The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Vidya Vikas Education Society's
> VIKAS NIGHT COLLEGE OF ARTS, SCIENCE & COMMERCE

1.2 Address Line 1

> VIKAS HIGH SCHOOL MARG, KANNAMWAR NAGAR- 2

Address Line 2

> VIKHROLI (EAST)

City/Town

> MUMBAI

State

> MAHARASHTRA

Pin Code

> 400083

Institution e-mail address

> vikascollegeprincipal@gmail.com

Contact Nos.

> 022-25783540, 022-25784267

Name of the Head of the Institution:

> PRIN. (DR.) RANJAN KUMAR PATRA

Tel. No. with STD Code:

> 022-25783540

Mobile:

> +91 9892299780

Name of the IQAC Co-ordinator:

MR. SANTOSHKUMAR M. OJHA

Mobile:

+91 8452898452

IQAC e-mail address:

vikascollegeprincipal@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

15132

1.4 **NAAC Executive Committee No. & Date:**
   (For Example EC/32/A&A/143 dated 3-5-2004.
   This EC no. is available in the right corner- bott
   of your institution's Accreditation Certificate)

EC/63/RAR/30 dated 23-03-2013

1.5 Website address:

www.vikascollege.org

Web-link of the AQAR:

http://www.vikascollege.org/IQAC/iqca_pdf/2016_17pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	76.00	2005	5 Years
2	2nd Cycle	A	3.15	2013	5 Years
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

27/06/2005

1.8 AQAR for the year *(for example 2010-11)*

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

    i.   AQAR_____2012-13 Submitted to NAAC on 28/09/2013
    ii.   AQAR_____2013-14 Submitted to NAAC on 30/09/2014
    iii.   AQAR_____2014-15 Submitted to NAAC on 29/09/2015
    iv.   AQAR_____2015-16 Submitted to NAAC on 29/09/2016
    v.   AQAR_____2016-17 Submitted to NAAC on 29/09/2017

1.10 Institutional Status

University   State [ ]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [✓]   No [ ]

Constituent College   Yes [ ]   No [ ]

Autonomous college of UGC   Yes [ ]   No [ ]

Regulatory Agency approved Institution   Yes [ ]   No [ ]
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

             Urban [√]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [√]   UGC 12B [√]

     Grant-in-aid + Self Financing [√]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

     Arts [√]   Science [√]   Commerce [√]   Law [ ]   PEI (Phys Edu) [ ]

     TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

     Others   (Specify)   [VOCATIONAL COURSES (B.Voc.)]

1.12 Name of the Affiliating University *(for the Colleges)*   [UNIVERSITY OF MUMBAI]

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University [　　　]

University with Potential for Excellence [　　　]   UGC-CPE [　　　]

DST Star Scheme [　　　]   UGC-CE [　　　]

UGC-Special Assistance Programme [　　　]   DST-FIST [　　　]

UGC-Innovative PG programmes [　　　]   Any other (*Specify*) [　　　]

UGC-COP Programmes [√]

2. IQAC Composition and Activities

2.1 No. of Teachers [**08**]

2.2 No. of Administrative/Technical staff [**02**]

2.3 No. of students [**01**]

2.4 No. of Management representatives [**01**]

2.5 No. of Alumni [**01**]

2. 6 No. of any other stakeholder and

   Community representatives [**01**]

2.7 No. of Employers/ Industrialists [**00**]

2.8 No. of other External Experts [**01**]

2.9 Total No. of members [**15**]

2.10 No. of IQAC meetings held : - 04

2.11 No. of meetings with various stakeholders: No. 02 Faculty 02

Non-Teaching Staff Students 02 Alumni 02 Others 00

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No √

If yes, mention the amount 00

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. 04 International 00 National 01 State 00 Institution Level 03

(ii) Themes
1. National Conference to create awareness about Gandhian Philosophy and its relevance
2. College level seminar on Research Methodology.
3. University level Workshop on Revised Syllabus.
4. Workshop on Employability Skill.

2.14 Significant Activities and contributions made by IQAC

1. Oriented faculty members and Non-teaching Staff to became techno-savvy and leading the institution towards Digital Campus
2. Groomed the students for effective speaking skills and on Project Based Education
3. Oriented faculty members and students for research work
4. Oriented the faculty and the administrative staff of colleges affiliated to University of Mumbai regarding the revised pattern of examination and rules thereof under Choice Based Credit System (CBCS)

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To start some more career oriented add-on courses preferably for in-house students	University of Mumbai is not accepting any new proposals for any extension of additional courses.
2. To convert some more class rooms into smart class rooms	Under Progress, Nine class rooms ware renovated.

3.	To encourage teachers to undertake minor and major research projects to strengthen the research environment in the college	Total 10(Ten) Minor Research Projects initiated by the Faculty members out of which 03(Three) are approved for financial assistance by University of Mumbai.
4.	To establish Skill Development Council in the college	Two Certificate courses are conducted to enhance the technical skills. Mostly workshops were conducted in various areas to enhance relevant skills in respective area.
5.	To develop student's portal and to make online study material available to students.	Under Progress
6.	To strengthen alumni association and to develop a mentoring system in specialized skill based areas	Alumni actively participating and supporting in many college activities and events.

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

- The College Management made provision for financial support for quality enhancement activities of the college.

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
Ph.D.	01	00	01	00
PG	05	00	05	00
UG	10	00	06	02
PG Diploma	00	00	00	00
Advanced Diploma	02	00	00	02
Diploma	02	00	00	02
Certificate	00	00	00	00
Others	00	00	00	00
Total	20	00	12	06
Interdisciplinary	07	00	05	06
Innovative	06	00	00	06

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	20
Trimester	00
Annual	00

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [ ]   Students [√]

(On all aspects)

Mode of feedback   :   Online [ ]   Manual [√]   Co-operating schools (for PEI) [ ]

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> In Choice Based Credit System, the syllabus of Third Year UG level and Second Year of PG level is revised from the Academic Year 2017-2018 by University of Mumbai.

1.5 Any new Department/Centre introduced during the year. If yes, give details.   No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
15	09	05	01	00

2.2 No. of permanent faculty with Ph.D.   02

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
68	08	05	00	01	00	00	00	74	08

2.4 No. of Guest and Visiting faculty and Temporary faculty   08   15   02

7

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	14	38	21
Presented papers	09	09	01
Resource Persons	03	01	00

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Apart from Project based Learning, Interactive Method and Computer Assisted Learning, the college has also adopted workshop methods to teach Skill Base Courses i.e. B.Voc.

2.7 Total No. of actual teaching days during this academic year

186

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Bar Coding, Photocopy, Digitization of question papers, Online Multiple Choice Questions and On-Screen-Marking of examination paper evaluation

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

06   01   01

2.10 Average percentage of attendance of students

73%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com.	263	00	01	05	63	69
B.M.S.	38	00	11	21	34	66
B.Com (Acc & Fin)	51	00	06	28	23	57
B.A.	44	02	14	32	21	69
B.Sc.	40	00	18	25	02	45
B.Sc (Bio-tech)	22	09	14	32	14	69
B.Sc (IT)	116	00	16	13	05	34
B.Sc.(Comp. Science)	15	00	00	00	00	07
B. Voc. (Media)	15	00	14	13	20	47
B. Voc. (M.L.T.)	29	00	35	35	03	73
M.Com.	41	10	34	15	10	69
M.Sc. (Chemistry)	08	00	00	38	12	50
M.Sc. (IT)	17	18	18	30	41	89
M.Sc. (Bio-tech)	08	50	13	00	00	63

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching and Learning processes:

The college has an Academic Review Committee functioning under the IQAC, which constantly monitoring, reporting and reviewing the academic progress of the college. The Parents-Teacher Association also actively participating.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	00
UGC – Faculty Improvement Programme	01
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	02
Staff training conducted by the university	17
Staff training conducted by other institutions	24
Summer / Winter schools, Workshops, etc.	12
Others	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	34	02	00	02
Technical Staff	11	00	00	00

Criterion – III
3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

* Special fund is sanctioned in the college budget for research activities.

* Research Development Cell is taking initiatives to develop a research culture in the college.
* Workshop on Research Methodology was conducted.
*In-house Research Projects were initiated for students

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	10	03	00
Outlay in Rs. Lakhs	25000	00	73000	00

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	03	00
Non-Peer Review Journals	00	00	00
e-Journals	06	03	00
Conference proceedings	00	02	00

3.5 Details on Impact factor of publications:

Range [√]   Average [ ]   h-index [ ]   Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	N.A.	N.A.	00	00
Minor Projects	2017-18	University of Mumbai	Rs.73000	Rs.29200
Interdisciplinary Projects	N.A.	N.A.	00	00
Industry sponsored	N.A.	N.A.	00	00
Projects sponsored by the University/ College	N.A.	N.A.	00	00
Students research projects *(other than compulsory by the University)*	N.A.	N.A.	00	00
Any other(Specify)	N.A.	N.A.	00	00
Total	---	---	Rs. 73000	Rs.29200

3.7 No. of books published   i) With ISBN No. [00]   Chapters in Edited Books [00]

ii) Without ISBN No. [00]

3.8 No. of University Departments receiving funds from

UGC-SAP [00]   CAS [00]   DST-FIST [00]

DPE [00]   DBT Scheme/funds [00]

3.9 For colleges   Autonomy [00]   CPE [00]   DBT Star Scheme [00]

INSPIRE [00]   CE [00]   Any Other (specify) [00]

3.10 Revenue generated through consultancy [00]

3.11 No. of conferences Organized by the Institution

Level	International	National	State	University	College
Number	00	02	00	00	09
Sponsoring agencies	NA	College Management	N.A.	N.A.	College Management

3.12 No. of faculty served as experts, chairpersons or resource persons [03]

3.13 No. of collaborations   International [00]   National [02]   Any other [00]

3.14 No. of linkages created during this year [00]

3.15 Total budget for research for current year in lakhs:

From funding agency [NIL]   From Management of University/College [5, 00,000]

Total [5, 00,000]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
00	00	00	00	00	00	00

3.18 No. of faculty from the Institution who are Ph. D. Guides [01]

and students registered under them

[00]

3.19 No. of Ph.D. awarded by faculty from the Institution

00

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 00   SRF 00   Project Fellows 00   Any other 00

3.21 No. of students Participated in NSS events:

University level 250   State level 00

National level 00   International level 00

3.22 No. of students participated in NCC events:

University level 00   State level 00

National level 00   International level 00

3.23 No. of Awards won in NSS:

University level 01   State level 00

National level 00   International level 00

3.24 No. of Awards won in NCC:

University level 00   State level 00

National level 00   International level 00

3.25 No. of Extension activities organized

University forum 05   College forum 11

NCC 00   NSS 18   Any other 00

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Free medical advice for the students, parents and teachers.

- Free (psychological) counselling and guidance for students and parents by professional counsellor.

- Blood Donation and Health Check-up Camp.

- Youth for Rural Development Camp.

- Cleanliness drive and street cleaning under Swachha Bharat Mission.

- Helped Mumbai Police in traffic control during Ganapati immersion.

- Gandhi Jayanti Saptah to create awareness about Gandhian thoughts.

- Aids awareness week.

- Registration drive of new voters.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (in acres)	2.98	00	NA	2.98
Class rooms	26	00	NA	26
Laboratories	15	00	NA	15
Seminar Halls	03	00	NA	03
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	00	00	N.A.	00
Value of the equipment purchased during the year (Rs. in Lakhs)	00	Rs.10.66Lakhs	College & UGC	Rs.10.66 Lakhs
Others	00	Rs. 4.23Lakh	College	Rs. 4.23 Lakh

4.2 Computerization of administration and library

1. Entire campus is digitized through Wi-Fi and the college has its own web server.
2. Routine administration work related to University of Mumbai is fully digitized through university portal.
3. All examination related work, logistics of examination, stationery, etc and examination paper assessment is fully digitized and online.
4. HTE Sevaarth Software used for online administration of salary grants.
5. SOUL software is installed in the library.
6. E-journals facility through INFLIBNE T- Nlist programme.
7. Library Blog
8. Surveillance and Security System (CCTV) is upgraded.
9. A WhatsApp group, "STAFF ACADEMY", formed by the teaching staff as a communication media to facilitate academic, research and administrative information.
10. Solar Electricity Panel System is installed to provide uninterrupted power supply to the library and computer labs.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value Rs.	No.	Value Rs.	No.	Value Rs.
Text Books	22476	3978915	1434	280504	23910	4259419
Reference Books	17043	4951090	1173	410660	18216	5361750
e-Books	155000	10000	Renewed	5000	155000	15000
Journals	57	306716	Renewed	78855	57	385571
e-Journals	6000	20000	Renewed	5000	6000	25000
Digital Database	01	10000	Renewed	5000	01	15000
CD & Video	360	39750	00	00	360	39750
Others (specify) News Papers	18	19882	Renewed	19882	18	19882

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	225	167	17 MBPS	05	00	24	18	11
Added	00	00	00 MBPS	00	00	00	00	00
Total	225	167	17 MBPS	05	00	24	18	11

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Upgradation (Networking, e-Governance etc.)

FOR STUDENTS:

- "Object Oriented Programming" Workshop was conducted to orient the students on the Industrial concepts of Information Technology.
- Certificate course in Project Development in "ASP.NET" was conducted.
- Certificate course in "Tally – 9.0" was conducted.
- Seminar on "ASP.NET" was organised to induct the student in latest technology.

FOR STAFF:

- Periodical In-house training programmes were conducted for teaching and nonteaching staff on latest version of Computer Operating System and Operation Software.

- College Information and Communication System to and from the staff is digitised.

4.6 Amount spent on maintenance in lakhs:

   i) ICT

| 16.71 |

   ii) Campus Infrastructure and facilities

| 67.98 |

   iii) Equipments

| 10.67 |

   iv) Others

| 4.23 |

   Total:

| 99.59 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> *College prospectus and college web-site contains the details about available students Support Services.
> * Induction Programme at the beginning of academic year is a source of enhancing awareness about all in detail.
> * Mentor system is in operation to bridge the communication gap between Students and teachers..
> *Career counseling workshops were conducted

5.2 Efforts made by the institution for tracking the progression

> * The system of continuous monitoring of individual and departmental performance and feedback for improvement is in operation.
>
> * Periodical review of growth on post accreditation period and an MIS system is in operation.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2577	159	00	00

   (b) No. of students outside the state

| 04 |

   (c) No. of international students

| 00 |

Men

No	%
1750	64

Women

No	%
986	36

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1677	678	37	485	01	2878	1683	616	78	358	01	2736

Demand ratio   1:1   Dropout % - 0%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Entry Level coaching classes were conducted for Banking services, MPSC and UPSC examinations.

No. of students beneficiaries | 19 |

5.5 No. of students qualified in these examinations

NET | 00 | SET/SLET | 00 | GATE | 00 | CAT | 00 |

IAS/IPS etc | 00 | State PSC | 00 | UPSC | 00 | Others | 00 |

5.6 Details of student counselling and career guidance

* Mrs. Vrushali Gokhale, M.A. (Psychology) a professional counselor, has been appointed as a full time counselor. She has conducted several interactive sessions with students in various aspects.

* The College periodically organizing Career guidance programmes for students.

No. of students benefitted | 94 |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
25	253	32	17

5.8 Details of gender sensitization programmes

The Women Development Cell and the NSS unit of the college has conducted three programmes on Gender Sensitization, Domestic Violence and Sex Education during the year.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 17 | National level | 02 | International level | 00 |

No. of students participated in cultural events

State/ University level | 13 | National level | 00 | International level | 00 |

5.9.2. No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level | 02 | National level | 01 | International level | 00 |

Cultural: State/ University level | 01 | National level | 00 | International level | 00 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	00	00
Financial support from government	192	Rs.5389495
Financial support from other sources	00	Rs.00
Number of students who received International/ National recognitions	00	00

5.11   Student organised / initiatives

Fairs   : State/ University level | 02 | National level | 00 | International level | 00 |

Exhibition: State/ University level | 02 | National level | 00 | International level | 00 |

5.12   No. of social initiatives undertaken by the students | 22 |

5.13 Major grievances of students (if any) redressed: ____NIL_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION: To be an accredited autonomous, and proactive centre for excellence, combining knowledge with innovation leading to an all round development of students, especially belonging to the weaker sections of the society in their chosen area of specialisation.

MISSION: To reflect the vibrations of social aspirations in education.

6.2 Does the Institution has a Management Information System

> **YES**, the college has a MIS system relates to student admission, Student records, Accounting & Finance and Routine Administration.
> It flows from various sectional heads to the Principal and subsequently from the Principal to the College Management (The Secretary, Vidya Vikas Education Society), University and the Government authority.

6.3 Quality improvement strategies adopted by the institution for each of the following:

    6.3.1 Curriculum Development

> - Some senior teachers are the members of Board of Studies of University of Mumbai.
> - Independent Board of studies at college level for design and development of syllabus of B.Voc. (Media Production) and B. Voc. (Medical Laboratory Technology) as per UGC norms.

    6.3.2 Teaching and Learning

> - Transparent admission system, College Academic Calendar, Department wise teaching plan and feedback, Remedial coaching, Mentor system and use of ICT.
> - Collaboration with Amity University, Navimumbai Campus for academic and faculty exchange programme.

    6.3.3 Examination and Evaluation

> - On introduction of Choice Based Credit System, the examination pattern was revised with 100 marks pattern in UG Core Courses, 75:25 pattern in all UG Professional Courses, and 60:40 pattern in all PG Courses.
> - Examination of all six semesters at UG level and all four semesters at PG level is directly monitored and controlled by the University.
> - OSM system is introduced for quality and speedy evaluation of examination papers.

    6.3.4 Research and Development

> - Research Centre (Ph.D. in Commerce) is established after getting required permission from the University of Mumbai.
> - Regular discussion and workshops on research orientation.
> - Budgetary provision for research and development in the college budget.
> - Financial assistance to teachers for attending seminar / conferences, and for presentation and publication research papers.
> - A well equipped seminar room is established to facilitates research orientation among students.

    6.3.5 Library, ICT and physical infrastructure / instrumentation

> - Automation of the library system, Wi-Fi Internet connection, E-Journals, Way-2 SMS mode for staff and students, INFLIBNET connectivity to individual staff, and use of LCD projectors in the class rooms.
> - Audio-video room was established.

6.3.6 Human Resource Management

- Financial aid to Teaching Faculty for research work.
- Loan facility from Employee's Co-op Credit Society.
- Preference to pass-out and deserving student to join as faculty and staff after acquiring required   qualifications.

6.3.7 Faculty and Staff recruitment

- Faculty and Staff are recruited as per University and Government norms
- Preference is given to our deserving and pass-out students during faculty and staff recruitment.

6.3.8 Industry Interaction / Collaboration

- The college has collaboration with M/s. Godrej Life Science for the cause of "Nursing and Restoration of Mangroves".
- Interaction and collaboration with industry for industrial visit, student's project work, workshops, placement, and funded research projects.
- B.Voc. (Medical Laboratory Technology) and B.Voc. (Media Production) both courses are in collaboration with Industrial partners.

6.3.9 Admission of Students

- Wide publicity is given through College Website, University Website, College Prospectus, Cable net., and display of hoarding in the locality.
- Help Desk is setup for guiding, counselling and providing admission related information to the students.
- Teaching and Nonteaching staff of Computer Science department assists the students for online registration for admission.

6.4 Welfare Schemes for

Teaching	* Employee's Co-operative Credit Society. * Free medical Advisory Centre	
Non teaching	* Employer's Co-operative Credit Society. * Free medical Advisory Centre	
Students	* Free medical Advisory Centre * Instalment facilities on payment of fees * Free counselling * Students group insurance Scheme with Oriental Insurance Co. * Book Bank Scheme for EBC students	

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done   yes   √   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A.	No	NA
Administrative	No	N.A.	No	NA

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A.

6.11 Activities and support from the Alumni Association

- Formally established Alumni Association.
- Formal meeting with the alumni twice a year for Annual plans.
- Informal interaction with and support from alumni, when and where required.
- Alumni actively participate in college extra-curricular and co-curricular activities and encourage the present students.

6.12 Activities and support from the Parent – Teacher Association

- Formally established Parent – Teacher Association
- Formal meeting once in each term (twice in a year) to discus about various issues and to get feedback.
- Students Progress Report (Result Sheet) is distributed in Parents –Teacher meeting with followed by a feedback and review of strength and weakness of each individual student.

6.13 Development programmes for support staff

- Encouraging them to pursue higher education by proving financial support and concession in duty hours.
- Preference in taking admission in courses conducted by the institution.
- Encouraging them to pursue higher education by proving financial support and concession in duty hours.
- Preference in taking admission in courses conducted by the institution.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Garbage free campus with installation of an eco-friendly garbage collection box in Collaboration with "STREE MUKTI SANGATHAN" an NGO.
- Zero plastic campus
- Use of dust-free chalks
- Use of smart board

Criterion – VII
7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Installation of Solar Energy Panel for electricity in the campus.
- Promoted research environment among staff and students.
- Student with economically poor background are permitted to take admission by paying fees in instalments.
- The University Examination forms of the students are verified by the senior members of examination committee before they are uploaded on the University of Mumbai portal to ensure accuracy and to minimize future complications in examination and result.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Nine classrooms are modernised with Audio-video system.
- Three seminar-cum-workshops were conducted on skill development.
- Total ten Minor Research Projects were started and submitted for financial assistance, out of which three are sanctioned by University of Mumbai.
- The campus is Wi-Fi enabled for students to access academic sources and learning material.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- Dual Degree Campus.
- Eco-Friendly campus

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

- Tree Plantation by the NSS unit in the campus and in rural camp at Vangani, Dist-Thane, Maharashtra.
- Swachha Bharat Mission in the locality and during rural camp at Vangani Village and Vikhroli (East).
- Clean campus movement by installing eco-friendly garbage collection box with STREE MUKTI SANGATHAN, an NGO working for the same purpose.
- In collaboration with the M/s. Godrej Life Science, the college has undertaken the project

7.5 Whether environmental audit was conducted? | | No | √ |

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)
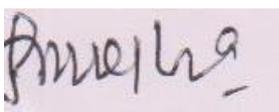
- We are an oldest and biggest Night College having more than 4000 student intake capacity.
- Because of our social goodwill, even it is a Night College; we have good strength of (36%) Girl students.
- It is one among six B.Voc. Colleges of University of Mumbai, approved by the UGC.
- Imparting higher education to the economical poor section of the society, with the concept of "Learning while earning" is the motto of our college.

8. **Plans of institution for next year**

- To start one more division of B.Voc (MLT) course.
- To convert some more class rooms into smart class rooms
- To encourage teachers for registration for Ph.D.
- To establish Skill Development Council in the college
- To develop student's portal and to make online study material available to students

Name **Mr. Santosh M.Ojha**   Name **Dr. Ranjan K. Patra**

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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BEST PRACTICE No.1

1. Title of the Practice
DUAL DEGREE CAMPUS

2. Goal
To encourage the in-house students to enrol and continue an additional job oriented programme along with their regular degree for immediate employment.

3. The Context
- The College offers various multidisciplinary courses/programmes under Arts, Science and Commerce faculty of University of Mumbai.
- The College is a distance learning centre for
  i. Yashwantrao Chavan Maharashtra Open University offering UG courses such as B.A., B.Com. B.Sc. (MLT) and professional courses such as MBA.
  ii. Tilak Maharashtra University offering UG courses such as BBA, BCA, and Post Graduate Professional Courses such as MCA & MBA
- The college also provides UGC approved Vocational Courses such as –
  ✓ Diploma in Medical Laboratory Technology
  ✓ Advance Diploma in Medical Laboratory Technology
  ✓ B.Voc. Degree in Medical Laboratory Technology
  ✓ Diploma in Media Production
  ✓ Advance Diploma in Media Production
  ✓ B.Voc. Degree in Media Production
- As the facility is available within the campus, within the framework of University of Mumbai, students can continue the above courses along with the regular courses of Mumbai University.

4. The Practice
- The concept of dual degree is publicized in the campus through pamphlets and also through college prospectus.
- A Professional Counsellor is appointed to properly guide students of regular courses to help them to select their additional courses depending on their interest and time slot.
- The college conducts regular classroom lectures for Vocational Courses in morning hours and enables students of every session to attend it regularly.
- Similarly the class room lectures of distance learning programme are conducted in evening hours and on weekends.

- Skill based practicals are conducted on Sunday.
- This makes possible for the students to learn and acquire dual degree/diploma within the same campus.
- Students use all common facilities of the college for both the courses.

5. **Evidence of Success**

   The total number of student benefited:

Year	No. of Students benefitted
2013-2014	41
2014-2015	21
2015-2016	37
2016-2017	38
2017-2018	22

6. **Problems Encountered and Resonances Required**

   Sometime the examination schedule of both the courses clashes.

7. **Notice (Optional):**

   The Management of the college is strongly supporting the practice and has assured to enhance its support to achieve the goal.

8. **Contact Detail**

   Name of the Principal: Dr. R. K. Patra

   Name of the Institution: Vidya Vikas Education Society's Vikas Night College of Arts, Science & Commerce

   Accredited Status: Reaccredited Grade – A with CGPA 3.15

   Work Phone: 022-25783540, 022-25784267   Fax: 022-25796196

   Website: www.vikascollege.org E-mail: vikascollegeprincipal@gmail.com

   Mobile: 09892299780

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BEST PRACTICE No.2

9. Title of the Practice
ECO-FRIENDLY CAMPUS

10. Goal
To ensure clean, green and plastic free Campus.

11. The Context
- Use of bio-degradable stationery for all purpose particularly during functions and activities.
- No use of plastic on campus.
- Segregation of Dry and Wet garbage.

12. The Practice
- "Save environment" messages are displayed in the campus, especially in every class room.
- Use of plastic in the campus is strictly prohibited.
- Use of paper sheets, newspaper and cotton for preparing examination and other packets.
- Use of eco-friendly, bio-degradable material such as conference folders, stationery, eatable wrappers etc. during seminars and conferences.
- Conducting at least one conference every year on sustainability and environmental issues.

13. Evidence of Success
- Never purchase any plastic bags, folders and colleges stationery.
- All conference stationery is made up of either paper or jute.
- Colores symbolising environment like "Green and Blue" are used in all functions, seminars and conferences.
- Organised two international conference on "Sustainability and the Society"

14. Problems Encounter and Resonances Required
Sometime it is found costly to execute the programmes within the budget.

15. Notice (Optional):
The Management of the college is strongly supporting the practice and has assured to enhance its support to achieve the goal.

16. Contact Detail

Name of the Principal: Dr. R. K. Patra
Name of the Institution: Vidya Vikas Education Society's Vikas Night
College of Arts, Science & Commerce
Accredited Status: Reaccredited Grade – A with CGPA 3.15
Work Phone: 022-25783540, 022-25784267   Fax: 022-25796196
Website: www.vikascollege.org E-mail: vikascollegeprincipal@gmail.com
Mobile: 09892299780

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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
INFLIBNET -		Information and Library Network Centre
N-LIST	-	National Library and Information Services Infrastructure for Scholarly Content
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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