



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**ADV. V. B. DESHPANDE COLLEGE OF COMMERCE  
(NIGHT)**

ADV. V. B. DESHPANDE COLLEGE OF COMMERCE (NIGHT), SMT. N. G.  
PURANDARE HIGH SCHOOL BUILDING, 4TH FLOOR, V. P. ROAD, MULUND  
(W). MUMBAI - 400 080.

400080

[www.dccnightcollege.in](http://www.dccnightcollege.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**July 2022**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Sarvajanik Shikshan Sanstha's Adv. V. B. Deshpande College of Commerce (Night), Mulund (West), Mumbai – 400080, Maharashtra, formerly known as Sarvajanik Shikshan Sanstha's College of Commerce (Night) was established in 1999. The college is affiliated with the University of Mumbai and came under a grant-in-aid on 23rd February 2017. It was a primary objective of founder member Adv. V. B. Deshpande sir to provide an inclusive opportunity of 'Learning while Earning' to the needy and working students in the surrounding areas so that students can pursue higher education and upgrade their skills and Knowledge. The college offers a Commerce graduation program with a sanctioned student strength of 360. Various co-curricular initiatives are undertaken through a proactive NSS unit, Women Development Cell, Students' Council, etc. Numerous activities are undertaken to sensitize students toward their rights and duties as responsible members of society. The college organizes various Inter and Intra-collegiate Cultural and Sports activities and competitions to enhance and hone the talent of students.

### **Vision**

Empowering & elevating working students belonging to economically weaker sections of the society by providing holistic education to attain their true intellectual, emotional and social potential.

### **Mission**

Creating an enabling environment for the working students to ensure their overall development through Academic, Co-curricular, and Extracurricular Activities.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### **Institutional Strength**

- Supportive management.
- Qualified and dedicated teaching and non-teaching staff.
- Student-centric approach.
- Optimum utilization of infrastructural resources.
- Adequate recreation and sports facility.
- LCD-enabled classrooms with smart boards.
- Convenient and easily accessible location.
- Transparent admission process.

### **Institutional Weakness**

- Single division single-stream program hence very limited number of students.

- Limited infrastructural facilities.
- The inability of the students to participate in various inter-collegiate co-curricular activities, due to their working hours.
- Inadequate industry-academia linkages.
- Digital subscription and accessibility of e- resources.
- Time constraints of the working students make it difficult to organize skill-developing internships/training.
- The paucity of government funds.

### **Institutional Opportunity**

- To get permanent affiliation and recognition under 2F and 12B (UGC).
- Skill development programs / Short term courses can be enhanced.
- Alumni Association engagement and contribution to institutional development.
- Introduction of postgraduate courses.
- Well-equipped library for students.
- Audio-visual room / conference room.
- To encourage faculties to acquire Ph.D. qualifications.

### **Institutional Challenge**

- Sustaining and increasing student strength.
- To seek funds for college development.
- Language Proficiency and communication skill development among students.
- Infrastructural development.
- To develop an interest in curricular and Extracurricular activities among working students due to time constraints.
- Poor academic performance of the students due to an educational gap of a few years.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

1. Adv. V B Deshpande College of Commerce (night) is affiliated with the University of Mumbai and therefore it follows the curriculum and syllabus design as prescribed by the University of Mumbai from time to time.
2. Being a Member of the Board of Studies and syllabus framing committee teacher from our college contributes to curriculum designing and revision.
3. The college offers a single conventional UG program in commerce i.e., Bachelor of Commerce.
4. The college has conducted various certificate courses including communication skills in English.
5. Effective curriculum delivery is ensured through the well-planned academic calendar, teaching plans, and periodic staff meetings for review of the syllabus completion. Also, Co-curricular and Extracurricular activities like Group Discussion, Elocution, Industrial Visits, Inter-Collegiate Competitions, Seminar, workshops, quizzes, etc. are discussed and planned well in advance collectively by the staff in the staff meeting.

6. The college has an active NSS unit and WDC, through which various activities covering Tree plantation, environmental issues, value education, health-related issues of girls, gender sensitivity, ethical issues, etc. are organized to create awareness among students along with formal learning.
7. Guest lectures are organized for curriculum enrichment.
8. Teachers participate in setting question papers and assessing answer books as per instructions and guidelines laid down by the University of Mumbai from time to time.
9. The feedback on syllabus delivery is collected from students, teachers, alumni and employer, and then it is analyzed for improvement in institutional working.

## **Teaching-learning and Evaluation**

1. The college follows the rules and guidelines laid down by the University of Mumbai, the Government of Maharashtra, and UGC with regard to the admission process. It has a transparent admission process for enrolling students belonging to different castes and categories.
2. Wide publicity regarding the admission process is given through prospectus, college website, notice board, and social media.
3. An admission committee is formed for guiding and counseling students about the admission process.
4. After admission, the college assesses the advanced learners and slow learners by referring to their previous examination marks and grade scored by them.
5. The college has ICT-enabled classrooms & Auditorium to organize student-centric activities.
6. Experiential learning is conducted through Industrial visits, project assignments, internships, workshops, and various competitions for the benefit of students.
7. The college provides mentor support for the all-round development of the students.
8. Teachers are encouraged to enhance their academic and research profile through participation in various workshops, seminars, conferences, FDP (Faculty Development Programme), etc...
9. The college has a good retention policy for C.H.B. (Clock Hour Basis) teachers.
10. The faculties use ICT-enabled teaching-learning, PPTs, Google Classrooms, YouTube videos, and Reference materials and thereby making the teaching-learning effective. The learning outcome is reflected in the result and in the passing percentage of students declared by the University of Mumbai.
11. Evaluation of internal examination for projects in the subject of Foundation Course at First Year and Second Year B.COM is done by framing a time schedule for collecting and assessing the project assignments.
12. The evaluation process for external Examination of First, Second, and Third-year B.COM is laid down by the University of Mumbai. The guidelines prescribed by the University are followed by the college and results are declared well in time.
13. The college strictly addresses all Examination-related grievances by adhering to the instructions laid down by the University of Mumbai with regard to the evaluation and revaluation of answer scripts.

## **Research, Innovations and Extension**

1. The college has two teachers as research guides and has six registered students under them.
2. One of the faculties is involved in extending research services/consultancy through the Research Advisory Committees of other colleges.
3. The faculty members have participated in various workshops, seminars, and conferences and also have presented and published their research papers.
4. The college has organized various online National Webinars, workshops, Quiz, Competitions, and

Guidance Sessions.

5. The college has an active NSS unit and WDC through which various Extension and outreach programs are conducted.
6. The college has entered into several student-centric MOUs.
  - For personal counseling
  - For career and placement guidance
  - For NAAC under the Paramarsh scheme of UGC
  - For students and faculty exchange program.

## **Infrastructure and Learning Resources**

### **1. Classrooms:**

1. The college uses three well-ventilated and spacious classrooms of the area of 914.9 sq. ft. each with a sufficient number of fans and tube lights and one small classroom for tutorials.
2. All the classrooms are ICT-enabled with smart boards and projectors.

### **2. Administration section:**

1. The administrative office has an area of 329 sq. ft. including the Principal's office.
2. It has three computers, two for administration work and one computer for Examination work.
3. It has sufficient cupboards and closed wall shelves for record-keeping.

### **3. Library:**

1. The College library is situated on the fifth floor of the building and has an area of 411.6 sq. ft.
2. The College library is partially computerized with e-Granthalaya Library Management Software.
3. It has an adequate number of textbooks and reference books.
4. The College library provides the students 'Book Bank facility which is financed by the University of Mumbai.
5. College also extends the 'Students Mutual Aid Fund' facility for needy students. and a section for competitive examination

### **4. Gymkhana:**

1. Gymkhana is on the fourth floor having an area of 120 sq. ft. with adequate sports equipment to facilitate various indoor and outdoor games.
2. The college shares a common playground with other units of the parent body and the Lions Club located near the educational campus.
3. College hires Lions Club court for indoor games on a rental basis as and when needed.

### **5. Other Information**

1. Institute has an auditorium and a seminar hall.
2. The entire campus is under CCTV surveillance.
3. The college has a Girl's Common Room.
4. The college has adequate terrace space for the practice of sports and cultural activities.
5. Internet and Wi-Fi facility services are updated from time to time as per the academic and administrative needs of the college.
6. College has regular AMC for the computer maintenance, antivirus services, and maintenance of the college website.
7. Institute has a generator backup facility.

## **Student Support and Progression**

1. The College believes in the all-around development of the working students who wish to pursue higher education in our night college.
2. The college organizes various cultural, sports, and co-curricular activities to provide exposure to the students and thereby committed to the achievement of the Vision and Mission defined by the college.
3. The college undertakes constant efforts to create awareness and transfer benefits of various scholarships provided by the government of Maharashtra.
4. The college provides a facility for payment of admission fees in installments to the needy and financially weak students.
5. The college library has one section for books and reading material for competitive examinations. Students are provided with a facility for career guidance and counseling.
6. The college has various committees like the Internal Complaint Committee, Anti-Ragging Committee, Students Council, etc. to support resolving the grievances and addressing concerns of the students.
7. The college has students' representation in many committees like WDC, ICC, NSS, and Student Council. In these committees, students participate and involve themselves in organizing various college activities.
8. The college undertakes awareness programs on social responsibility, health, and hygiene among students. Patriotism is inculcated by celebrating important days of National Pride. NSS unit organizes a residential Camp in the village area. It helps students to develop social consciousness and fellowship.
9. The college has initiated the formation of the Alumni association.
10. The college organizes guidance sessions on career and placement opportunities in various sectors.

### **Governance, Leadership and Management**

1. The college is committed to achieving its core objectives, mission, and vision through fair governance and leadership policy.
2. The college follows a policy of decentralization and participative management through various academic and administrative committees.
3. The Principal adopts an open door policy for easy access to staff, students, and parents.
4. Periodic staff meetings are conducted for discussion and planning collectively for various activities.
5. The principal of the college provides direction and guidance to the staff for organizing programs and teachers are encouraged for enhancing their profile.
6. Reimbursement of Registration Fees is provided and Duty Leave is also granted to the faculties attending, presenting, and publishing research papers at various seminars and conferences.
7. The college has initiated e-governance in Office Administration, Accounting, and Examination work.
8. An annual performance appraisal system is followed to evaluate the work performance of teaching and non-teaching staff.
9. External Financial Audits are conducted for assessing the fairness of financial transactions.
10. The college has conducted an Academic Audit to evaluate the academic environment of the college.

### **Institutional Values and Best Practices**

1. The College is committed to providing higher education to needy and working students from financially weaker sections of society by supporting them in "Learning while Earning" and developing their personalities through various activities conducted by the college.
2. The College organizes various programs on gender equality, health issues, environmental issues, voters' awareness, etc. to imbibe social and human values among the students.

3. The College has conducted a Gender Audit for assessing the safety and security of the girl students.
4. The College has adequate safety and security measures.
5. The College celebrates the birth and death anniversary of national personalities. Specific days of national importance like Indian Constitution Day, Independence Day, Republic Day, etc. are also celebrated.
6. The College provides a lift and disabled-friendly pathway for differently-abled students.
7. The College has prepared a code of conduct for the students and staff. It has been displayed on the notice board and website of the college. Students and staff respect and follow the code of conduct with discipline and dignity.
8. The mentor-mentee scheme and personal counseling are in practice for counseling students.
9. The College has initiated E-waste management by placing a bin near the college office for the collection of E-waste.
10. Best Practices:

the college has initiated practices for the holistic development of students like -

1. **Students Life Mentorship:** Here our faculties along with the academic aspect, support their mentee students for resolving their emotional & psychological issues.
2. **Hand Holding of Peers:** It is an initiative by Alumni of our college to support the students of successive batches. they donate books to our college library, guidance on career and placement opportunities, and financial assistance for admission fees.

11. The uniqueness of our night college is that, we support uninterrupted education to working students belonging to socially and economically deprived class of the society. Along with curriculum based education, our college is committed to holistic development of the students for competency building through learning while earning.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	ADV. V. B. DESHPANDE COLLEGE OF COMMERCE (NIGHT)
Address	Adv. V. B. Deshpande College of Commerce (Night), Smt. N. G. Purandare High school Building, 4th Floor, V. P. Road, Mulund (W). Mumbai - 400 080.
City	Mulund
State	Maharashtra
Pin	400080
Website	<a href="http://www.dccnightcollege.in">www.dccnightcollege.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Mrs. Kailash R Anekar	022-25913693	9930259820	-	avbdnaac@gmail.com
IQAC / CIQA coordinator	Parag A Inamdar	-	9892140326	-	2inamdar.parag1312@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Evening

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details
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Date of establishment of the college		30-07-1999		
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Maharashtra	University of Mumbai		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>		<b>View Document</b>	
2f of UGC				
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Adv. V. B. Deshpande College of Commerce (Night), Smt. N. G. Purandare High school Building, 4th Floor, V. P. Road, Mulund (W). Mumbai - 400 080.	Urban	0.963711	3762.41

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce,	36	HSC	English	360	308

### Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				1				4			
Recruited	0	0	0	0	0	1	0	1	4	0	0	4
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				8
Recruited	5	0	0	5
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	1	0	2	0	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	0	0	2
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	2	1	0	3

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	189	0	0	0	189
	Female	119	0	0	0	119
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	20	11	17	17
	Female	24	18	17	19
	Others	0	0	0	0
ST	Male	2	4	5	2
	Female	3	2	4	1
	Others	0	0	0	0
OBC	Male	42	48	47	50
	Female	24	34	31	35
	Others	0	0	0	0
General	Male	82	65	88	114
	Female	47	53	50	55
	Others	0	0	0	0
Others	Male	9	7	4	6
	Female	3	0	1	3
	Others	0	0	0	0
Total		256	242	264	302

### Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>Adv. V. B. Deshpande college of Commerce (Night) is an affiliated college with the University of Mumbai; hence college follows the curriculum prepared by the University of Mumbai. The Curricula covers various interdisciplinary areas like Business Communication, Environmental Studies, Foundation Course, Mathematical &amp; Statistical Techniques, Business Law, etc. It provides exposure to various disciplines to students. In addition to curriculum learning students involve themselves in various co-curricular activities organized by N.S.S Unit, cultural Dept, WDC etc &amp; learn about human rights, human values, gender equity, importance of Scientific temperament, green &amp; clean environment, etc.</p>
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	Faculties of the institution plan & organize industrial visits, career & placement guidance sessions for creating awareness about skills required & demands of the job market.
2. Academic bank of credits (ABC):	Our college is affiliated with the University of Mumbai. Academic Bank of Credits System is yet to be introduced by the University of Mumbai for its affiliated colleges. Hence, such initiative is awaited by our institution to fulfil the requirement of the Academic Bank of Credits as proposed in NEP 2020.
3. Skill development:	Our college has taken following skill development initiatives for the students and the staff – • College has entered into several MOUs for skill development of students like DELNET resource sharing, Internship with Chartered Accountant for learning accounting and auditing work, Learning English communication etc. • Various workshops were conducted on developing skill like How to file income tax returns, Preparation for interviews, Resume writing skill, Disaster management skill, Stress management Skills, Training to appear for Online examination during Covid-19 pandemic etc. • College had also organized workshops for staff like using Tally software for accounting work, online Yoga sessions during Covid-19 pandemic for a week, Training for online admission process and fees payment, conduct of online examination, Training for using online learning resources etc.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Our institution integrates the Indian knowledge system in organizing various co-curricular activities. 1. Organizing an online guidance session on Marathi Raj bhasha Din. 2. Celebrating International Yoga Day 3. Organizing Traditional Day & Culinary Competition to explore diverse Indian clothing & delicacies. 4. Organizing Mehndi & Rangoli competitions to preserve these arts.
5. Focus on Outcome based education (OBE):	Our Institution is affiliated with the University of Mumbai & hence we follow a curriculum designed by the University of Mumbai. For each subject learning outcomes are prescribed by the University. The Examination & Evaluation reflects the effectiveness of outcome-based education. In addition to that students share their experiences with mentor teachers of the college in relation to learning.
6. Distance education/online education:	During the Covid-19 pandemic, the college has

followed online teaching-learning by using Google Meet, Google Classroom, YouTube channels & recorded videos for effective & uninterrupted learning. Online short-term certificate courses were also conducted. Online quiz, Guidance session, National level webinars were organized for the effective teaching learning process.



## Extended Profile

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### 1 Program

#### 1.1

**Number of courses offered by the Institution across all programs during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
40	40	40	40	40
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

**Number of programs offered year-wise for last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
01	01	01	01	01

### 2 Students

#### 2.1

**Number of students year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
256	243	264	302	306
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
51	51	51	51	51

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3

### Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
61	69	68	82	80
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	3	3	3
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

### 3.2

#### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	5	5	5
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 5**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
4.79574	6.39276	7.19274	5.04499	6.26183

**4.3**

**Number of Computers**

**Response: 6**

**4.4**

**Total number of computers in the campus for academic purpose**

**Response: 1**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1

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

**Response:**

Sarvajanik Shikshan Sanstha's Adv. V. B. Deshpande College College of Commerce (Night) is affiliated to the University of Mumbai. Hence the college follows the curriculum prescribed by the University of Mumbai from time to time.

**The college ensures effective curriculum delivery by following a well-planned and documented process-**

- At the end of every Academic year, faculty members collectively prepare Academic Calendar for the next A.Y. While preparing Academic Calendar for the college, IQAC takes into consideration the Academic calendar prepared by the University of Mumbai with regards to the arrangement of terms and the Examination schedule. The academic calendar covers, Co-curricular & Extra-curricular activities.
- On the Basis of workload, class wise & teacher wise Time-table is prepared.
- The teaching plan is prepared by all faculty members & teacher's diary is maintained.
- A review of syllabus completion has been conducted at a meeting twice in a year at the end of each semester. Revision lectures are conducted for slow learners.
- For curricular enrichment, industrial visits, guest lectures, and quiz competitions are organized for exposure to practical knowledge to the students.
- The college library has various text books and reference books and other reading materials available to the staff & students.
- Faculty members also follow ICT-based teaching-learning viz, google meet, google classrooms, online quiz competitions, youtube videos, etc. to make teaching interesting & effective.
- Feedback is collected on curriculum delivery in offline & online mode to find out views & expectations of the students. The information is confidentially shared with the concerned teachers orally by the principal for corrective measures.
- Examination result analysis reflects the student's performance in each subject. To improve their academic performance, corrective measures in the form of guidance on answer writing and books from the library are adopted.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2

#### **The institution adheres to the academic calendar including for the conduct of CIE**

##### **Response:**

Adv. V.B. Deshpande College of Commerce (Night) is affiliated to University of Mumbai and strictly adheres to the Academic Calendar prepared by the University of Mumbai.

- The college also prepares its own Academic Calendar for curricular, co-curricular & extracurricular activities.
- The college Academic Calendar is displayed on the college's official website for the staff and students.
- At the end of every Academic year a staff meeting is conducted to discuss & prepare the Academic calendar for the next Academic Year.
- On the basis of the Academic Calendar, the Teaching plan is prepared & teacher's diary is maintained for review of syllabus completion. Regular observation and verification is done to regulate its compliance.
- A time schedule is prepared & notified for submission of project assignments on the subject of the Foundation course at FYBCOM & SYBCOM levels.
- The Examination Committee /lead college prepares the examination timetable for FYBCom and SY BCom classes for each Semester & Examinations are accordingly conducted.
- The Continuous Internal Evaluation is carried out through the conduct of Quiz competitions, Elocution competitions, class tests, group discussions, etc.
- The schedule of External Examination of TYB Com is prepared by the University of Mumbai & by Lead college under cluster during the covid-19 pandemic period.
- The Academic Calendar also includes cultural and sports activities. The college accordingly organizes such activities. Various programs are conducted to commemorate the Birth & Death anniversaries of important National leaders to develop nationalism and leadership.
- The faculty members, under the guidance of the Principal follow the Academic Calendar for the fulfillment of our core objectives.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 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 last five years**

#### **1.Academic council/BoS of Affiliating university**

- 2.Setting of question papers for UG/PG programs
- 3.Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
- 4.Assessment /evaluation process of the affiliating University

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1

**Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**Response:** 100

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

Response: 01

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.2.2

**Number of Add on /Certificate programs offered during the last five years**

**Response:** 20

#### 1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
4	7	4	4	1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.2.3

**Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**

**Response:** 23.73

**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
61	116	64	64	5

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1

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

**Response:**

SSS's Adv. V. B. Deshpande College of Commerce (Night) is affiliated to University of Mumbai. The university prepares & revises the curriculum considering diverse geographical, cultural & socio-economical frameworks. Our institution follows the curriculum prescribed by University and takes efforts to integrate the cross-cutting issues which are relevant for holistic development of students.

- **Professional Ethics:** Professional ethics are integrated with the curriculum prescribed in the subjects of commerce, Accountancy, Business Law, Business Communications, Advertising, and

Auditing. Field visits, guidance lectures, internships and workshops are organized and assignments are given to students to familiarise them with professional ethics. The faculty staff members set an example before students by following professional ethics like punctuality, sincerity, integrity, honesty, and hard work.

- **Gender:** The issues relevant to gender are addressed in the curriculum of Foundation courses I & II taught in First year and Second year BCom classes. The syllabus covers gender-related topics like gender inequality, the social status of women, the portrayal of women in media, violence against women, etc. Also, the measures for women empowerment.

Various committees of the college like WDC, NSS, and Cultural & Sports integrate such issues by organizing the following programs-

- Celebration of International Women's Day
- Awareness program related to Health & Hygiene among women.
- Various cultural & Sports competitions motivate & involve girls students.
- Changing the gender role of Women in TV advertising.
- Pictorial quiz competition on Women's Day.
- Personal counseling.
- Safe & secured environment for girls students.
- **Human Values:** The need & importance of Human Values is prescribed in the subject Foundation Course at FYBCom and SYBCom. By organizing various programs & competitions, our institute tries to inculcate among students, the values like honesty, discipline, cooperation, kindness, integrity, etc. Playing the national anthem at the beginning of every program and Participation in the flag-hoisting program on 15th August -Independence Day and 26th January -Republic Day develops patriotism value among participants.
- **Environment & Sustainability:** The curriculum/syllabus of the subjects like environmental studies at FYBCom and Foundation Course at FYBCom & SYBCom level covers various environmental-related issues like pollution, global warming, soil erosion, and other ecological problems. Awareness is created among the students about the consequences of global warming and ecological imbalance on all living beings. The institution takes efforts for sustainability of the environment like-Tree plantation, Save electricity campaign, a plastic-free campus, and project assignments on environmental issues.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.2

**Average percentage of courses that include experiential learning through project work/field**



**work/internship during last five years**

**Response:** 10

**1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	4	4	4

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3

**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**

**Response:** 80.08

**1.3.3.1 Number of students undertaking project work/field work / internships**

**Response:** 205

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

### 1.4.1

*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders*

*1) Students*

*2) Teachers*

3)Employers

4)Alumni

**Response:** A. All of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

#### 1.4.2

**Feedback process of the Institution may be classified as follows:**

**Options:**

- 1.Feedback collected, analysed and action taken and feedback available on website
- 2.Feedback collected, analysed and action has been taken
- 3.Feedback collected and analysed
- 4.Feedback collected
5. Feedback not collected

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

**Average Enrolment percentage (Average of last five years)**

**Response:** 32.5

##### 2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
91	115	110	131	138

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
360	360	360	360	360

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.1.2

**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)**

**Response:** 78.43

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
37	39	40	45	39

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

### 2.2.1

**The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners**

**Response:**

Our Adv.V.B.Deshpande College of Commerce (Night) is affiliated with University of Mumbai. Hence, students are admitted in the first year as per the procedure and guidelines of the University of Mumbai. The institution strictly follows all the rules and regulations laid down by the University of Mumbai from time to time. First-year students apply through the online portal given by the University of Mumbai, based on their marks college displays the merit list of students who are eligible to take admission for the first year. Reservation norms are also strictly followed as per the directions of the Government of Maharashtra.

**MENTORING SYSTEM:**

The institute adopted a well-defined mentoring process for Assessing the learning levels of students enrolled in our college. Due to the limited staff, each staff member has been appointed as Mentor for each class. Mentor teacher takes special efforts to monitor students' attendance, discipline, and academic performance and also guides them. one teacher continues mentoring students for all three years of the B.Com program. It helps in developing good relationships and bonding among the mentor teacher and mentee students.

• **Initiatives for Assisting the Slow learners:**

1. Institution identify slow learners through their academic performance and through mentor-mentee meetings. As per the requirements of students, teachers conduct revisional lectures for these slow learners.
2. Counseling is also arranged for students where professional counselors guide them on their issues. Remedial lectures are also conducted on students' demand for A.T.K.T. Examination.
3. The information submitted by students at the time of admission to degree-level courses helps to assess the learning ability of the student. Students with learning disabilities are required to provide certificates at the time of admission for concessions as per university rules. This is one of the ways of identifying students with Learning Disabilities.
4. Similarly, students with exceptional merit records, university rank, medals, or awards may be one way of identifying advanced learners.
5. During the student mentoring program, faculty members are able to identify students with slow or advanced learning abilities based on the student-teacher interaction.
6. Classroom observation methods, interactive sessions, group discussions, debates, presentations,

and regular class tests are some more ways that are used during the lectures to identify slow or advanced learners. Once these students are identified, the following steps are undertaken - **For slow learners, revisional lectures are held regularly for doubt clarification and simplification of concepts taught previously during regular lectures.**

7. The information is further communicated to respective subject teachers in order to help them to prepare for effective ways of delivering lectures to slow learners in particular.

- **Initiatives for motivating Advanced Learners:**

1. Such students are always encouraged by their teachers and mentors to participate in competitive examinations and various Intercollegiate competitions conducted by various colleges.
2. They are motivated and supported to attend conferences & workshops to exhibit their skills. Similarly, the college collects regular feedback from students so that their suggestions can be used constructively to make the learning experience more fruitful for not only the slow and advanced learners but also the varied student learners.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional Information	<a href="#">View Document</a>

### 2.2.2

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

**Response:** 64

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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**

**Response:**

Our institution enhances learning in varied ways, i.e. experiential learning, participative learning, and problem-solving approach.

- **Experiential learning:**

- a. Our college has MOU with Chartered Accountant for internship program on Accounting and Auditing to familiarize students with practical application of theory.
- b. Career and placement guidance cell also organizes workshops on 'How to Face Interview', 'Resume Writing, Role Play etc..
- c. Our college has also organized various sessions on skill development like English Communication, Yoga and other soft skills.
- d. Industrial Visits are organized for students to various institutions and factories to explore the methods of working, etc.

- **Participative Learning:** As our college is committed to holistic development of students. They are motivated to participate in various committees, programs, activities, webinars, quiz, competitions, guidance sessions at college and inter collegiate level through offline and online mode.

- a. Through National Service Scheme (NSS), students go for rural development projects and several other social welfare activities and experience participative learning.
- b. Students have also participated in an awareness rally organized by the college on Social Issues.
- c. Students are also encouraged to read and express themselves through yearly Book review competitions organized by the college library.

- **Problem-solving methodologies:**

During class, academic concepts are taught by assigning industry-based cases to various student teams. The case study method enhances the analytical and problem-solving skills of students. During Covid - 19 Pandemic period, we had conducted practice test, mock test etc. to built confidence among students to adopt new format of online examination. Moreover, students also imbibe problem-solving abilities by participating in various activities mentioned above.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 2.3.2

**Teachers use ICT enabled tools for effective teaching-learning process.**

#### **Response:**

ICT tools are being used to find, explore, analyze, exchange and present information responsibly and without discrimination. College teachers use ICT-enabled teaching methodologies for making teaching and learning more attractive and effective for the students. such activities contribute to the improvement

of student learning. These activities include the use of PowerPoint presentations during lectures, surprise class tests through Online google forms to check students' understanding of the topic, instructing students, assessment, evaluation, and use of inclusive classrooms that lead to effective, efficient, and engaging instruction.

Following are the best and innovative practices undertaken by the faculty members for improving the teaching and learning experience:

1. Use of PowerPoint Presentations during lectures
2. Use of Google Classroom
3. Online Preliminary Examinations
4. Internet-enabled Computer systems are used for classroom instruction as well as other student learning experiences.
5. The students are also encouraged to use free E-Journals through links provided on the college website.
6. The departments conduct poster presentations, Group Discussions, and debates for a better understanding of subjects. Various quizzes are also being organized by the teachers on social activities to sensitize the students.
7. The college has separate Whatsapp groups for F.Y., S.Y. & T.Y. classes, which were used for sharing all the Notices, instructions, and study material during the pandemic period.
8. Google Meet platform was used during the pandemic to conduct lectures regularly by the faculty members.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	<a href="#">View Document</a>

### 2.3.3

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

**Response:** 51.2

**2.3.3.1 Number of mentors ?????????????? ???????**

**Response:** 5

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
Mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1

**Average percentage of full time teachers against sanctioned posts during the last five years**

**Response:** 68

File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.4.2

**Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**

**Response:** 70

**2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	2	2	2

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.3



**Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**

**Response:** 7.75

#### **2.4.3.1 Total experience of full-time teachers**

Response: 31

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## **2.5 Evaluation Process and Reforms**

### **2.5.1**

**Mechanism of internal assessment is transparent and robust in terms of frequency and mode**

**Response:**

The Assessment system is carried out in a systematic manner and is transparent. Theory courses and Project works are evaluated internally for First and Second-year students as per the guidelines of the University of Mumbai.

During the induction program, the First-year students are oriented by the Principal and Examination incharge regarding the evaluation system for both internal and external patterns. The changes in the evaluation system, if any, communicated to the students in due course of time.

A detailed academic calendar is made available on the website. Thus, students know about the tentative dates of examination well in advance and they can plan their studies accordingly. Students are made aware of various parameters of the Internal Evaluation system by the respective subject teacher during the lecture.

The internal marks are based on the project work for the subject of the Foundation Course for First and Second-year students only and evaluated on the basis of written projects and presentations by students on a given topic. Internal class tests are being conducted by the subject teachers for a better understanding of subjects through online mode or offline mode.

Students are made aware of their progress in the subject and guided to a better understanding of topics that they feel are challenging. The college strictly follows the examination system as per the rules and regulations laid down by the University of Mumbai from time to time.

Practice tests are being conducted by the subject teachers before each semester-end examination for students. Students' answer scripts are evaluated by the subject teachers and get moderated by the external examiners where ever applicable as per the rule of the University. After the declaration of results, students are given an opportunity to apply for revaluation or rechecking in case the students are

not satisfied with the result. This practice helps in bringing transparency to the result declaration system. After the evaluation, the result is communicated to the concerned students

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.5.2

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

### **Response:**

College conducts two types of Examinations, an Internal Examination for First and Second-year students in the subject of the Foundation Course and an External Examination conducted by the University of Mumbai. College also conducts term end First and Second-year Examinations on behalf of the University of Mumbai.

As a part of the Internal Examination for First and Second-year students in the subject of Foundation Course - a Project work topic is assigned to the individual or group of students by the subject teacher each semester and students are asked to prepare a detailed report of about 15 to 20 pages. Project submission is conducted on a prescribed day in the classroom to bring transparency and fairness. subject teacher assesses the project report submitted by the students and assigns them marks.

The external examination is conducted at 2 levels -

- 1.College Level (First & Second year BCom students)
- 2.University level (Third year BCom students)

For college-level examinations, the Examination department prepares and displays the examination Timetable on the notice board and college website well in advance. subject teachers are also informed to submit three sets of question papers to keep the secrecy of questions. Students are allowed to enter the Examination hall 10 minutes prior to scheduled Examination time to avoid any mischief. Supervisors are allotted each block with 35 to 40 students. Strict supervision is followed during the course of the examination.

However, if any student is found using unfair means during the Examination, such student undergoes the following procedure of verification -

- 1.Firstly subject expert is called by the supervisor to verify whether the material carried is related to the subject mentioned in the question paper.

2. If material is found or appears on paper then the student along with the material is handed over to the chairperson of the Examination committee.
3. The student is asked to sign the material he used for malpractice and the form is filled by the student if the case gets registered under the use of unfair means during Examination.
4. After the Examination gets over, the student is asked to appear before the Unfair Means prevention Committee meeting.
5. The committee takes the decision after hearing from the student and Junior supervisor. The same is communicated with the student through letters.
6. The college has a Standard Operating Policy document to deal with the grievances related to the examination.

For University Examination - being a night college, our college is not used as a center for University level Examinations. However, our students appearing for final year Examination in other centers are instructed not to use any Unfair means during Examination. All grievances are therefore solved with utmost care to student sensitivity. The college is dedicated to providing students with time-bound, transparent and efficient solutions for their Examination-related grievances.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

### 2.6.1

**Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.**

#### **Response:**

The curriculum for each semester is provided by the University of Mumbai. As the institute follows outcome-based education, course outcomes (COs) are defined for all the courses by the Subject teachers.

The Program Outcomes (POs) are defined by the college and are to be fulfilled by all the programs in higher education.

The POs, PSOs, and COs are disseminated to all the stakeholders through the following different modes.

1. Program Outcomes and Program Specific Outcomes are displayed on College's website.
2. Course outcomes are discussed and explained by individual subject teachers during their lectures.
3. Teachers are also encouraged to attend the meetings, and workshops organized by the Board of Studies of their respective subjects for a better understanding of Course Outcomes.
4. Syllabus-related circulars received from University are discussed in the monthly staff meetings.
5. Principal and Faculties inform and update First Year students during the "Orientation Lecture".

- 6.Special Lectures / Guest lectures organized by various departments help students to understand the outcomes.
- 7.Subject teachers discuss the syllabus and expected learning outcomes at the beginning of the semester.
- 8.College Library is equipped with Textbooks, reference books, journals, magazines, daily Newspapers, etc... which helps students to understand the subject better through self study.
- 9.Access to an Internet facility in the library, and the availability of previous year's question papers help students to prepare for the Examination better.
- 10.Yearly Book Exhibition of library books, various cultural and sports activities, and departmental competitions help students to gain knowledge and practical experience.

- Bachelor of Commerce (B.Com):

### 1. Program Outcomes -

- To impart knowledge about commercial and managerial aspects of business along with social and ethical issues.
- To give a working knowledge in respect of cost accounting, management accounting, financial accounting auditing, and taxation
- To make the learners aware of various aspects of micro and macro-economics
- To acquaint the learners with business law and various process for company formation, conduct of meetings, registration under IPR and lodging consumer complaints.
- To provide the basic knowledge about Indian Financial System and recent development in the finance

### 2. PSO (Program Specific Outcomes)

- To ensure basic understanding and application of the core subjects.
- To develop core human values.
- To inculcate the skills and knowledge of commerce.
- To imbibe among the learners ethical and moral values.
- To ensure student growth academically & emotionally.
- To motivate the learners for positive active participation in the community.
- To ensure the development of the personality of the learners.

File Description	Document
Upload COs for all courses (examples from Glossary)	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

### 2.6.2

**Attainment of programme outcomes and course outcomes are evaluated by the institution.**

**Response:**

**The curriculum for each semester is provided by the University of Mumbai. As the college follows outcome-based education, course outcomes (COs) are defined for all the courses by the Subject teachers. The following procedure is followed for evaluation of Po's and CO's by the college.**

- The POs, PSOs, and COs are disseminated to all the stakeholders through different modes. POs and PSOs are displayed on the college website, and in various places on the campus like classrooms, Notice boards, Staff rooms and whatsapp groups of students.
- The following platforms are used to disseminate the POs and PSOs to the stakeholders.
- Induction Program / Orientation Program for the Students.
- through Alumni Meet.
- The COs are communicated to students through college website and through course co-ordinators and teachers.
- COs are evaluated through tests, quizzes, small questionnaires, etc. at the end of each unit and then at the completion of the course.
- Attainment of POs is measured through student-teachers interactions during lectures, programs, meetings, etc... and through the participation of students in various curricular and co-curricular activities.
- The level of attainment of COs is measured or evaluated through result analysis. The progression of students is also measured through their continuation of higher education and employment. College also conducts various programs such as group discussions, quizzes, competitions, etc...participation of students in such events helps in understanding the attainment levels.

**• College implement, monitor, and analyze the attainment of Programme Outcomes in the following ways -**

1. The subject teacher takes a review of attainment of CO's by students and addresses their subject-related issues regularly.
2. Students are assessed through the Class Tests and various departmental activities organized by subject teachers during lectures.
3. Students are always encouraged to participate in various Inter-collegiate and Intra-collegiate competitions.
4. Course outcomes are assessed in each semester.
5. Result analysis helps in understanding students' attainment levels.
6. Teacher - Student's Mentor-Mentee system helps teachers to understand and explain the outcomes to students individually.
7. Subject teachers take revisional lectures for slow learners before the semester exams.

**• Fulfillment of Course Outcomes are monitored through -**

1. Monthly Staff meetings.
2. Mentor-Mentee meeting,
3. Student-Teacher's Interactions during lectures,

4. Student's performances in Class Tests and Semester Exams,
5. Their participation in Curricular and Co-curricular activities.
6. Project work submission,
7. Interactive session conducted by Principal during off-lectures.

- The grading system given by the University of Mumbai helps colleges to understand the attainment of Course Outcomes.

Level	Grade	Percentage	Total Marks
1	O	80 % & above	480 +
2	A+	70 % to 79.99 %	420 to 479
3	A	60 % to 69.99 %	360 to 419
4	B+	55 % to 59.99 %	330 to 359
5	B	50 % to 54.99 %	300 to 329
6	C	45 % to 49.99 %	270 to 299
7	D	40 % to 44.99 %	240 to 269
8	F (Fail)	39.99 % & Below	239 & Below

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 2.6.3

#### Average pass percentage of Students during last five years

**Response:** 55.88

#### 2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
59	58	13	38	25

#### 2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
61	67	74	81	79

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1

**Online student satisfaction survey regarding teaching learning process**

**Response:** 3.91

File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

3.1.2

Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1



File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.1.3

**Number of Seminars/conferences/workshops conducted by the institution during the last five years**

**Response: 12**

**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
04	05	01	02	00

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.2 Research Publications and Awards

### 3.2.1

**Number of papers published per teacher in the Journals notified on UGC website during the last five years**

**Response: 0**

**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2.2

**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**Response:** 3.53

**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	6	4

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.3 Extension Activities

### 3.3.1

**Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.**

**Response:**

In pursuit of its services to the community and society, Adv. V. B. Deshpande College of Commerce ( Night) has a committed N.S.S (National Service Scheme) unit and WDC which carries out extension activities.

**Extension activities are undertaken by NSS and WDC**

- Tree plantation at MIDC Raja Mills Compound, Mulund W.
- Tree plantation at Siddharth College, Boradpada, Badlapur
- Distribution of Old Cloth to needy people
- Distribution of Note Book and other stationery items to Gram Panchayat School at Kuradpada
- Free eye check-ups for the students and staff
- Anemia test- (Blood test) for students and staff
- Conduct of survey and appeal for 'Save energy'
- Guidance lecture on 'Emotional Quotient
- Online guidance session on, Importance of personal and public hygiene.
- Organized guidance lecture on cure and prevention of TB disease and distribution of Hanker chief

with a message to control the spread of TB

- Organized female parents meet (Mahila Palak Melava) and celebrated Haldi-kumkum on the occasion of Makar Sankranti.
- Guidance session on 'Menstruation hygiene awareness and distribution of sanitary napkins to girls'
- Offline and online intercollegiate poster-making competitions on various socio-eco issues of our society.
- Awareness rally on health, hygiene and cleanliness in the adopted village – Boradpada
- A guidance session on 'Akash Darshan and eradication of blind faith.
- Webinar on 'Women, thy name is strength'
- Webinar on the topic of 'Reset -Mindset for success'
- Online guidance session on 'Changing role of Women in TV advertising '
- Online Guidance session on Brave women from History of Maharashtra- Ahilyabai Holkar and Tararani Bhosale (on the occasion of International Women's Day).
- Pictorial Quiz competition on Women's Day.
- Online Guidance session on Poetess Bahinabai Chaudhari- Kavya pravas ( on the occasion of Savitribai Phule Jayanti)
- Celebrating International Yoga Day
- Celebrating Days of National importance like Independence Day, Republic Day, Women's Day, Yuva Diwas, etc.

#### **Student's holistic development and impact of activities:**

The College has organized several awareness programs on health, environment, and social consciousness. The impact of these activities has resulted in increased awareness about social issues like water pollution, environmental problems, health and hygiene problems, disposal of waste, the importance of good citizenship, gender equality, etc. The NSS residential camp has established connections with rural and tribal people and awareness programs have improved their understanding of various social issues. During the Covid-19 pandemic period our college has conducted many virtual guidance sessions, quiz competitions, and poster-making competitions covering various health-related and socio-economic issues thereby we could reach to a large number of viewers and participants by sensitizing them on the social problems.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### **3.3.2**

**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

**Response: 0**

**3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

**3.3.3**

**Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

**Response: 6**

**3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
02	02	00	01	01

**File Description**

**Document**

Reports of the event organized

[View Document](#)

Institutional data in prescribed format

[View Document](#)

**3.3.4**

**Average percentage of students participating in extension activities at 3.3.3. above during last five years**

**Response: 72.88**

**3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
430	373	24	47	56

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.4 Collaboration

#### 3.4.1

**The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years**

**Response: 6**

**3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	1	1	1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of linkage related Document	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 3.4.2

**Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**

**Response: 13**

**3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	6	2	2	1

  

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
e-Copies of the MoUs with institution./ industry/ corporate houses	<a href="#">View Document</a>

## Criterion 4 - 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.**

**Response:**

Being a night college, the college always endeavors to provide quality education to the needy and working students. Keeping this in mind the college has updated various infrastructure facilities within the college premises. All classrooms are ICT enabled to make teaching-learning more effective. The college has a separate staff room for teachers. CCTV has been installed throughout the college premises.

**Teaching-Learning Facilities-**

The college has an adequate facility for teaching-learning and co-curricular activities. The college office, classrooms, and Library are accessible through the Wi-Fi facility. There are three classrooms for FYBCOM, SYBCOM & TYBCOM having an area of 914.9 sq. ft. each. All three classrooms are well equipped with basic infrastructures such as Green and Whiteboards for manual and online teaching-learning, well-ventilated classrooms, enough fans, and spacious and comfortable benches are available. All classrooms are well equipped with LCD projectors for audio, video lectures, PPT presentations, etc. and all classrooms also come under CCTV surveillance.

**Administration Department**

The college has a spacious administrative block consisting of the Principal's office and college office having an area of 329 sq. ft together. The administrative/college office has the necessary computing facilities required for clerical and accounting work. The college office also has Tally software for accounting and audit purposes of the college. There are a total of 6 computers in the college out of which 3 computers are in the college office and 3 computers are in the Library for students and staff. All the computers are well equipped with the necessary hardware and software.

**Library**

College Library is situated on the 5th floor of the building and has an area of 411.6 sq. ft. Library has a very good collection of textbooks and reference books that caters to the requirement of night college students. The College library provides 'Book Bank' & 'Students Mutual Aid Fund' facility for financially poor students. The library is spacious having separate reading rooms for students. Enough fans, lights, and sufficient windows lead to proper ventilation. Library also comes under CCTV surveillance.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.2

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

#### Response:

##### • Sports

The institute focuses on the overall development of the students through participation in co-curricular and extra-curricular activities. Outdoor and indoor sports contribute significantly to grooming students' personality. Qualities like leadership, team spirit, and competitive spirit can be inculcated amongst the students through such sports activities. Students are encouraged to participate in different sports and cultural activities. Cultural activities are conducted in the seminar halls, Auditorium of the institution.

The institute has a well-equipped indoor-sports room, where students can play games like chess, caroms, Gym, etc. A sufficient area is allocated to outdoor sports with adequate facilities. A well-maintained playground is available for games such as volleyball, Kho-Kho, kabaddi, box cricket, Tug-of-war, dodge ball, etc. The college encourages students including girls students to participate in various sports activities.

#### Sports Activities

Sr.No.	Types of Sports
1	Chess (Indoor Sport)
2	Carrom (Indoor Sport)
3	Kabaddi
4	Kho-Kho
5	Cricket
6	Relay Running
7	Badminton
8	Shot-Put
9	Volly Ball
10	Dodge Ball

##### • Cultural

To facilitate co-curriculum and cultural activities, the college has one seminar hall with having an area of 800 sq. ft. and one auditorium hall with having an area of 4000 sq. ft. respectively with plug and play facility to cater to the needs of the audio-video necessity of the events with a seating capacity of more than 250 people in the auditorium and more than 50 in mini hall. Almost all the cultural activities are conducted in the auditorium by providing with adequate facilities.



Cultural activities are conducted in these seminar halls and auditorium on different occasions like fresher's day, Traditional Day, Annual day, and on other important occasions. To bring out and encourage the inherent talents of the students, various cultural activities are conducted. Students join in these activities depending on their interests. Students are encouraged to actively participate and showcase their talent and skills. These activities contribute to bringing out latent talent among students, which helps to build their overall personality by developing communication skills, and leadership qualities and to be a constructive part of a team.

### Cultural Activities

Sr.No.	Types of Cultural Activities
1	Essay Writing
2	Poster Making
3	Mehndi Competition
4	Culinary Competition
5	Rangoli Competition
6	Solo Singing
7	Drama
8	Solo Dancing
9	Duet Singing

### Gymkhana

The college has a gymkhana situated on the 4th floor having an area of 120 sq. ft. to facilitate various indoor games. Indoor and outdoor games are organized every year in the college. Indoor games like Chess and Carrom are conducted in gymkhana, for outdoor games like Cricket, Kabaddi, Kho-Kho, Volley-Ball, Relay, Shot Put, Tug-of-War, and Dodge Ball, students use the common playground of Sanstha. For Badminton, College hires Lion's club court which is adjacent to our college on a rental basis as and when needed.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.3

**Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

**Response:** 100

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.4

**Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

**Response:** 12.97

**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
2.15534	0.43424	0.29450	0.13865	0.39400

File Description	Document
Upload audited utilization statements	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

#### 4.2.1

**Library is automated using Integrated Library Management System (ILMS)**

**Response:**

- Library of Adv. V.B. Deshpande College of Commerce (Night) is situated on the 5th floor of the building and has an area of 411.6 sq. ft. extended by reading hall of same area.
- The library has a very good collection of books, journals, magazines, question papers & newspapers.

- The college library follows an open access system. Library provides various facilities such as Book Bank, Students Mutual Aid Fund, Reference books, Reading section, etc. which are used by students and faculty.
- The functioning of the Library is very student-friendly.
- The Library department organizes various activities for the students, encouraging them to make maximum use of Library resources.

<b>Name of ILMS software</b>	e-Granthalaya
<b>Nature of Automation</b>	Partially
<b>Version</b>	3.0
<b>Year of Automation</b>	2015
<b>Bar-Coding</b>	All the textbooks are bar-coded, bar-code is generated through Library software e-Granthalaya.
<b>Features of ILMS software</b>	Library Card is generated through software, monthly transaction report, and a backup facility.
<b>Software Modules</b>	Admin, Book Acquisition, Cataloguing, Circulation, Serials, Micro Documents, Budgets, Search
<b>Total No. of Computers in Library</b>	1
<b>Total No. of Printers in the Library</b>	1
<b>Services provided by the Library</b>	Home lending, Open access, Issue-return of books, Newspaper service, Reference service, Book Bank facility, Students Mutual Aid Fund, Question paper issue facility and a corner for competitive examination reading material

### Library Services & Facilities

- The computerized system of book issue and return

The library is partially computerized with e-Granthalaya software which is used for issue/return of books.

- Open access facility

This facility allows students to take a required book from the library bookshelf and submit it to the librarian to issue the book.

- Daily home lending of books

Textbooks are issued for a period of 7 days. Students can keep the book with them for 7 days.

- Reference book service

The library has a good collection of reference books.

- Reading room facility

A reading room facility is available in the library which covers a sufficient number of students.

- Old question papers

The library has old question paper files which are arranged semester-wise. Question papers are also issued to students to get a photocopy.

- Library card for issue/return of books

Library cards are prepared and generated through library software e-granthalaya.

- Book Bank Facility (University of Mumbai)

The library avails of the Book Bank facility provided by the University of Mumbai. Under this facility, SC/ST category students are given a set of textbooks for a particular semester free of cost. They have to return the set once their exam gets over.

- Students Mutual Aid Fund Facility

Under this scheme, students belonging to the General, OBC category having an annual family income less than Rs.1,00,000/- are provided a set of textbooks.

- Newspaper Clippings

Newspaper clippings of important news and useful information for students are done.

- Competitive Exam Books.

The library has books on the competitive exam like UPSC/MPSC which are very useful for the students preparing for competitive exams.

- The study material was provided on students' WhatsApp groups during the covid-19 lockdown period.
- Free e-material which are available on various apps/websites are also provided to students during the covid-19 lockdown period.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

#### 4.2.2

The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: E. None of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### 4.2.3

Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.27

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.15555	0.31344	0.32895	0.25339	0.32142

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4

Percentage per day usage of library by teachers and students ( foot falls and login data for online

access) during the latest completed academic year

**Response:** 11.92

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

**Response:** 31

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

## 4.3 IT Infrastructure

### 4.3.1

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

**Response:**

The college has upgraded its IT infrastructure to maintain the College academics, administration, examination related activities. Internet and Wi-Fi facility services have been updated from time to time to cater to the academic and administrative needs of the College.

- All three Classrooms have been equipped with LCD projectors.
- The entire campus is monitored by a CCTV facility.
- Three printers are available in the office and two printers are in the library.
- Two Wi-Fi routers are available in the college.
- Computer hardware and software are upgraded as and when required.

**Following are the details of the computer systems.**

Total number of computers: 06

Number of computers enabled with LAN and Internet Facility: 06

#### **Computer 1: Administrative Department**

Location: 4th floor, college office.

Facilities: Internet Connection

Configuration: Intel (R) Core (TM) i3-4150 CPU @ 3.50 GHz , 4.00 GB RAM, 32-bit operating system, Windows 7 Professional.

Usage: Tally, MS Office, and all accounting & administrative work as and when required.

### **Computer 2: Administrative Department**

Location: 4th floor, college office.

Facilities: Internet Connection

Configuration: Intel (R) Pentium (R) CPU-G4560 @ 3.50GHz 3.50 GHz, 4.00 GB RAM, 64-bit operating system, Windows 10 Pro.

Usage: Result generation, exam work, all university-related work, generating college notices, salary preparation work, admission work data preparation, and storage.

### **Computer 3: Library**

Location: 5th floor, Library.

Facilities: Internet Connection

Configuration: Intel (R) Core (TM) i3 CPU 540 @ 3.07GHz 3.06 GHz, 4.00 GB RAM, 64-bit operating system, Windows 10 Pro.

Usage: All Library related work.

### **Computer 4: Exam / Online payments**

Location: 4th floor, Principal's office.

Facilities: Internet Connection, Wi-Fi

Configuration: HP core i3 9th generation-9100, 4GB RAM, 1TB HDD, 64-bit operating system, Windows 10.

Usage: All online exam-related work, online payments.

### **Computer 5: IQAC**

Location: 5th floor, Library.

Facilities: Internet Connection, Wi-Fi

Configuration: HP core i3 9th generation-9100, 4GB RAM, 1TB HDD, 64-bit operating system, Windows 10.

Usage: All IQAC / NAAC-related work.

### Computer 6: Staff

Location: 5th floor, Library.

Facilities: Internet Connection, Wi-Fi

Configuration: HP core i3 9th generation-9100, 4GB RAM, 1TB HDD, 64-bit operating system, Windows 10.

Usage: Academic and research work, preparation of NAAC.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 4.3.2

#### Student - Computer ratio (Data for the latest completed academic year)

Response: 256

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 4.3.3

#### Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>



## 4.4 Maintenance of Campus Infrastructure

### 4.4.1

**Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

**Response:** 39.07

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.94540	3.74901	0.79108	2.33051	2.44002

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

### 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.**

**Response:**

The physical, academic, and support facilities like classrooms, library, seminar halls, auditorium, etc., are well maintained and utilised based on the requirement as per the standard procedure.

There are college-level committees that look after the various aspects of the utilization and maintenance of the physical, academic, and support facilities.

**Classrooms:**

Classrooms and college office come under daily maintenance. Classrooms, library, college office & Principal's office are cleaned every day by fourth class employees. In case of maintenance of tubes, fans, benches, etc, it is attended by maintenance staff hired by Sanstha.

**Computers:**

Computer, LCD projectors, and CCTV cameras' repairs & maintenance is carried out by a team of system engineers, hardware engineers, and technicians with the approval of management under AMC.

The equipment with the major repair is being repaired by an outside agency. After receiving a quotation for maintenance and repair charges, necessary approval from college authorities and management is taken. Thereafter equipment is sent for repair.

### **Library:**

The librarian is the in-charge of handling all the maintenance works required in the library through maintenance staff. He takes care of the utilization of books, maintenance of Library software, Library computers, and other learning materials in the library.

The Library committee conducts periodical meetings with teachers and requests to fill up a recommendation form. The purchase of Books/Magazines/Journals in the library is also based on recommendations by faculties as per the requirements of the syllabus and further reference/reading.

### **Sports:**

The sports in charge take responsibility for all repairs pertaining to sports equipment. He prepares schedule and carrying out sports activities properly with the help of the support staff. All the sports activities are carried out under the guidance of the sports in-charge of the college.

### **Furniture:**

As per the requirements of changing times, like the necessity of computer trolleys, chairs, file racks, shelves, cupboards, etc. quotations are asked from vendors and a suitable vendor is selected for the maintenance and making of the furniture.

**Following facilities are taken care of by the parent body and contractors/vendors are appointed to look after the maintenance.**

### **Electrical Facilities:**

Electricians are available as and when needed. Maintenance staff performs regular checks in classrooms, offices, library, and campus to ensure that all electrical fittings are in working condition. Maintenance and housekeeping of the classrooms, library, and the institute as a whole are taken care of by the maintenance staff.

### **Safety and Security:**

To ensure the safety of students, staff as well as the infrastructure, the college has installed Close Circuit Cameras (C.C.T.V.) at significant places such as the college entrance, all the three classrooms, the Library, seminar hall, Auditorium, staffroom, Principal, and College office and all the floors of the college building. Annual Maintenance Contract is made to maintain Close Circuit Surveillance (C.C.T.V.) and elevator. The college avails 24 hours security service to weed out the entry of unauthorized people inside the college. Having a foresight in control of unforeseen incidences like fire, the premises have fire extinguishers strategically located covering the entire building inside and outside.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1

**Average percentage of students benefited by scholarships and freeships provided by the Government during last five years**

**Response:** 2.72

**5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
13	17	04	00	00

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 5.1.2

**Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**

**Response:** 0

**5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.1.3

**Capacity building and skills enhancement initiatives taken by the institution include the following**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

### 5.1.4

**Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**Response:** 11.77

**5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
78	69	00	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.5

**The Institution has a transparent mechanism for timely redressal of student grievances including**

## sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies
- 2.Organisation wide awareness and undertakings on policies with zero tolerance
- 3.Mechanisms for submission of online/offline students' grievances
- 4.Timely redressal of the grievances through appropriate committees

**Response:** B. 3 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1

**Average percentage of placement of outgoing students during the last five years**

**Response:** 0

**5.2.1.1 Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.2.2

**Average percentage of students progressing to higher education during the last five years**

**Response:** 31.15

**5.2.2.1 Number of outgoing student progressing to higher education.**

**Response:** 19

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.2.3

**Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**Response:** 0

**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) year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

### 5.3.1

**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

Response: 0

**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) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

**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 )**

**Response:**

The Institute creates a platform for the active participation of the students in various academic and other activities. This helps to develop leadership qualities, effective communication skill, time management, and teamwork in execution of skills.

Student's Council is actively participating and organizing various activities related to Academics, Co-curricular and Extracurricular activities, with the guidance of faculty.

- 1.**Administrative activities:** NSS, Students Council, ICC, Anti-ragging, CDC, WDC
- 2.**Co-curricular:** Cultural activities, Library activities.
- 3.**Extra-Curricular:** Sports Activities, Alumni.

- Students are providing great support to college-related academic/administrative work with the help of other students.
- Students are actively involved in motivating their peers to participate in various activities conducted by the college.
- Students are encouraged to participate in co-curricular and extra-curricular activities in inter-college level competitions.
- Institute has constituted various other committees of the students to involve in different academic and administrative activities on campus apart from the Student Council.
- It improves the academic and administrative capabilities of a student.

Name of the Committee	Activity	Outcome
Students' council	1.Cultural Competition, Essay Completion,	1.Team-work Time management discipline



	<p>Elocution, Rangoli, Mehndi, Poster-making, cartooning, Traditional day</p> <p>2. Sports competition, Annual sports, Chess, Carrom, Cricket, Kho-Kho, Kabaddi. Bad-Minton, Athletics</p>	<p>&amp; create self-confidence exposure to their hidden talent of creativity</p> <p>2. Team-work Time management discipline &amp; create self-confidence exposure to their hidden talent of creativity, improving physical health</p>
<b>ICC, Anti Ragging, WDC</b>	<p>1. Ensuring that no unpleasant incidence of sexual harassment or ragging takes place. Various activities &amp; programs related to the health &amp; hygiene of women, their rights, etc.</p>	<p>1. Safe &amp; sexual environment, women empowerment, awareness about women's rights prevention of crime.</p>
<b>NSS</b>	<p>1. Social welfare activities awareness on</p> <p>1. Environment 2. Health &amp; hygiene 3. Voter's right 4. Constitution day 5. Blind Faith Eradication 6. Disaster management 7. Save electricity 8. Distribution of notebooks to students of schools in rural areas.</p>	<p>1. Teamwork, self-confidence inculcating virtues of help, kindness, Harmony, brotherhood, National integrity, Contribution to the upliftment of the society, Community service &amp; creating scientific temperament among students &amp; society.</p>

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 5.3.3

**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response:** 12.6

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution

participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	12	18	17	16

File Description	Document
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 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**

**Response:**

At present college has an Alumni forum through which Alumni meet is organized in offline & online mode during covid-19 Pandemic period. Such meeting helps -

- 1.To have mutually beneficial interaction between Alumni & college.
- 2.To motivate the students for higher education.
- 3.To discuss & support career employment & entrepreneurship opening.
- 4.To know the progress & placement of Alumni.
- 5.To know their contribution to social welfare activities during the pandemic time.

Alumni students share their experiences with current students of the college. They give their valuable input regarding current trends in the business world, Market competition, their job experience, etc. It helps present students in selecting their suitable career & placement.

As our alumni students belong to a financially weaker section of society, they don't provide financial assistance to the institution. However they donate their books for students of successive batches and support their seducation.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 5.4.2

**Alumni contribution during the last five years (INR in lakhs)**

**Response:** E. <1 Lakhs

## Criterion 6 - 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**

**Response:**

- **Vision**

Empowering & elevating working students belonging to the economically weaker sections of the society by providing holistic education to attain their true intellectual, emotional and social potential.

- **Mission**

Creating an enabling environment for the working students to ensure their overall development through Academic, Co-curricular, and Extracurricular Activities.

- **Core- objectives**

1. To provide opportunities for higher education and competency building to working students from the deprived sections of society.
2. To enhance their employability through guidance and counseling about career and placement.
3. To motivate students to showcase their talents in sports and cultural activities.
4. To inculcate the positive attitude and moral values of a responsible citizen.
5. To transform the lives of the marginalized communities through learning.

Our Night College provides an essential platform to the working students for learning while earning. The college has come on grant-in-aid basis from 23rd February 2017 with persistent efforts and able leadership of Adv. V. B. Deshpande, the chairman of the college. Our college is committed to the holistic development of the students belonging to financially and socially weaker sections of society.

The governance of the institution is reflected through its policies, various mandatory co-curricular and extracurricular committees, and efforts directed towards achieving the above-mentioned Vision, Mission & Core objectives.

The representation of staff and students at various committees facilitate fair discussion for essential and suitable changes in the functioning of the college. College Governing Committee & College Development Committees play an active role in broad policy-making and Infrastructural provisions.

The principal & staff take efforts in the execution of the various plans and programs. Various Co-curricular and Extra-curricular committees like Cultural committee, Gymkhana committee, etc. conduct all such activities for the overall development of the students. Faculty and Staff are assigned roles and responsibilities to work in a harmonious way with complete transparency.

Committees like ICC, Anti-Ragging, and Grievance Redressal provide representation to the students. It creates a safe and secure environment for the students. The fair & transparent policies of the institutions are reflected in its governance and managerial process.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.1.2

#### **The effective leadership is visible in various institutional practices such as decentralization and participative management**

##### **Response:**

The institution has a well-placed system of decentralization and participative management. Delegation, Decentralization, and operational transparency are followed for the proper functioning of each department of the College.

The management of our institution decides the broad policies through the College Governing Committee and the College Development Committee. The Principal being head of the academic and administrative work discuss the plan of action through monthly / periodical staff meeting. All staff members participate and express their constructive views for easy, simple, and suitable procedures in organizing various academic co-curricular and extra-curricular activities. Such a participative approach helps in an effective decision-making process.

At the institutional level, we have various departments, like the cultural department, sports department, N.S.S., W.D.C., Library department, Administrative department, etc. they are actively involved in organizing various intra-college, inter-collegiate and national level events.

The institution has a Policy Document for Decentralization and participative management, which is uploaded on the college website to make stakeholders aware of it.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1

**The institutional Strategic / Perspective plan is effectively deployed****Response:**

The institution's strategic/perspective plan is discussed and decided by the Management, Principal, and Staff at various committee meetings as required and essential for the overall development of the students. following are the details

<b>Perspective Plan</b>	<b>Deployment</b>
<b>• Curricular Aspect</b>	
Exam Work	The Principal is a member of Board of Studies and syllabus framing committee at the university, faculty members are paper setters, examiners, moderators, and members of the vigilant cell at University.
Online Guest Lectures	Online guest lectures and guidance sessions were organized.
<b>• Teaching-learning aspect</b>	
ICT enabled teaching	Online teaching is conducted through Google Meet, Google Classroom, and YouTube.
Innovative Learning	Online guidance session, competition, and quiz based on contemporary issues.
M.O.U for Student-Faculty exchange	M.O.U. with Swami Vivekanand Night College for selected subjects.
Self Appraisal System	College has introduced a self-appraisal form for teaching and administrative staff of college.
<b>• Research Innovation &amp; Extension</b>	
Enhancing Research base	Two faculty members are Ph.D. guides, have guided M.Phil Students, and six Ph.D students.
Extension activities and outreach programs	The principal is a member of RAC at Research Centers of other colleges extending her services to Research students. National-level webinars & various competitions, programs, and quizzes relating to health, women empowerment, and community services were organized.
<b>• Infrastructure and learning resources</b>	
Augmenting Sports Equipment	The institution purchased adequate sports equipment for students.
Computers, Printers, and Projectors for uninterrupted ICT facilities for PPT presentation by staff and students.	Purchased computers with licensed software, printers, UPS, and Projector for staff.
WiFi facility for students and staff	The institution has WiFi facility and it is annually renewable .
Augmenting Library Resources	Purchased adequate library resources like cupboards, computers, maps, textbooks, and reference books, and also subscribed to journals.
<b>• Student Support &amp; Progression</b>	
M.O.U's, Workshops, Skill Development	The institution has MOUs for internship,

Programs	workshops etc.
Public & Personal health, Mental health.	Institution has organized guidance sessions on offline and online modes on various health-related issues. Eye-Check-up and blood test camps were organized.
Awareness program on online admission and payment of fees, scholarships, Voters' rights, and disaster management.	The institute has organized guidance sessions on Voters' rights, Disaster Management, career and placement opportunities, various skill development programs, and scholarships. The benefits of the scholarship are transferred into respective student's bank accounts.
Payment of fees in installments.	Institute allows admission to needy students from weaker sections to pay fees in installments for their uninterpreted education.
Cash prizes by faculty members to motivate students.	The institute has distributed cash prizes bestowed by faculty members to outstanding students in their subjects. Such prizes are also given to NSS and Library department.
<b>• Governance &amp; Management</b>	
E-governance	The institution has introduced e-governance for the admission process, Examination, and office administration.
Approachable Authorities	The institution follows an approachable authorities policy, Principal has adopted an open-door policy for staff, students and parents. The college follows the free and fair discussions and decisions at meetings of the various committee.
Motivation	The institution motivates the staff to participate in FDP. Reimbursement of registration fees and duty leave is sanctioned.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>

### 6.2.2

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

**Response:**

Sarvajanik Shikshan sanstha's Adv. V. B. Deshpande College of Commerce (Night) was established in 1999. Sanstha has a Governing Body to monitor the overall functioning of the college. It has an effective organizational structure. A hierarchical setup is established from top to down for clarity of duties and responsibilities at each level.

The college functions under the supervision of Sanstha, the University of Mumbai, Statutory bodies of the University of Mumbai, and the government of Maharashtra. The college has decentralized its operations to ensure good governance. The principal being head of the institution monitors academic, co-curricular, and extra-curricular activities. For efficient functioning of the administrative department, day-to-day office work is coordinated by the principal.

Recruitment and Appointments are done as per the prescribed procedure and direction notified by the University of Mumbai.

The institute follows the service rules and promotion policies laid down by the University of Mumbai and the Government of Maharashtra.

The institute follows the well-set procedures in each area of its functioning like Academic, Co-curricular, Extracurricular, office and administration, finance, and audit to uphold the fairness in its working and goodwill in the society.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

**6.2.3****Implementation of e-governance in areas of operation**

- 1.Administration**
- 2.Finance and Accounts**
- 3.Student Admission and Support**
- 4.Examination**

**Response:** C. 2 of the above



File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1

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

**Response:**

The institute follows a healthy practice of positive and pleasant work culture. It has adopted the following welfare measures -

- **For Teaching Staff -**

- 1.Regular and timely payment of salary by the management when the college had unaided status.
- 2.The institution has provided an adequate number of computers enabling faculty members to update their knowledge and cope with changing modes of teaching-learning and examination.
- 3.Duty leave is granted to faculty members for participating in seminars, conferences, and workshops.
- 4.Reimbursement of registration fees paid by faculty members for publication of research papers.
- 5.Motivating and supporting all academic, co-curricular, and research activities.
- 6.Timely payment of salary and promotional benefits.

- **For Non-Teaching Staff -**

- 1.Timely support for non-teaching staff for promotion.
- 2.Peons are provided with Two sets of uniforms every two years.
- 3.In case of medical emergencies, peons are provided with financial support.
- 4.Motivating for further education.
- 5.Motivating and supporting in organizing administrative related activities.

- **General welfare measures - for all staff members**

1. Yearly free health checkups of all staff members.
- 2.Pure and filtered drinking water facility.
- 3.Wi-Fi facilities are provided to all staff members.
- 4.The institution provides necessary support to the employees while borrowing loans from the banks.

5. All kinds of leaves like CL, ML, EL, etc...are allowed as per government norms.
6. The staff members are entitled to the benefits of DCPS and GPF schemes of the government.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.3.2

**Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.**

**Response:** 60

**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	3	2	1	3

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3.3

**Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

**Response:** 2

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	2	2

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### 6.3.4

**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

**Response:** 36.67

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	0	0	1

File Description	Document
IQAC report summary	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### 6.3.5

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

**Response:**

The institution has a systematic mechanism for appraisal of teachers and administrative staff in confidential report form (Initiated from A.Y. 2019-20 onwards).

##### **1. Performance appraisal system for Teachers -**

The institution follows performance appraisal of teachers by students covering the following aspects -

Communication skills, subject knowledge, teaching techniques, class control, involvement in academic and co-curricular activity, etc... feedback forms are distributed to students and they are motivated to give

their free and fearless opinions. During the covid-19 pandemic, online feedback is collected. The principal analyzes the feedback of faculty members and shares the views and expectations of the students orally and directs them to make suitable changes and improvements.

For CAS (Career Advancement Scheme) promotions, IQAC and Principal evaluate the performance of teachers under each criterion laid down by UGC and required API.

At the farewell function of T.Y.B.Com students, they express their views and make suggestions orally which also helps in introducing necessary changes.

## **2. Performance appraisal of Administrative staff covers the following components -**

Maintenance of files and records.

Maintenance of registers.

Coordination with statutory bodies set up by the University of Mumbai and the Government of Maharashtra.

Upkeep Electronic gadgets in the office.

Transparency in Accounting and Auditing work.

Co-operative approach with teachers and students.

Under this system, administrative staff fills up a self-appraisal form covering the above-motined components, which is approved by the principal. If any shortcomings are noticed, the principal orally discuss them with concerned staff members.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## **6.4 Financial Management and Resource Mobilization**

### **6.4.1**

**Institution conducts internal and external financial audits regularly**

**Response:**

Our Sanstha has maintained a very transparent financial system in the institution. There is a well-defined process for sanctioning budgeted expenditure.

An internal approval system for all related expenses is in place for both teaching and non-teaching staff members. Accordingly, the bill/voucher is presented by the concerned staff and approved by the Principal. All bills/Vouchers are checked by the Principal and the accountant on a routine basis as an internal check. A proper record of all the expenses is maintained by the accountant cum Jr. clerk.

An external auditor appointed by the Sanstha executes the statutory audit. A statutory financial audit is conducted on yearly basis. Finalization of accounts is completed and audited statements are prepared, duly signed by the Principal and Chartered Accountant.

Any minor changes suggested by the statutory auditors are complied with as per the procedure.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 6.4.2

**Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)**

**Response:** 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

#### 6.4.3

**Institutional strategies for mobilisation of funds and the optimal utilisation of resources**

**Response:**

With available and limited resources institute is dedicated to providing quality education to needy students. Institute strictly follows the Fee structure prescribed by the University of Mumbai.

The institution has a well-defined financial policy that ensures effective and optimal utilization of

finances for academic, administrative, and developmental activities which help to implement the institution's vision and mission. The institution has a dedicated strong financial management in place, which will organize optimum effective utilization of funds. Financial Planning is prepared well in advance for the organization with efficient Budgeting involving the various Academic Departments and Administrative Sections of the Institution. While preparing the budget institution considers the departmental requirements which include Co-curricular and Extracurricular activities in the annual budget. After reviewing the budget by the Principal, the final consolidated budget is forwarded to the Management for approval.

Requisite funds are sanctioned and utilized for enhancing facilities in the library, gymkhana, and office and for organizing various activities. All financial transactions are done through cheques, vouchers, and internet banking. The institution has a transparent and well-organized system of mobilization of funds and resources are also utilized to the best possible extent.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 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**

#### Response:

Since its inception, Internal Quality Assurance Cell (IQAC) has contributed significantly to institutionalizing in various different ways. IQAC has organized various student and faculty centric programs on various occasions. IQAC also has initiated the preparation of an Academic calendar, Academic audit and Gender Audit, MOU for the Student-Faculty Exchange program, simplification of online admission and fees payment, and Daily work diary for Non-Teaching staff.

Internal Quality Assurance Cell (IQAC) was established in college on 3rd December 2019. The 1st meeting of all the members of IQAC was organized on 17th January 2022. IQAC organized a special presentation for the members of management of sarvajanic shikshan sanstha to explain the procedure of getting college accredited by NAAC. IQAC initiated the process of accreditation immediately by distributing 7 criteria to faculty members. But due to Corona pandemic and lockdown accreditation-related work came to a halt. However during the challenging times of the lockdown IQAC constantly remained in touch with staff members through video calls and online meetings.

Initiatives taken by IQAC are -

- 1.Preparation of Academic Calendar from A.Y. 2019-20.

2. Initiated an online admission system through Google Forms for F.Y., S.Y., & T.Y.B.com students during a pandemic.
3. Collected student's data and started different class-wise What's app groups for online lectures.
4. Generated an online lecture summary system for teachers through Google Forms.
5. Monitored the online delivery of lectures.
6. Monthly posted the lecture-wise report on the college's Whats app group which helped administrative staff while drawing the monthly salary of the staff members.
7. Organized a National level webinar on IPR: Unlocking Creativity (Unfolding stories of the corporate battlefield) on 17th April 2021. Speaker - Dr. Deepa Chitnis, where e-certificates were provided to all the participants who attended the program.
8. Conducted general talk and game sessions with the students during lectures to make them stress-free.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 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**

**( For first cycle - Incremental improvements made for the preceding five years with regard to quality**

**For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

#### **Response:**

Continuous development is attempted through IQAC at periodic intervals. It is responsible for directing, developing, providing, and implementing guidelines to review curricular, instructional, teaching, and learning materials. Latest teaching aids, techniques, activities, assessment tools, and methodologies are used to enhance overall functioning to achieve the goals of the Institute.

Institute follows two levels of reviews and implementation of teaching-learning reforms as mentioned below -

1. Continuous Assessment System
2. Student Feedback on Teaching and Learning Process

## 1. CONTINUOUS ASSESSMENT SYSTEM

To assess and keep records, the institution started maintaining Teacher's academic Diary. It helps in continuous assessment to progressive assessments and provides opportunities for success to teachers and students continuously. The strategies developed and policies framed from time to time were laid down in the Teacher's Academic Diary which gets distributed among all faculties at the beginning of each Academic year. It provides an excellent way of describing all policies framed for students' and staff performance monitoring. All teaching and learning activities were recorded, assessed, and reviewed by checking records of these Teacher's Academic diaries continuously from 2019-20. It reflected a number of lectures, expert lectures, and other co-curricular activities conducted by faculty, student attendance, and continuous assessments. Depending upon the outcome achieved and the need raised; the policies, methodology, and mode of Teacher's Diary are being upgraded from time to time. It also gives ideas of periodical reformations that occurred in assessment tools, techniques, and methodologies used for evaluating faculty and students' performance.

## 2. STUDENT FEEDBACK ON TEACHING AND LEARNING PROCESS (TLP)

"Student feedback has been collected from students' once in a year. Feedback analysis has been prepared based on the data and suggestions are made accordingly. This feedback has two categories of skills as follows:

Specific skills of the teacher like subject knowledge, communication skills, class preparation, and use of ICT tools.

The overall approach of the teacher towards institution and students with respect to providing the right environment, motivation, interpersonal relationships, responsiveness etc."

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3

**Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**



**Response:** C. 2 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

## Criterion 7 - 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 last five years.**

**Response:**

Our night college is committed to providing Higher Education to working students and to their holistic development. The efforts taken by our college reflects in various activities and programs organized to shape the students to be responsible citizens and sensitive towards gender issues.

Following measures are initiated by the college for promoting gender equality -

**Curriculum** - The subject Foundation course taught at F Y B Com level contains various issues relating to gender disparity & crimes against women. Also measures to promote gender equity & prevention of crimes. During teaching a subject, faculties nurture the values of a healthy mindset and the significance of women empowerment and gender equality. Our faculties take efforts to promote gender equity by way of distributing topics of assignment/projects on gender-related issues as a part of internal evaluation.

**Classroom** - College classroom environment is fair to all students. Students are not discriminated on the basis of gender. College teachers promote both boys and girls to participate in extra-curricular activities carried out in the college. use of gender-neutral language by the teachers during lectures helps in reducing the gender gap between the students.

**Library** - College library also has a common sitting area for both boys and girls. This "neutral" space provides an opportunity for the Students where they can safely gather and independently or collectively pursue learning in areas of relevance and interest to them.

**Gymkhana** - College gymkhana is also available for use to both boys and girls together. students can use available equipment for their daily workouts and practice.

**WDC & NSS** - Our college conducts various activities and events through NSS & WDC (Women Development Cell) -

- 1.Celebration of International Women's Day - online guidance sessions in commemoration of women from history like Ahilyabai Holkar and Tararani Bhosale.
- 2.Celebration of Savitribai Phule Jayanti.
- 3.For good emotional health and stress management a guidance session on, 'Emotional Quotient' for students was organized.

- National Level Webinars / online guidance sessions were conducted on various topics -

“Women Thy name is Strength” – In this webinar, two guidance sessions were conducted to honor the challenging role of women during the pandemic of Covid-19 and the care women should take for their physical and psychological health.

“Changing role of Women in TV advertising” – a guidance session to spread the concept of gender equity among students.

**General Measures to promote gender equity:**

1. The college has Anti-Ragging Committee to ensure that the campus is ragging-free & safe.
2. Surveillance CCTV cameras are installed in the campus for monitoring students' movement.
3. The college has an Internal Complaint Committee taking positive efforts to ensure that no incidences of sexual harassment take place.
4. A complaint box is placed outside the college office for students to drop complaints and the committee takes all remedial measures to resolve the complaints of students if any.

The above activities and efforts taken by the college on the campus create a positive feeling of a safe and secure environment amongst girls' students.

File Description	Document
Annual gender sensitization action plan	<a href="#">View Document</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>

**7.1.2**

**The Institution has facilities for alternate sources of energy and energy conservation measures**

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

**Response:** D. 1 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>

**7.1.3**

**Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)**

- Solid waste management

- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

#### **Response:**

- **E-waste management**

The college keeps a bin/box outside the college office for E-waste collection. A notice is put on the notice board informing students to bring their E-waste like batteries, chargers, calculators and other electronic devices which are not in use to put in the dustbin & once an adequate quantity is gathered, it is supplied to MCC College, Mulund (W) & from there Mr. Manish Bhartiya from an NGO: My Green Society, JB Nagar, Andheri- East, Mumbai- 40005 collects the bulk quantity.

- **Waste management**

Inspired by Swachh Bharat Abhiyan, a flagship initiative of Govt. of India, the college has taken several measures for waste management & eco-friendly environment in and around the campus. Garbage bins are kept on each floor for waste which is daily collected by BMC staff.

- The Institution is committed to a better environment compatible with educational services hence there is a restricted entry of automobiles on the campus.
- The campus has cleaned and friendly pedestrian pathways as it serves the education of the students from pre-primary to college level. All care is taken to provide safe pathways for students.
- The institution has a policy of banning on the use of plastic to keep the environment clean and eco-friendly in and around the campus.
- Planting trees for preserving the environment on the campus.

<b>File Description</b>	<b>Document</b>
Geotagged photographs of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### **7.1.4**

#### **Water conservation facilities available in the Institution:**

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

**Response:** C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

#### 7.1.5

**Green campus initiatives include:**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

**Response:** C. 2 of the above

File Description	Document
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

#### 7.1.6

**Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:**

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

**Response:** E. None of the above

#### 7.1.7

**The Institution has disabled-friendly, barrier free environment**

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for 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

**Response:** C. 2 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

### 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 500 words).**

**Response:**

Our institution is committed to providing higher education to the needy & financially weaker students. The working students are provided with an opportunity for the all-round development of their personality through various co-curricular & extra-curricular activities organized by our institution.

- 1.The admission procedure followed is strictly as per the norms prescribed by the University of Mumbai. Hence inclusive policy is followed & learners are offered opportunities & facilities without any discrimination.
- 2.At the beginning of every program, online guidance session, webinar, and event, the National anthem is played to inculcate values of patriotism, harmony, brotherhood, and unity in diversity.
- 3.Celebration of birth & death anniversaries of national leaders, Independence Day & Republic Day to imbibe democratic values & inclusiveness among students.
- 4.The institute celebrates Marathi Bhasha Diwas on 27th Feb every year in the memory of Kavi Kusumagraj to spread the importance of the Marathi language & culture.
- 5.College cultural committee organizes various competitions such as 'Rangoli, Poster making, Cartooning, Culinary, Mehendi, Essay writing' in college premises and online mode for the students to provide them exposure to the diverse culture of India and also Socio-economic problems of our society. The notice of cultural week is displayed on the college notice board and in students' groups and they are motivated to take an active part in various cultural activities.
- 6.For competitions like Rangoli, Poster making, Cartooning, etc., Socio-eco themes like Save girl child, save farmers, Importance of education, etc are given. Such types of themes help to create awareness among the students about socio eco problems of our society.
- 7.The institute takes extra efforts in providing an inclusive environment for all the students and employees by organizing events like Dandiya Raas at the time of Navratri, Dussehra, and cultural festival week to support the idea of a diverse culture of our nation.
- 8.The institution organizes Traditional Day every year where the students participate and perform items like songs, drama, dance, etc. from the various states of India.
- 9.College NSS Unit extends its services to tribal & rural people during 7 days residential camp at Boradpada Village, Badlapur-West in the form of Tree Plantation, Cleanliness drive, Eradication of blind faith, and Superstition, etc. Our NSS volunteers establish social connections with rural & tribal people during their residential camp.
- 10.The college has a well-prescribed code of conduct for students & staff which helps the college to

promote cultural, linguistics, and regional diversities through various programs and activities.

All these efforts & initiatives provide an inclusive environment in the college.

File Description	Document
Any other relevant information.	<a href="#">View Document</a>

#### 7.1.9

**Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

**Response:**

The college is functioning with the objective of providing holistic education to the students and inculcating the values to make them responsible & loyal citizens & good human beings. Hence all activities & programs conducted by the college are directed to sensitize students towards their rights, duties & responsibilities as a citizen of India & also for their fellow citizens.

1. Our college celebrates constitution day every year by organizing a guidance session. A resource person is invited to guide on the duties & rights of citizens of India.
2. NSS & cultural department conduct activities with the theme of respecting the unique features of our nation “unity in diversity”.
3. Programs are also organized in the honor of women of India, gender equity, women’s rights, health & hygiene of women, etc.
4. A voter’s awareness program is organized to make students understand the importance of their voting rights & uphold democratic values.
5. An online guidance session was organized on the topic “Introduction to our judiciary system” to spread awareness of the basics of the Indian Judiciary System.
6. Through NSS activities, volunteers offer their social welfare services to needy & deprived fellow members of society. Activities like rallies for women's education, green India, Clean India, distribution of clothes to tribal and rural needy people, and notebooks to the students of rural primary school at Boradpada- Village Badlapur-West
7. Celebrations of Independence Day & Republic Day to imbibe values of patriotism & respect for the sacrifice and struggle that our freedom fighters made to liberate our nation.
8. College commemorates the birth & death anniversaries of great national personalities & offers tribute to them.
9. Faculties also take efforts to create awareness among students about the rights & duties of the students in the classroom teaching like- saving natural resources, maintaining discipline, respecting laws, gender equity, etc.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View Document</a>

#### 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.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** A. All of the above

File Description	Document
Code of ethics policy document	<a href="#">View Document</a>

#### 7.1.11

**Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

Our Institution is committed to the holistic development of students along with formal curricula-based education. We organize online & offline all such events & activities for student participants to contribute to progressive India.

- 1. National Youth Day** – N.S.S. Unit of our college celebrates Yuva Divas on 12th January. A short video on the life of Swami Vivekanand was presented to motivate students for good citizenship.
- 2. Independence Day & Republic Day:** Every year Independence Day & Republic Day are collectively celebrated by all educational units of Sarvajanic Shikshan Sanstha. Patriotic songs and brief speeches followed by Chairman's address create a positive impact among participants.
- 3. On International Women's Day, WDC & Cultural Committee** had organized " Mahila Palak Melava " 'Woman – Parent Meet'. A guidance session on 'renowned women of History of Maharashtra & online pictorial quiz was conducted.

- 1. International Yoga Day is celebrated every year:** The resource persons conduct demo lectures & guide the students on importance of Yoga for good health & immunity building.



2. **Teacher's Day:** The birth anniversary of Dr. Sarvapalli Radhakrishnan is celebrated every year as Teacher's Day. A brief talk is given by our students on the importance of teachers in life. Enthusiastic students also play the role of each subject teacher & make the event interesting.
3. **N.S.S Day:** (On 24th Sept.) College NSS Unit celebrates NSS Day. The resource persons guide the students on the importance of NSS for personality development & Social welfare of the deprived section of the society.
4. **Mahaparinirvan Divas:** On 6th Dec, every year a tribute is offered to Dr. Babasaheb Ambedkar on his Mahaparinirvan Divas. On this occasion, the thoughts of Dr. Babasaheb Ambedkar are shared by the students & staff.
5. **Savitribai Phule Jayanti:** On 3rd January, Savitribai Phule Jayanti is celebrated by the NSS Unit & WDC of the college. On this occasion, a talk is delivered on her huge contribution & struggle for girls' education.
6. **Mahatma Gandhi Jayanti:** Our NSS volunteers participate in Bhajan Sandhya organized by NSS Cell University of Mumbai at Gateway of India at fort area.
7. **Chhatrapati Shivaji Maharaj Jayanti:** Chhatrapati Shivaji Maharaj Jayanti is celebrated. On this occasion, students & staff express their admiration & incidences of the life of the great king & worrier of Maharashtra.
8. **Friendship Day & Fresher Party** for newly admitted students is organized in the first week of August every year. It is a welcome party for F.Y.B. Com students to get them acquainted with staff, fellow students & facilities available on the college premises.
9. **Navratri & Dusshera:** Every year the popular folk dance of Gujarat, Dandiya Raas is organized where students with colorful dresses participate with enthusiasm & zeal. Our staff also decorate the office with flowers & rangoli & offer pooja on Dusshera.

File Description	Document
Geotagged photographs of some of the events	<a href="#">View Document</a>
Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1

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

**Response:**

**Best Practice - I**

**Title: Students Life Mentorship:**

Our Night College is committed to the all-around development of needy & working students belonging to financially & socially weaker sections of society. The college was established to provide higher

education in the commerce stream to students from deprived classes offering a facility for learning while earning.

**Objective:**

1. To support the working students for higher education.
2. To guide & mentor for preparation of regular & A.T.K.T examination.
3. To motivate the students to participate in various co-curricular & extracurricular activities at college & inter-collegiate levels.
4. To help in resolving their emotional & psychological issues.
5. To transform the learner into a good human being & responsible citizen of our nation.
6. To create a strong & long-lasting association with students.

**Context:**

The majority of the students enrolled in our night college are working during the daytime or pursuing diplomas or certificate courses in the daytime. Our night college provides a convenient location & time for the needy & working students to enroll in higher education & acquire graduation degree. Many married women also prefer the night college format for resuming higher education after a gap of a few years. It is convenient for them to look after household work during day time & attend night college. The majority of the students of our night college are first-generation learners having a gap of a few years. Such students need mentorship support to build confidence & to realize self-worth for their family in particular & society in general.

**The Practice:**

Student life mentorship by the teachers of our college is practiced for the holistic development of our students. Each teacher will be a mentor for the same students for three years of the graduation program extending their mentoring support in academic, co-curricular & extra-curricular activities. For working students, time is a limiting factor to participate in various activities & events organized by the college. The mentor teacher guides & motivates them to explore the various areas by bringing out their hidden talent.

Many students of our college are from the Konkan region. They stay with their relatives in Mumbai, away from their hometown. They are working in an unorganized sector but resume education for better prospects in employment. Along with formal learning, they need support to resolve their emotional & psychological problems at home or workplace. Classroom teaching is supplemented by revisional lectures, study material, answer writing guidance, etc.

Each subject teacher provides a cash prize to the outstanding student in their respective subject. A cash prize is also given for the maximum use of library resources & outstanding contribution to NSS activities in an academic year. Such practice motivates students to excel in the subject of their interest, to choose an appropriate P.G. program after graduation, to visit & use the library regularly & to contribute to the social cause.

Thus, mentor's role in student life mentorship is not restricted to classroom teaching but extends & touches on all the aspects of human life to transform him/her into a good human being & responsible citizen of our country.

**Challenges:**

While practicing student's life mentorship, the following challenges are observed

- As students resume higher education after a gap of a few years, their grasping capacity is low & a challenge for mentors.
- Working students' participation in various co-curricular & extra-curricular is a challenge due to time factors.
- Mentor teachers have to take great efforts to involve the students in various inter-collegiate activities during the daytime because they are working and can't take leave from their job.
- It takes time for a mentor teacher to create confidence among students to open up & talk about their emotional & psychological issues.
- Our students have poor communication skills both, in English as well as Marathi hence they are underconfident & hesitant to participate in inter-collegiate competitions.

**Outcome:**

Students are benefited due to student life mentorship. One of our students was selected for the Elocution Competition conducted by the Forum of Free Enterprise at an inter-college level. Students get motivated to join for Industrial Visit, Field Visit & other Extra-curricular activities. It is also noticed that girl students actively participate in all sports and cultural activities. During the Covid-19 pandemic period, teaching-learning & Examinations were conducted online mode. Student life mentorship helped students to orient themselves to a new academic pattern. Practice tests and mock tests were conducted before the Examination to build confidence for a new form of Examination. Students performed well in examination & it is reflected in their result.

**Best Practice – II****Title: Hand Holding of Peers –**

Students of our night college are working & struggling to support their families financially & also acquire higher education. Out of their own experience & realization of difficulties faced by such students, passed-out students / Alumni have initiated this practice of hand holding.

**Objective:** Students passing out from our college, Hold Hands of their successive batches like: -

- To lend helping hand to the successive batch of students by providing books free of cost.
- To support uninterrupted education by donating books to our college library for present college students.
- To guide the students on career & placement opportunities.
- To guide the students on various competitive Examinations, their eligibility, form filling, etc.
- To provide financial assistance for admission fees so that students continue higher education.

**Context:**

Students of our night college are learning while earning. They resume education after a gap of some

years after their H.S.C. Our students are from economically weaker sections of society & first-generation learner. Hence, they need support & helping hands. Our Alumni hold their hands & support in their education by donating their books, guiding on career & placement opportunities & providing financial assistance for their admission fees.

### **The Practice:**

Hand Holding of Peer is a noble practice initiated by our students' supporting students of successive Batches / present Batches. Out of their own experience & realization of the problems of needy night college students, our Alumni help in three ways-

Donating their books to the college library for the present students so that present students need not purchase books. So far 58 passed out students have donated 95 textbooks and reference books. Even when a syllabus is revised such books are useful for A.T.K.T Examination students.

We have Alumni forum for our passed-out students. One Faculty co-ordinate the activities of the Alumni Forum with the support of committee members. At the Alumni Forum meeting, our alumni students guide on various career & placement opportunities to the present TY BCom students. We have a WhatsApp group of Alumni students through which information is shared that is useful for present TY BCom students.

The majority of our night college students are working in unorganized sectors & doing petty jobs to support their families. Many a time due to want of money they take a break of a year or two & resume when able to pay admission fees, for higher education. Hence to have uninterrupted higher education for such needy students, Our Alumni provide financial Assistance for admission fees.

This practice has built a very good rapport between present students and Alumni. Such initiative has also set an example before present students to extend help & hold the hands of peers in the future.

### **Challenges:**

As our night college students are from financially weaker sections of society. Therefore, they can't afford to buy textbooks. Very few students buy & when passed out, they donate books to our library for successive batches of students. Therefore, we don't have a huge collection of donated books from them.

Presently working students look for better prospects. However, in a highly competitive job market employers expect skilled & trained employees. Our night college students are unable to pay fees for such courses. Our Alumni can give guidance but they too can't support us financially to pay for such courses.

As far as financial Assistance to pay admission fees is concerned, Alumni do support needy students but don't wish to disclose it. Hence its documentation is not available.

### **Outcome:**

This initiative of Hand Holding by peers is appreciated by the students of our night college. Many students received the benefit of donated books from our library. Similarly, in various offline & online meetings, TY students benefited in terms of guidance on career & placement opportunities. Students also could continue their graduate studies with the support of Financial Assistance for admission fees

paid by Alumni.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Best practices in the Institutional web site	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1

**Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:**

S.S. S's Adv. V. B. Deshpande College of Commerce (Night) established in 1999 was the only night college providing a Commerce program in the locality of Mulund city. The primary objective of our night college is to provide higher education opportunities to working students belonging to socially and economically deprived class of the society. It offers the benefit of learning while earning & acquiring graduation in commerce. It also provides convenience in terms of time & location to students while doing jobs in the daytime.

We have students resuming education after a gap of a few years to get qualified for promotion in their exiting job & increment in salary.

Our college is also preferred by married women to enroll for acquiring graduation after a gap of a few years. It is convenient for them to take care of their household duties during day time & attend our night college.

Our night college of commerce provides a workforce in and around Mumbai city, a financial Capital of India.

Along with formal education, our college organizes all those Co-curricular activities for the all-around development of students. Though time is a limiting factor for students to participate in various activities organized by the college, our staff takes all efforts & initiatives for the students to provide the appropriate platform to showcase their skills & talent and facilitate the holistic development of the students.

The college has used its own YouTube channel to reach to masses for very useful & interesting sessions & webinars during the Covid-19 Pandemic period. It has created a positive impact on students & society.

College has signed several MOU's for sharing expertise by the professionals. It helps students to get training for practical application of the theory they learn in the syllabus. college has conducted short term certificate courses and workshops for better employability of the working students.

Our college teachers have initiated a cash prize for students scoring highest marks in their respective subjects and also for the students making maximum use of library resources and contributing for N.S.S. activities to motivate students.

Our night college of commerce has distinctive feature of competency building of students through learning while earning and transforming them into good and responsible human being towards the society and nation.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

Adv. V. B. Deshpande College of Commerce (Night) Mulund (W) is the most convenient educational institution for the working or employed students in terms of its location time & adequate facilities available for effective teaching-learning & all-round development.

The Institution has launched its own youtube channel through which we can reach viewers across the National & International levels.

During the academic year 2021-22, our institution has organized an online interdisciplinary international conference. We have conducted National level webinars on various topics like entrepreneurship, career opportunities in the defense sector, prevention of crimes against women, home gardening, etc., and received good responses from participants. We had also organized an online State level workshop for office staff on the topic "Issues in Accounting & Auditing of affiliated colleges of recognized universities in Maharashtra. On the occasion of teacher day, the N.S.S Unit of our college organized an online guidance session.

### **Concluding Remarks :**

Our Institution is committed to providing higher education to the students from deprived classes. We provide a better option for students to resume education after a gap of a few years & complete their graduation in Commerce.

Our night college is a preferred institution for working / employed students pursuing skill-based certificates or diploma courses in the daytime. Also, married women to resume higher education while taking care of their household work. Along with formal learning student's holistic development is supported through various activities conducted by the NSS unit, Cultural dept., WDC, Gymkhana Committee & student council.

With dedicated staff and responsible & needy students, the college has better prospects It can explore the potentials of students, Alumni & staff for the overall development & bright future of our educational institution.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
2.1.1	<p><b>Average Enrolment percentage (Average of last five years)</b></p> <p><b>2.1.1.1. Number of students admitted year-wise during last five years</b> Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>256</td><td>243</td><td>264</td><td>302</td><td>306</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>91</td><td>115</td><td>110</td><td>131</td><td>138</td></tr></table> <p><b>2.1.1.2. Number of sanctioned seats year wise during last five years</b> Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>360</td><td>360</td><td>360</td><td>360</td><td>360</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>360</td><td>360</td><td>360</td><td>360</td><td>360</td></tr></table> <p>Remark : Input edited as per the consider only first year students.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	256	243	264	302	306	2020-21	2019-20	2018-19	2017-18	2016-17	91	115	110	131	138	2020-21	2019-20	2018-19	2017-18	2016-17	360	360	360	360	360	2020-21	2019-20	2018-19	2017-18	2016-17	360	360	360	360	360
2020-21	2019-20	2018-19	2017-18	2016-17																																					
256	243	264	302	306																																					
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91	115	110	131	138																																					
2020-21	2019-20	2018-19	2017-18	2016-17																																					
360	360	360	360	360																																					
2020-21	2019-20	2018-19	2017-18	2016-17																																					
360	360	360	360	360																																					
2.1.2	<p><b>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)</b></p> <p><b>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years</b> Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>42</td><td>58</td><td>55</td><td>59</td><td>53</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>37</td><td>39</td><td>40</td><td>45</td><td>39</td></tr></table> <p>Remark : Input edited as per the supporting documents.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	42	58	55	59	53	2020-21	2019-20	2018-19	2017-18	2016-17	37	39	40	45	39																				
2020-21	2019-20	2018-19	2017-18	2016-17																																					
42	58	55	59	53																																					
2020-21	2019-20	2018-19	2017-18	2016-17																																					
37	39	40	45	39																																					



2.4.3	<p><b>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</b></p> <p><b>2.4.3.1. Total experience of full-time teachers</b> Answer before DVV Verification : 37 Answer after DVV Verification: 31</p> <p>Remark : Input edited as per the excluding librarian.</p>																				
3.2.2	<p><b>Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</b></p> <p><b>3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years</b> Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1</td><td>1</td><td>0</td><td>6</td><td>5</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1</td><td>1</td><td>0</td><td>6</td><td>4</td></tr></table> <p>Remark : Input edited as per the supportive documents.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	1	1	0	6	5	2020-21	2019-20	2018-19	2017-18	2016-17	1	1	0	6	4
2020-21	2019-20	2018-19	2017-18	2016-17																	
1	1	0	6	5																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
1	1	0	6	4																	
3.3.3	<p><b>Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years</b></p> <p><b>3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years</b> Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>05</td><td>04</td><td>01</td><td>02</td><td>02</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>02</td><td>02</td><td>00</td><td>01</td><td>01</td></tr></table> <p>Remark : Input edited as per the supporting documents.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	05	04	01	02	02	2020-21	2019-20	2018-19	2017-18	2016-17	02	02	00	01	01
2020-21	2019-20	2018-19	2017-18	2016-17																	
05	04	01	02	02																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
02	02	00	01	01																	
4.2.2	<p><b>The institution has subscription for the following e-resources</b></p> <p>1. e-journals 2. e-ShodhSindhu</p>																				

3. **Shodhganga Membership**
4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: E. None of the above

Remark : Input edited as per the , HEI using free govt. e- resources, no subscription has been consider.

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : Input edited as per the supporting documents.

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	25	18	20	16

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	12	18	17	16

Remark : Input edited as per the supporting documents.

**6.2.3 Implementation of e-governance in areas of operation**

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

	<p>Answer before DVV Verification : A. All of the above</p> <p>Answer After DVV Verification: C. 2 of the above</p> <p>Remark : Input edited as per the supporting documents.</p>																				
6.3.2	<p><b>Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.</b></p> <p><b>6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1</td><td>4</td><td>5</td><td>1</td><td>5</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1</td><td>3</td><td>2</td><td>1</td><td>3</td></tr></table> <p>Remark : Input edited as per the supporting documents.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	1	4	5	1	5	2020-21	2019-20	2018-19	2017-18	2016-17	1	3	2	1	3
2020-21	2019-20	2018-19	2017-18	2016-17																	
1	4	5	1	5																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
1	3	2	1	3																	
6.3.4	<p><b>Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).</b></p> <p><b>6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>7</td><td>6</td><td>0</td><td>0</td><td>1</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>3</td><td>3</td><td>0</td><td>0</td><td>1</td></tr></table> <p>Remark : Input edited as per the supporting documents.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	7	6	0	0	1	2020-21	2019-20	2018-19	2017-18	2016-17	3	3	0	0	1
2020-21	2019-20	2018-19	2017-18	2016-17																	
7	6	0	0	1																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
3	3	0	0	1																	
7.1.7	<p><b>The Institution has disabled-friendly, barrier free environment</b></p> <p>1. Built environment with ramps/lifts for easy access to classrooms.</p> <p>2. Divyangjan friendly washrooms</p> <p>3. Signage including tactile path, lights, display boards and signposts</p> <p>4. Assistive technology and facilities for Divyangjan accessible website, screen-reading</p>																				

	<p>software, mechanized equipment</p> <p><b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p> <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: C. 2 of the above</p>
7.1.10	<p><b>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</b></p> <p>1. <b>The Code of Conduct is displayed on the website</b>  2. <b>There is a committee to monitor adherence to the Code of Conduct</b>  3. <b>Institution organizes professional ethics programmes for students, teachers, administrators and other staff</b>  4. <b>Annual awareness programmes on Code of Conduct are organized</b></p> <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: A. All of the above</p>

## 2.Extended Profile Deviations

Extended Form Deviations

ID	Extended Questions																				
1.3	<p><b>Number of outgoing / final year students year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>61</td><td>67</td><td>74</td><td>81</td><td>79</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>61</td><td>69</td><td>68</td><td>82</td><td>80</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	61	67	74	81	79	2020-21	2019-20	2018-19	2017-18	2016-17	61	69	68	82	80
2020-21	2019-20	2018-19	2017-18	2016-17																	
61	67	74	81	79																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
61	69	68	82	80																	
2.1	<p><b>Number of full time teachers year-wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>5</td><td>5</td><td>4</td><td>4</td><td>4</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>4</td><td>4</td><td>3</td><td>3</td><td>3</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	5	5	4	4	4	2020-21	2019-20	2018-19	2017-18	2016-17	4	4	3	3	3
2020-21	2019-20	2018-19	2017-18	2016-17																	
5	5	4	4	4																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
4	4	3	3	3																	
3.4	<p><b>Total number of computers in the campus for academic purpose</b></p> <p>Answer before DVV Verification : 4</p> <p>Answer after DVV Verification : 1</p>																				