enhancement through self- improvement the IQAC focused on overall physical and mental well-being in the wake of the pandemic. For students the IQAC worked towards suicide prevention and organized different awareness activities online. Stress management and healthy living was the major theme behind the sessions organized for staff.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1KY2tUaM-EjO1GptTVUqjMNxhHQH7-Yn2/view?usp=sharing
Upload any additional information	View File

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

The IQAC reviewed the teaching learning process followed and suggested the following improvements which were effectively implemented. Outcome Based Education: The IQAC emphasized the need to have a learner centric approach towards teaching and learning with an emphasis on Outcome Based Education. In this direction the college faculty of all programs developed course outcomes for the first time. The Heads of Departments and coordinators developed PO for different programs. Information Communication Technology based Teaching: The conditions created by the pandemic led to a complete shift in teaching methodology. The IQAC as the torch bearer of institutional quality took the lead in ensuring that teaching and

learning progressed effectively. Faculty were trained the use of online platforms like zoom and kahoot. They also familiarized themselves with the use of google tools like forms, spreadsheets and even set up google classrooms which they used in sharing information with students. The training given by IQAC instilled a sense of self-efficacy among faculty who then used technology extensively to make classes both interesting and interactive. Faculty used Kahoot and google quizzes effectively. PowerPoint Presentations were used with some faculty even uploading voice over PPT so that students could have a repeat of the lecture.

File Description	Documents
Paste link for additional information	https://valiacollege.co.in/wp-content/uploads/2021/05/Program-Outcomes.pdf
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://valiacollege.co.in/wp-content/uploads/2021/12/Annual-Report-2020-21.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college makes special efforts for the promotion of gender equity on a regular basis. The efforts towards gender equity begins from the appointment of class representatives. Each class has male as well as female students as class representatives. In all activities girl students have more than fifty percent representation and also occupy leadership positions. Issues related to gender are discussed in the class as part of the curriculum in certain courses and these courses give students an opportunity to debate on issues related to gender. Special programs are arranged which draw attention to the dynamics of gender relations. The pandemic created certain special challenges for girls which needed to be addressed. One such issue was the that of cyberbullying which was addressed in an online interactive webinar by a team of psychologists. The health of teenage girls is another issue which was addressed in another interactive session where female students got an opportunity to interact and resolve queries related to health and hygiene with a renowned gynecologist. The college has separate ladies' common room as well as a lady counsellor separate seating area for girl students in the library. However, these facilities were not utilized due to the pandemic.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1A3eKUbEBTH-_eG7BxbmTMNba4ro1bkAU/view?usp=sharing
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1OyyJ2ExXHiQRPsZ0Az2O4lCQTbcvozpx/view?usp=sharing

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

D. Any 1 of the above

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

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

The college as a policy follows the principal of Reduce Reuse and Recycle. The college being a commerce college does not generate biomedical or hazardous chemical waste and the primary waste generated in the college is dry waste and E-waste. The college on a regular basis collects plastic bottles not only from the students and staff and canteen but also from the locality which then are given away to Bisleri who recycle it. N.S.S students are taught to convert old cloth and waste paper into cloth and paper bags which are then distributed to vendors in local markets and in the locality on a regular basis. The college has an E-Waste Bin and also conducts drives among the students who are encouraged to bring E-Waste from the neighbourhood which is then sent to recycling units. As a policy any E-waste generated in the college office or laboratories is put into the bin. Old files and notebooks collected as projects are recycled and reused by faculty and administrative staff on a regular basis. Dry waste material is reused by students during college festivals as decoration material. On a regular basis awareness seminars are conducted which discuss issues related to waste management.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **D. Any 1 of the above**

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

7.1.5 - Green campus initiatives include

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

C. Any 2 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

C. Any 2 of the above

10-10-2022 11:38:45

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading   **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The college is committed to fostering inclusiveness and diversity among students and staff. The parent body of the college Cosmopolitan Education Society is truly cosmopolitan in its approach in letter and spirit and has a Inclusiveness policy. The college admits students and employs staff from different

religions, castes and languages and they all have equal opportunity to participate in all activities organized in the college in a safe and secure environment. Students from all religions castes and languages are members of different college level activity associations and these associations organize activities in Hindi English and the regional language Marathi. Gender diversity is encouraged by ensuring a safe, secure and non-discriminatory environment in the workplace. Differentially abled students are also provided a comfortable environment and necessary support so that they are able to participate in all activities in a non-discriminatory milieu. In most activities organized at college level participation is either free or charged nominally and college reimburses registration fees paid for intercollegiate activities. This is done to ensure participation of students from diverse socioeconomic backgrounds. Installment fee payments are offered to economically disadvantaged students so that they are not denied an opportunity for higher education.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

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

The college aims at a holistic approach to education so sensitizing students on our constitutional rights, values, duties and responsibilities is a prime focus at the college. Sensitization of students and employees of the college to the constitutional obligations is done through curricular as well as through extra-curricular activities. In all Commerce and Arts programs, the college offers Foundation Course. The syllabus of this course has topics related to the Indian Constitution, fundamental rights and duties of Indian citizens as well as human rights and human values which sensitize the students about the constitutional obligations. Students take a course on Environment Studies in their first year which gives them insight into environmental concerns. Ex-defence personnel are invited to share their experience and inspire and motivate young minds to contribute in building the nation. NSS unit of the college conducts various sessions to sensitize students on issues of national importance. Various competitions like skits, dance, essay

and debates are also organized which draw attention to issues like communal harmony and equality and highlight social ills like child labour. Since all events were organised online during this year various e posters were also circulated in student groups which highlighted these issues.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1jaUWXwBxg NyTXUjP2tNgPgEfi0YXjCBG/view?usp=sharing
Any other relevant information	https://drive.google.com/file/d/1SdSeZI7RA ki6yQ4Wv8GOm0Bff-6s3RH_/view?usp=sharing

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

All institutions under the banner of Cosmopolitan Education Society celebrate all days of national importance like

Independence Day, Republic day, Gandhi Jayanti, Teachers day and other such days of national significance. All national festivals are celebrated with great enthusiasm to inculcate a sense of patriotism in the students. Every year students come together and perform cultural programs like dance, skits highlighting societal problems. The students also prepare videos and speeches to share their thoughts on these days. National flags are distributed to faculty, staff and students to instil sense of pride amongst them. As a mark of respect for the country, the students install flag collection box to reuse the flags during national festival. The student staff and alumni participate and rejoice during this celebration with great patriotic fervour. The students share the teachings of these eminent personalities through speeches and posters. Teachers' day too is celebrated with great fervour and enthusiasm. Apart from these, many events and guest lectures are regularly organized to instil a sense of national pride and gratitude towards sacrifices of great leaders of our country. During this year however due to the pandemic most of the activities were celebrated online.

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

7.2 - Best Practices

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

1. Online Class Adoption Program

Objectives:

- Strengthen faculty student bond despite online system.

- Assist students with online learning and evaluation.

- Providing personal and career guidance online

Context: The college had a successful Class Adoption Program prior to the pandemic. When face to face interaction stopped due to the pandemic the college rose to the occasion and adopted classes online using mobile technology.

Practice: The Online Class Adoption Program used What's App groups as a means of communication. Students were grouped into different class groups along with a faculty in-charge. Faculty in-charges were available to students 24×7 for academic and personal/career related problems. Faculty in-charges played a very supportive role during online examinations.

Evidence of success:

- Simulated the physical classroom and college as closely as possible.

- Easy and quick resolution to academic and personal career related problems because faculty were only a phone call away.

- Better empathetic understanding of the needs of their adoptees by faculty.

   Problems encountered and Resources required:

- Students with limited access to internet could not reap the full benefits of the program.

- From the faculty viewpoint being available to students 24×7 was demanding and stressful.

- Success of the program varied from class to class depending on faculty involvement.

2. Online Learning Resource Centre Objectives:

- Ensure provision of learning resources despite online system.
- To provide free learning resources to students.
- Enhance student engagement in online classes.

Context: The transition to online teaching created the challenge of transmission of learning resources. Students had no physical

access to the college library or faculty due to the pandemic. Hence learning material was provided online. Practice: The Online Learning Resource Centre was set up using Google Classroom. A google classroom was set up for each class with all students and faculty of that class as members. Faculty shared all course wise content (PPT, PDF, Video links) on a regular basis with students through the classroom. Evidence of success:

- Increased student interaction in online classes when flipped classroom was used.
- Easy, quick and convenient access to resources at the click of a mouse led to greater usage.

Problems encountered and Resources required:

- Use of the uploaded resources depended on access to internet as well as devices like laptops and good technological skills.
- Faculty teach multiple courses so creating all the content for multiple courses was a time consuming and demanding activity especially for faculty with limited technological skills.
- Variation in the quality of content available.

File Description	Documents
Best practices in the Institutional website	https://valiacollege.co.in/wp-content/uploads/2021/12/Best-Practices-20-21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The College with the aim of working towards our distinctive vision of creating socially committed and responsible citizens had established the Institution Social Responsibility Cell in June 2019. The cell was later renamed Student Social Responsibility Cell (SSRC) because its students who were the driving force behind this cell. All the activities undertaken under this unique initiative aimed at inculcating the basic human values and making young students realize their larger social role. However, in 2020-21due to the pandemic students could not come to college in

person and most of the activities were conducted online. Students attended a Military Leadership Program which was aimed at instilling the value of patriotism among students. Students prepared e posters on a number of themes which were then circulated in various groups.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college has a well-organized system for curriculum delivery. The timetable is prepared in the beginning of the year, considering all courses and workload of faculty members and 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. To ensure effective curriculum delivery college encourages teachers to attend orientation and refresher programmes and also participate in seminars / workshops / conferences at national and international level so that they remain abreast of the latest developments in the field. 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. Inter collegiate as well as intra collegiate competitions are held which helps in honing their leadership, management, communication, and interpersonal skills, resulting in their holistic development. During the current academic year all activities were held online and faculty used ICT enabled tools. All lectures were conducted using zoom platform and google classroom was used to share course content with students thus ensuring effective curriculum delivery.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://drive.google.com/drive/folders/13_Niu7iHdGtOR1w7vsx25XR7p4d5AYvc?usp=sharing

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

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. The academic calendar incorporates the dates of all the examinations including Continuous Internal Evaluation as well as lectures and different breaks. The Continuous Internal Evaluation is generally scheduled at the middle of a term. 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. 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 and the dates for the Third Year University examinations are incorporated into the calendar once they are announced by the affiliating university. In the year 20-21 all the examinations were conducted by the college online due to the pandemic situation however the dates were given by the University. The academic calendar was prepared keeping in mind the pandemic situation and almost all activities were held online.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://valiacollege.co.in/wp-content/uploads/2021/12/Academic-Calendar-20-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

7

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

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

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

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

293

File Description	Documents
Any additional information	[View File]()
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File]()

1.3 - Curriculum Enrichment

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

It is the endeavor of the college to integrate these issues into the curriculum using a multipronged approach where in class education is augmented by organizing various activities which draw attention to these issues. Foundation Course is a compulsory course which has issues of gender, human values and environmental sustainability woven into the syllabi and is offered across all programs in both Commerce and Arts faculty. The Bachelor of Management Studies program offers courses on both Environmental Management and Ethics and Governance. There are two courses exclusively devoted to these issues namely Media Gender and Culture and Media Laws and Ethics offered under the Faculty of Arts (Multimedia and Mass Communication) The Faculty of Science (Information Technology) offers a course exclusively devoted to Green Computing. The classroom sensitization is augmented by organizing various activities. The importance of environment and sustainability is emphasized when the college regularly organizes collection drives where plastic, e-waste and old newspapers. Guest lectures and competitions are organized for students with an emphasis on ethics and human values. Gender sensitivity is emphasized through organizing gender fair, poster making, film screening and street plays. This multipronged approach ensures that every student has an exposure to these crucial issues.

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

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

17

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

1908

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	https://drive.google.com/drive/folders/1JkJjdtw3iL4q6ponGRvBZzc6jDC0tMMC?usp=sharing
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://drive.google.com/file/d/1kPfi4ZbqR7SghHEfRFkMjZW8-Xoq2Hh-/view?usp=sharing

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

2586

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

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

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

228

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

2.2 - Catering to Student Diversity

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

The college recognizes that there can be individual differences in the learning potential of learners and it is the duty of the college to cater to these different types of learners. The faculty of different courses identify the weak and advanced students in their respective courses based on their performance in the examination as well as classroom interaction and participation. The faculty arrange special remedial lectures for weak students who are slow in grasping concepts taught in certain courses and weak students are encouraged to attend these exclusive sessions. Weak students are also encouraged to come for one-on-one sessions with faculty so they get an opportunity to solve their difficulties in person and feel more confident . In the case of advanced learners, they are encouraged to take up research activities in which the faculty mentor them and these papers are presented at student conferences or research competitions. They are also allotted certain topics for self- study followed by class room presentation. Students who are certified cases of learning disability are referred to the college counsellor. The class mentor along with the counsellor set up a buddy system to help these students in which an advanced learner assists this student.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1QTBJn3JrRKpG2uAm0_NUL01SSidtfZaX/view?usp=sharing
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
2586	30

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college adopts a student centric approach to teaching and learning which recognizes that learning should extend well beyond the classroom. Experts conduct practical training workshops in which students get an opportunity to hone the skills they have learnt in the classroom. Field trips and Industrial visits are an integral part of every program and students get a practical exposure into the world of work. Various competitions are arranged on topics from the syllabi. Group discussions and debates are an integral part of classroom teaching. Flipped classroom is used from time to time so that student involvement in class room is increased. Students are also encouraged to take up research under the mentorship of a faculty which are then presented at various conferences. Project work is an integral part of all programs. Value education of students happens through organizing exhibitions competitions and different activities in the community. Students are an integral part of the organizing committee for different intercollegiate activities which gives them practical training in team work conflict management and decision making. Thus the student centric approach is practiced by arranging various activities for students in which they get an opportunity to plan design and as well as participate.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://drive.google.com/file/d/1rkd2Lg8KtUoSzhuzei2X-eZqkxdJlE_D/view?usp=sharing

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

The college believes in blending the traditional modes of teaching with modern ones through the effective use of Information and Communication Tools (ICT). Laptops and projectors are used regularly by faculty in the classroom. Faculty also share Power Point Presentations with students and extensively use video clipping available on the world wide web in the classroom. This helps to make teaching and learning more engaging as well as contemporary and relevant. The college also has an exclusive section in the library where students can access online content for self- study. The use of ICT increased manifold during the pandemic. All lectures both regular as well expert and remedial were conducted online using zoom platform. All students were added on to What's app groups division wise and these groups were used to share lecture links as well as important notices. Google classrooms were created per division and all content was uploaded there. Some of the PPT s had a voice over which was particularly useful to students incase they had missed class due to network issues. Video clippings which were earlier shown in class were now uploaded on their Google classroom. Online mode was also used for student assessment and evaluation.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

23

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

2.4 - Teacher Profile and Quality

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

30

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

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

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

7

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

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

2.4.3.1 - Total experience of full-time teachers

283

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

2.5 - Evaluation Process and Reforms

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

Student assessment and evaluation is a way to test the effectiveness of teaching and learning so the college lays down clear procedures for the conduct of internal assessment. The smooth conduct of internal assessment is the responsibility of the Examination Committee. The dates of the examinations are decided in advance and intimated to students as well as faculty. One test is held at the middle of each term followed by the Semester End Examinations at the end of the term. The syllabus of the test is decided before hand and informed. Multiple sets of question papers are prepared in order to maintain confidentiality. When the exams were held in physical space students had a specific seating arrangement and invigilators ensured that no unfair means were used. Strict action was taken against students found resorting to unfair means as per the ordinances laid down by the affiliating university. During the pandemic online mode of examination was used and camera proctoring was used. Students were assisted by class mentors in case they had login problems during online examination. Both in offline and online mode additional examinations are conducted for students who are unable to appear due to medical or other genuine reasons.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://drive.google.com/file/d/1U0KOTyxL6AkON-PZp6yGO-VzVxyeM_bm/view?usp=sharing

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

A proper robust system to address the grievances of students in matters related to examination is crucial to ensuring that examinations are fair and stress free for learners. The college follows all the procedures as outlined by the affiliating university to address grievances of students as regards the conduct of the examination as well as the declaration of the results. Applications are invited from students who could not appear for the examinations on grounds as laid down by the affiliating university. Applications received from students along with necessary documentary evidence are scrutinized and permission is granted to eligible students. After the declaration of results students who are not satisfied with their scores have access to grievance redressal in two ways. They may apply for photocopies of their answer books or request for a reevaluation of their answer books or both. The process of revaluation is done by an examiner from another college after masking the marks obtained previously. All the procedures in this regard are exactly as prescribed by the affiliating university and within the time limits prescribed. However, for online exams as per directions from the university, held during the pandemic the procedure of reevaluation and photocopies was suspended.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The college recognized the relevance of Outcome Based Education and has developed Course Outcomes and Program Outcomes for all the programs offered. Course Outcomes (COs) represent the expected knowledge and skills student acquires at the end of a course. These outcomes have been thoughtfully defined for all courses across the various programs being offered. These Course outcomes are prepared by the respective faculty and the course outcomes are communicated to the students in the introductory lecture for all courses they are also displayed on the college website. The Program Outcomes (POs) which are based on Graduate attributes are prepared by the Co-ordinators /Heads of Departments of the various programs in consultation with the

principal. The Program Outcomes are disseminated amongst all
stakeholders and are prominently displayed on Department notice
boards, laboratories, classrooms, college brochure and also the
institute website. Workshops have been conducted to educate the
teachers about the outcome-based education and its
implementation. Since the faculty themselves are involved in
the process they have a complete understanding and commitment
to Outcome Based Education.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://valiacollege.co.in/wp-content/uploads/2021/05/Program-Outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The college uses the direct method to measure the attainment of
CO and PO for all the programs. The steps are as follows 1. The
Course Outcomes for all courses and Program Outcomes for all
programs are written. 2. The relationship of Course Outcomes to
Program Outcome is mapped as follows ? High relationship- 3 ?
Moderate Relationship -2 ? Low Relationship-1 ? No
Relationship- Blank. 3. The contribution of all the courses to
the program is obtained as a Weightage (Number of H/M/L under a
given PO multiplied by 3/2/1 respectively) 4. Course
contribution (Course Weightage) of a particular course to the
program is calculated using the formula Course Weightage=Total
scoring of CO of one course in each PO ÷Total scoring of CO of
all courses in each PO ×100 5. Course attainment is calculated
on the basis of percentage of students scoring above 50 %
aggregate marks (Grade B and above)in a given course. 6. Final
Weighted Contribution of CO in attainment of PO is calculated
using the formula Final Weighted Contribution of a
course=Course attainment score × course weightage score. 7.
Final attainment is derived by consolidating the weighted
contribution of all course attainment.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1NxLBL02Uh1NMmoz4S5LH24rcdQqxEuyO/view?usp=sharing

2.6.3 - Pass percentage of Students during the year

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

756

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://valiacollege.co.in/wp-content/uploads/2021/12/Annual-Report-2020-21.pdf

2.7 - Student Satisfaction Survey

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

https://valiacollege.co.in/wp-content/uploads/2021/12/Student-Satisfaction-Survey-2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

3.1.2.1 - Number of teachers recognized as research guides

02

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

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

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

NIL

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

The college employed a two- step approach towards creation of an ecosystem conducive to innovation and for creation and transfer of knowledge.The college has an Entrepreneurship Development Cell with a primary focus on encouraging entrepreneurship thought process among students. This is particularly important because the student population is both socially and economically disadvantaged. The cell invites eminent personalities as guest speakers and also organizes business plan competitions for students. These activities go a long way in encouraging young minds to develop confidence in their own abilities also get the necessary guidance required for entrepreneurship. The college has a Research Cell with the primary focus of encouraging research culture and innovative thinking in students and faculty. The cell organizes sessions by experts on various aspects of research like Intellectual Property Rights and Plagiarism. Research Cell motivates and guides students for participating in research competitions at university and intercollegiate level. Students under the guidance of faculty work on various research papers which are presented at these competitions. The cell also organises conferences which provide a platform for creation and transfer of knowledge. Faculty members are encouraged to conduct research, and publish research papers. All these activities are funded by the college.

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

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

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

5

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

6

File Description	Documents
URL to the research page on HEI website	https://valiacollege.co.in/wp-content/uploads/2022/01/3.3.1-Phd-students-details-for-Website.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

13

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

6

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college recognizes its responsibility to the community in which it operates and endeavors to fulfill it. The extension activities of the college are carried out not only through the National Service Scheme (NSS) but also by a special body set up within the college called Student Social Responsibility Cell(SSRC).The various extension activities have sensitized the students to issues related to health (blood donation ,vaccination drives and awareness about communicable diseases), environment protection, sustainability and disaster management(tree plantation, plastic and e-waste recycling, waste segregation and disaster relief collection drives)community hygiene(Swachh Bharat Abhiyan cleanliness drives)responsible citizenship(voter and passport registration and donation drives to support the underprivileged).These activities are conducted in collaboration with local NGO's as well as government bodies in the immediate vicinity of the college as well as in far flung rural areas and tribal hamlets. The activities have exposed students to the problems prevalent in the urban and rural community. The community has benefitted because the services of young students are available to them. For the students this provides an opportunity for experiential learning and value education in action fostering holistic development based on empathy, patriotism, team work and decision-making skills transforming them into socially responsible citizens

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1FnKo7F4rLs8VAbNRTGHchPOl-dzhB901/view?usp=sharing
Upload any additional information	View File

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

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

0

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

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

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

71

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

100

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

3

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

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

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

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Valia College is committed to providing high quality education and provides for excellent infrastructure and physical facilities for teaching learning purposes. The college fulfils all the norms specified by the statutory bodies in terms of land requirement, instructional, administrative and amenities area. The college campus has sufficient space for all academic, administrative, co-curricular and extra-curricular activities. The college has 18 classrooms with a seating capacity of 120 and 12 classrooms with a seating capacity of 60 which are sufficient to meet the requirements for the various programs offered by the college. All classrooms are Wi-Fi enabled. The college has 2 state of art Information Technology laboratories with 60 computers and 1 with 20 computers exclusively for the post graduate course. All laboratories having internet facility on 50 MBPS broadband connectivity. The college has Electronics and Telecommunication Laboratory equipped with CRO, Digital Multi-meter, Electronic Telecom Kits and Microprocessor Kits. The college has a separate English Language Laboratory installed with Wordsworth English Language learning software. The college also has 1 Audio -Visual Room and 2 airconditioned Conference Rooms with necessary technological support. The college also has a well -equipped libraryand spacious reading room with separate arrangement for faculty and internet browsing.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://valiacollege.co.in/wp-content/uploads/2021/12/Infrastructure-facilities-for-Teaching-and-Learning.pdf

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

The college focuses on overall development of the students through participation in co - curricular activities and extra-curricular activities and strives to provide facilities for both indoor and outdoor activities. The college has two auditoriums a large and spacious auditorium with a seating capacity of 800 as well as a smaller auditorium with a seating capacity of 200 with state of art sound and light arrangements. Both these facilities are available to students for organising and preparing for various intra and intercollegiate events. The college gymkhana measuring 1500 sq. ft has well equipped facilities for indoor sports like Table-Tennis, Carrom, Chess etc. The college has arrangements to hire grounds in the vicinity for outdoor sporting activities like cricket, football and softball as well as conduct of annual athletic meet. Space is also made available for yoga and meditation as and when required. The institute has a well-equipped gymnasium and fitness centre available to staff and students measuring 2000 sq.ft. The college has a focus on holistic development of students has a well -maintained playground measuring 13,344.32 sq. ft. Students utilize this ground as well as the college quadrangle extensively for outdoor games as well as organising various cultural activities regularly.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://valiacollege.co.in/wp-content/uploads/2021/12/Facilities-for-Extra-Curricular-Activities.pdf

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

34

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://valiacollege.co.in/wp-content/uploads/2021/12/Infrastructure-facilities-for-Teaching-and-Learning.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0.6

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

Name of ILMS software

MICM NET SOLUTIONS (P)LTD

Designed and developed by MICM Library Management software, Mumbai

server computer.

Nature of automation

Automated with various Modules through

 LAN (with thin line)

Version

1.0.566 Registration No. 1841542755

Year of Automation

2010

The library is fully automated and connected to server through LAN. Library is using MICM Library Management software from 2010.This integrated library management system keeps the records of all the books as well as details of the transaction along with the use of bar coding. LMS ensures high productivity because of minimal data entry requirements, maximum possible integration of functions and sophisticated search facilities. It offers features such as cataloguing, book transaction, administration, cataloguing, and OPAC and patron records.

E-resources and digital library:

In addition to subscribed e-resources such as INFLIBNET N-list and authentic free, open source and public domain resources are also provided. The college has a separate section with dedicated systems and computers to access e resources. Details of e-resources are displayed in the e-resources section of the library. The library has D Space institutional repository providing access to old question papers and other documents. Students are allowed to use personal laptops and devices for academic purposes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://valiacollege.co.in/wp-content/uploads/2021/12/Library-Report-2020-21.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-	A. Any 4 or more of the above

resources

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

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

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

1.27

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

1

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

4.3 - IT Infrastructure

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

The college has always given priority for up-gradation of IT facilities and it is done on a regular basis. The details of the upgraded facilities available in the college are as under

* Two internet lines provided by Hathway. A leased line has a bandwidth of 30 MBPS renewed in 2020. A backup broadband line with bandwidth of 100 MBPS updated in January, 2021. * 230 computers for students with the following configuration: Processor: i5 /i3 / Core to Duo/ Duel Core RAM: 8GB/4GB /2 GB Hard Disk: 1TB / 500 GB / 320 GB CPU Speed: 3.10 / 2.93 GHz.

- Firewall service from Sophos-XG 135 with support license purchased in 2020.
- Networking switch provided by DLINK of speed 1 GBPS.
- Software needed for academic purposes like Tally 9, Office 2010 std and other open-source products.
- Licensed copies of Windows Operating System 7, Windows 8.1, and Windows 10 Professional.
- 29 printers from which 7 are all in one (scanning, printing, copying), 11 laser Jet, 8 Ink Jet, 3 Dot Matrix. Institute also has 2 Copier Machines (Ricoh DX2430) for examination purpose.
- 19 Over Head Projectors.
- Licensed Words Worth software in English language Laboratory.
- Licensed versions of Zoom for online teaching and webinars.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/1Yp3ef9pMi_I9O5rDnhNTO7eoKIaWGr3E/view?usp=sharing

4.3.2 - Number of Computers

230

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

3.12

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has established systems for regular maintenance and utilization of all infrastructural facilities. The system operates through the coordinated work of two faculty, a full-time caretaker, a housekeeping agency, external agencies/private vendors for the maintenance of equipment through Annual Maintenance Contracts (AMCs). All complaints regarding infrastructure can be noted by staff in the complaint register maintained in the office which is checked and acted upon by the care taker. Overall cleanliness is the responsibility of the housekeeping agency and class IV employees who work as per a duty chart. The entire premises are under closed circuit camera surveillance this helps prevent loss and damage to property. The primary responsibility of the computer and electronics laboratories is with the faculty and laboratory assistants from the department of Information

Technology. College has hired the services of a professional company for regular support services relating to computer hardware and software and their technical support personnel who is available on the premises for troubleshooting and coordinates with the laboratory personnel. The responsibility of maintenance of sports and fitness equipment is the responsibility of the gymkhana and sports in-charge. As a rule only authorized/ designated personnel can access classrooms, laboratories, sports facilities and auditoriums.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://valiacollege.co.in/wp-content/uploads/2021/05/Procedures-and-Policies.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

141

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

NIL

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**C. 2 of the above**

File Description	Documents
Link to Institutional website	https://valiacollege.co.in/wp-content/uploads/2021/12/Capacity-Building-Initiatives-2020-21.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

393

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

393

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

31

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

129

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

0

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

5.3 - Student Participation and Activities

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

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

Nil

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

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

The affiliating University has not issued any guidelines to appoint elected student representatives so the college appoints class representatives using an internal system. Students were well represented in the various academic and administrative bodies/committees of the college. The college IQAC has two student members who attend all the meetings of the cell and contribute their ideas and liaison between the class representatives and the IQAC. Every department has students in the organising team of all their activities who are involved in need identification, planning and implementation of various activities. In the cultural committee students are contingent leaders for intercollegiate competitions that the college participates in. Students were the chairpersons and vice chairpersons of the various committees of Jallosh our intercollegiate festival. TheN.S.S Unit 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 editorial board for the college magazine is comprised 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.

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

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

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

26

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	[View File](#)
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

No, the alumni association of the college is not a registered body however the college is in the process of getting it registered. The process was initiated but was held up due to the pandemic and will be completed in the current academic year. However, the alumni contribute by providing support in different ways. The alumni engage with students and staffon a regular basis. They are invited to conduct guest lectures on various topics. Some of these lectures are motivational and alumni share their journey, their hardships and their success as well as their mistakes. Some other lectures are subject specific in which their expertise is made available to our students. They have been also been contributing to the

extracurricular activities by judging various competitions during annual festivals. They have also been actively contributing to the NSS unit and have accompanied students for the NSS camp and other activities. The alumni who have shaped themselves into successful entrepreneurs, have been regularly contributing to the Entrepreneurship Development Cell. A few of our alumni have also chosen to take up employment with the college as faculty as well as administrative staff and thus build a deep bond with their alma mater.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1j4eISEZ4vsIzxsKkJF0yquMR4-E3cyrl?usp=sharing
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision and mission of the college places a strong emphasis on value-based quality education to mould students into socially responsible citizens. The institution follows a democratic and participatory approach to governance and encourages the active participation of all stakeholders in working towards the vision and mission. The Governing Body delegates authority to the principal who, in turn shares it with the different levels of functionaries in the college. The Heads of Departments, Co-ordinators of different programs and the Conveners of various committees help in the execution of the plans keeping in mind the vision and mission of the college. Heads of Departments and coordinators of different programs have considerable administrative and academic autonomy in departmental matters and they also contribute in matters

relating to decision making at college level. Faculty, as members of various statutory and non statutory committees play an important role in implementing the vision and mission of the college. Faculty contribute towards fostering socially responsible citizenship through the different curricular and extra-curricular activities they plan along with students. The institution at all levels of the hierarchy lays emphasis on ethical behaviour through words as well as actions thus displaying our commitment to our vision and mission.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1iGDd4kfWkFAqkS4ivkp7qpGM4Lv7BARu?usp=sharing
Upload any additional information	View File

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

Decentralization and participative management functions at the college level through a mechanism for delegating authority and providing operational autonomy to all the various functionaries. The IQAC which has representatives of all stakeholders decide the thrust areas at the start of the academic year which are discussed and approved in the College Development Committee meeting and communicated to all. Heads of departments convene meetings with their respective departments and plan activities and allocate work among the different members. Departments are given complete freedom to decide to the activities to be done by the respective departments with a broad focus on the thrust areas. Student representatives are also involved in the process of activity planning. These plans along with the time lines and budgets are decided which are subsequently submitted to the principal for approval by the Head of department. Convenors of different committees follow an identical process to plan out extracurricular activities. A plan of activities is then chalked out along with a budget and the same is submitted to the principal by the committee convenor. The plans prepared are reviewed from time to time and heads of departments/Convenors of different committees have the freedom to make necessary need -based modifications.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1TEgz_8UB8raCfx_uEQe7i40bj1HFi9Ol/view?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the college primarily focused on the following.

- **Increased use of ICT in teaching and learning as well as administrative functions**
- **Introduction of new courses**
- **Conduct audits for quality enhancement**
- **Introducing a research culture in the college**
- **Increase student enrollment in Add on and certificate courses.**
- **MOU for increasing placement.**
- **Increase alumni connect with the college so as to have a registered alumni association**

The conditions created by the pandemic gave a great impetus to the college plan to increase the use of ICT tools. Faculty were trained in the effective use of ICT tools. Faculty learnt how to use platforms like zoom effectively and how to prepare good power point presentations. Google classrooms were set up for each of the classes and used extensively to share teaching content with students. Google forms were extensively used for both academic as well as administrative purpose. Students, faculty and administrative staff learnt how to use applications like Canva to prepare promotional material as well as assignments and google forms for registration and feedback purposes. The expertise that staff and students developed with ICT saw a record number of webinars including an online international conference organized for students and staff.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://valiacollege.co.in/wp-content/uploads/2021/12/Perspective-Plan-2020-21.pdf
Upload any additional information	View File

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

The key components of organogram of the college are as follows. The apex body is the Governing Council of Cosmopolitan Education Society which governs the working of Valia College. Valia college has an organizational structure headed by the Principal which incorporates both the grant -in-aid and self-financed sections. The grant in aid section has only one program so in this section there are Heads of Departments, faculty and librarian. The self-financed section however has four undergraduate and two postgraduate programs so there is a Chief Coordinator for this section followed by separate Co-ordinators for each program and faculty and librarian. The administrative section is also separate for both grant in aid as well as self-financed sections. The grant in aid section has an Office Superintendent, Head Clerk, senior, junior clerks and support staff (library attendant, peons). The Self- financed section has a head clerk, junior clerks and support staff (library/laboratory attendant, peons). The college also has a College Development Committee (CDC) and an IQAC with representation from all stakeholders as well as all statutory as well as non-statutory committees to foster holistic development of students along with staff welfare. The decision-making procedures are made at appropriate levels in the organizational hierarchy.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1sczMqmJqy8PzSiEDZjImsbborJyzpfOn/view?usp=sharing
Link to Organogram of the institution webpage	https://valiacollege.co.in/wp-content/uploads/2021/12/Organogram.jpeg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college considers staff welfare as a priority area and some of the welfare measures and practices are: 1. Provision of Employees Provident Fund facilities to eligible staff members. 2. Maternity leave facility to eligible lady staff members. 3. Fee concession to children of staff who opt to study in the college. 4. Reimbursement of registration and /or publication charges to faculty participating in National or International Conferences and/ or publishing research papers in National or International Journals 5. Reimbursement of registration fees to faculty members attending short term training programs, faculty development programs and workshops. 6. Duty leaves to faculty members attending short term training programs, faculty development programs and workshops and /or conferences. 7. Provision of fee concession to staff who opt to take up higher

studies in the college. 8. Felicitation of staff on Teachers Day for their achievements such as acquiring PhD, recognition as PhD guide, winning national awards, completing 15 years of service in the college. 9. Free of cost access to college gymkhana and gymnasium, language laboratory and computer laboratory including printing and photocopying facilities as well as free wifi facilities. 10. Staff are eligible to avail free counselling services from the college counsellor.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1f3QFbtQuUssvqX7gPkV6FzaWqCC7oGF4?usp=sharing
Upload any additional information	View File

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

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

3

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

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

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

6

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

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

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

3

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

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

The college follows a performance appraisal system for all teaching and non-teaching staff. The performance of teaching and non- teaching staff in all programs are appraised on a

yearly basis. The Academic Performance Indicators as decided by the UGC and implemented by the affiliating University are used for appraisal of full -time faculty. The concerned faculty fill up the self- assessment form along with all supporting documents which is then checked by the coordinators', chief coordinator as well as IQAC convenor. The observations are noted down and discussed with the respective faculty by the principal along with the Head of department/Coordinators respectively. Apart from the appraisal process discussed above student feedback is also collected online on a yearly basis for all faculty including visiting faculty who are exempt from API and the ratings obtained by faculty is also noted and specific issues if any are discussed. Every non-teaching staff member also fills up a self-appraisal form which is then checked by the Office Superintendent /Chief Coordinator. In the case of Class IV employees, the performance is evaluated by the office superintendent /head clerk in grant in aid and self-financed sections respectively and observations are discussed with the respective staff member.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1VV-aXQISgUGg_oQVZn8d8-Yb_jbOG45m?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The Institution has established a mechanism for conducting internal and external audits on the financial transactions and the books of accounts and supporting evidences are subject to both internal and external audit every year to ensure financial compliance. Internal audit is conducted by Bhuta and sons and External audit is done by Nikhil Gandhi and Co. They thoroughly verify the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution. 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. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. External audit ensures total compliance with statutory requirements and obligations. These mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels.

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

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

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

0

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

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

The college has one program which is within the grant in aid system funded by the state government. Six programs including two post graduate programs are self -financed and hence financially self-sufficient. The Bachelor of Commerce Program is under the grant in aid system; however, the state government provides only salary grants and all the other non-salary expenses have to be met by the institution from the college share of fees collected. The college is being managed with

funds generated from fees and other miscellaneous sources. All major capital expenses involving infrastructure repair and renovation are carried out with financial support from the management. The college has a well-defined financial policy which ensures optimal utilization of finances for academic and other activities. Financial planning is done at the beginning of the academic year well in advance with efficient budgeting involving all concerned authorities. Apart from the fees, the sources of revenue include interest on Corpus, endowments, sponsorship for college festivals, funds from University for NSS activities. The management reviews all the financial activities through proper scrutiny of budgets and expenses and through internal and external audits and takes necessary steps to ensure that the college has a sound financial position.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1nm_nsVVtz814xVo-CfyI1Vg55l5qDTly/view?usp=sharing
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC institutionalized quality in the college through these activities Technology Adoption Program: The IQAC of the college has always been encouraging the increased use of technology in both academic and non -academic activities of the college. However, the system was institutionalized in the aftermath of the pandemic. The fist step in this direction was the training of faculty and administrative staff in the effective use of technology in performing daily activities. Faculty were trained in the effective use of online resources and platforms. The IQAC helped establish online learning resource centers using Google Classroom for each class and this was used to share PPT, PDF and video links with students. A number of online webinars were also conducted by faculty since they became well versed in the use of technology. The clerical staff were trained in effective use of excel. Mental and Physical Wellbeing: Adopting the whole person approach to quality enhancement through self-improvement the IQAC focused on overall physical and mental well-being in the wake of the pandemic. For students the IQAC worked towards suicide prevention and organized different

awareness activities online. Stress management and healthy living was the major theme behind the sessions organized for staff.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1KY2tUaM-EjO1GptTVUqjMNxhHQH7-Yn2/view?usp=sharing
Upload any additional information	View File

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

The IQAC reviewed the teaching learning process followed and suggested the following improvements which were effectively implemented. Outcome Based Education: The IQAC emphasized the need to have a learner centric approach towards teaching and learning with an emphasis on Outcome Based Education. In this direction the college faculty of all programs developed course outcomes for the first time. The Heads of Departments and coordinators developed PO for different programs. Information Communication Technology based Teaching: The conditions created by the pandemic led to a complete shift in teaching methodology. The IQAC as the torch bearer of institutional quality took the lead in ensuring that teaching and learning progressed effectively. Faculty were trained the use of online platforms like zoom and kahoot. They also familiarized themselves with the use of google tools like forms, spreadsheets and even set up google classrooms which they used in sharing information with students. The training given by IQAC instilled a sense of self-efficacy among faculty who then used technology extensively to make classes both interesting and interactive. Faculty used Kahoot and google quizzes effectively. PowerPoint Presentations were used with some faculty even uploading voice over PPT so that students could have a repeat of the lecture.

File Description	Documents
Paste link for additional information	https://valiacollege.co.in/wp-content/uploads/2021/05/Program-Outcomes.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://valiacollege.co.in/wp-content/uploads/2021/12/Annual-Report-2020-21.pdf
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college makes special efforts for the promotion of gender equity on a regular basis. The efforts towards gender equity begins from the appointment of class representatives. Each class has male as well as female students as class representatives. In all activities girl students have more than fifty percent representation and also occupy leadership positions. Issues related to gender are discussed in the class

as part of the curriculum in certain courses and these courses give students an opportunity to debate on issues related to gender. Special programs are arranged which draw attention to the dynamics of gender relations. The pandemic created certain special challenges for girls which needed to be addressed. One such issue was the that of cyberbullying which was addressed in an online interactive webinar by a team of psychologists. The health of teenage girls is another issue which was addressed in another interactive session where female students got an opportunity to interact and resolve queries related to health and hygiene with a renowned gynecologist. The college has separate ladies' common room as well as a lady counsellor separate seating area for girl students in the library. However, these facilities were not utilized due to the pandemic.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1A3eKUbEBTH-_eG7BxbmTMNba4ro1bkAU/view?usp=sharing
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/10yyJ2ExXHiQRPsZ0Az2O4lCQTbcvozpx/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

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

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

The college as a policy follows the principal of Reduce Reuse and Recycle. The college being a commerce college does not generate biomedical or hazardous chemical waste and the primary waste generated in the college is dry waste and E-waste. The college on a regular basis collects plastic bottles not only from the students and staff and canteen but also from the locality which then are given away to Bisleri who recycle it. N.S.S students are taught to convert old cloth and waste paper into cloth and paper bags which are then distributed to vendors in local markets and in the locality on a regular basis. The college has an E-Waste Bin and also conducts drives among the students who are encouraged to bring E-Waste from the neighbourhood which is then sent to recycling units. As a policy any E-waste generated in the college office or laboratories is put into the bin. Old files and notebooks collected as projects are recycled and reused by faculty and administrative staff on a regular basis. Dry waste material is reused by students during college festivals as decoration material. On a regular basis awareness seminars are conducted which discuss issues related to waste management.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly	C. Any 2 of the above

washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	[View File](#)
Details of the Software procured for providing the assistance	[View File](#)
Any other relevant information	[View File](#)

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

The college is committed to fostering inclusiveness and diversity among students and staff. The parent body of the college Cosmopolitan Education Society is truly cosmopolitan in its approach in letter and spirit and has a Inclusiveness policy. The college admits students and employs staff from different religions, castes and languages and they all have equal opportunity to participate in all activities organized in the college in a safe and secure environment. Students from all religions castes and languages are members of different college level activity associations and these associations organize activities in Hindi English and the regional language Marathi. Gender diversity is encouraged by ensuring a safe, secure and non-discriminatory environment in the workplace. Differentially abled students are also provided a comfortable environment and necessary support so that they are able to participate in all activities in a non-discriminatory milieu. In most activities organized at college level participation is either free or charged nominally and college reimburses registration fees paid for intercollegiate activities. This is done to ensure participation of students from diverse socioeconomic

backgrounds. Installment fee payments are offered to economically disadvantaged students so that they are not denied an opportunity for higher education.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File]()
Any other relevant information	[View File]()

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

The college aims at a holistic approach to education so sensitizing students on our constitutional rights, values, duties and responsibilities is a prime focus at the college. Sensitization of students and employees of the college to the constitutional obligations is done through curricular as well as through extra-curricular activities. In all Commerce and Arts programs, the college offers Foundation Course. The syllabus of this course has topics related to the Indian Constitution, fundamental rights and duties of Indian citizens as well as human rights and human values which sensitize the students about the constitutional obligations. Students take a course on Environment Studies in their first year which gives them insight into environmental concerns. Ex-defence personnel are invited to share their experience and inspire and motivate young minds to contribute in building the nation. NSS unit of the college conducts various sessions to sensitize students on issues of national importance. Various competitions like skits, dance, essay and debates are also organized which draw attention to issues like communal harmony and equality and highlight social ills like child labour. Since all events were organised online during this year various e posters were also circulated in student groups which highlighted these issues.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1jaUWXwBxgNyTXUjP2tNgPgEfi0YXjCBG/view?usp=sharing
Any other relevant information	https://drive.google.com/file/d/1SdSeZI7RAki6yQ4Wv8GOm0Bff-6s3RH_/view?usp=sharing

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

All institutions under the banner of Cosmopolitan Education Society celebrate all days of national importance like Independence Day, Republic day, Gandhi Jayanti, Teachers day and other such days of national significance. All national festivals are celebrated with great enthusiasm to inculcate a sense of patriotism in the students. Every year students come together and perform cultural programs like dance, skits

highlighting societal problems. The students also prepare videos and speeches to share their thoughts on these days. National flags are distributed to faculty, staff and students to instil sense of pride amongst them. As a mark of respect for the country, the students install flag collection box to reuse the flags during national festival. The student staff and alumni participate and rejoice during this celebration with great patriotic fervour. The students share the teachings of these eminent personalities through speeches and posters. Teachers' day too is celebrated with great fervour and enthusiasm. Apart from these, many events and guest lectures are regularly organized to instil a sense of national pride and gratitude towards sacrifices of great leaders of our country. During this year however due to the pandemic most of the activities were celebrated online.

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

7.2 - Best Practices

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

1. Online Class Adoption Program

Objectives:

- Strengthen faculty student bond despite online system.

- Assist students with online learning and evaluation.

- Providing personal and career guidance online

Context: The college had a successful Class Adoption Program prior to the pandemic. When face to face interaction stopped due to the pandemic the college rose to the occasion and adopted classes online using mobile technology.

Practice: The Online Class Adoption Program used What's App groups as a means of communication. Students were grouped into different class groups along with a faculty in-charge. Faculty in-charges were available to students 24×7 for academic and personal/career related problems. Faculty in-charges played a very supportive role during online examinations.

Evidence of success:

- Simulated the physical classroom and college as closely as possible.

- Easy and quick resolution to academic and personal career related problems because faculty were only a phone call away.

- Better empathetic understanding of the needs of their adoptees by faculty.

Problems encountered and Resources required:

- Students with limited access to internet could not reap the full benefits of the program.

- From the faculty viewpoint being available to students 24×7 was demanding and stressful.

- Success of the program varied from class to class depending on faculty involvement.

2. Online Learning Resource Centre Objectives:

- Ensure provision of learning resources despite online system.
- To provide free learning resources to students.
- Enhance student engagement in online classes.

Context: The transition to online teaching created the challenge of transmission of learning resources. Students had no physical access to the college library or faculty due to the pandemic. Hence learning material was provided online.
Practice: The Online Learning Resource Centre was set up using Google Classroom. A google classroom was set up for each class with all students and faculty of that class as members. Faculty

shared all course wise content (PPT, PDF, Video links) on a regular basis with students through the classroom. Evidence of success:

- Increased student interaction in online classes when flipped classroom was used.
- Easy, quick and convenient access to resources at the click of a mouse led to greater usage.

Problems encountered and Resources required:

- Use of the uploaded resources depended on access to internet as well as devices like laptops and good technological skills.
- Faculty teach multiple courses so creating all the content for multiple courses was a time consuming and demanding activity especially for faculty with limited technological skills.
- Variation in the quality of content available.

File Description	Documents
Best practices in the Institutional website	https://valiacollege.co.in/wp-content/uploads/2021/12/Best-Practices-20-21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The College with the aim of working towards our distinctive vision of creating socially committed and responsible citizens had established the Institution Social Responsibility Cell in June 2019. The cell was later renamed Student Social Responsibility Cell (SSRC) because its students who were the driving force behind this cell. All the activities undertaken under this unique initiative aimed at inculcating the basic human values and making young students realize their larger social role. However, in 2020-21due to the pandemic students could not come to college in person and most of the activities were conducted online. Students attended a Military Leadership Program which was aimed at instilling the value of patriotism among students. Students prepared e posters on a number of

themes which were then circulated in various groups.

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

7.3.2 - Plan of action for the next academic year

The IQAC endeavors to achieve continuous quality enhancement of the institution and with this aim IQAC has the following future plans for the year 2021-22

- Undertake energy audit, environment audit and green audit and implement the recommendations.
- Set up systems for alternate forms of energy (Solar energy), rainwater harvesting and waste management.
- Purchase software for result processing so as to gradually phaseout the current system of outsourcing this work.
- Augment ICT infrastructure in the college.
- Renovation of IQAC room and provision for a new staff room for self-financed section.
- Set up a fire alarm system in the college.
- Organize Seminars/Workshops for students to enhance all round development
- Increase student enrolment in Certified Skill Development Programmes leading to employment.
- Arrange training programs/guidance lectures for students appearing for competitive exams
- Undergo Academic and Administrative Audit for quality enhancement.
- Enhance Alumni engagement in the college by registering the Alumni Association.
- Encourage faculty to attend various Faculty Development Programs.
- Encourage faculty to pursue doctoral studies.
- Organise training programs for faculty on Outcome Based Education
- Improve the online admission process and have provision of online payments.
- Increase community connect through service to people in the surrounding locality.

10-10-2022 11:38:47