



YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	Shri Vile Parle Kelavani Mandal's Usha Pravin Gandhi College of Arts, Science and Commerce
• Name of the Head of the institution	Dr. Anju Kapoor
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02242332040
• Mobile no	09820306613
• Registered e-mail	upgcm.principal@upgcm.ac.in
• Alternate e-mail	info@upgcm.ac.in
• Address	Bhaktivedanta Swami Marg, Juhu Scheme, Vile Parle West
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400056
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	University of Mumbai				
• Name of the IQAC Coordinator	Smruti Nanavaty				
• Phone No.	02242332042				
• Alternate phone No.	02242332041				
• Mobile	9820588518				
• IQAC e-mail address	iqac@upgcm.ac.in				
• Alternate Email address	info@upgcm.ac.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://upgcm.ac.in/Common/Uploads/TabbedContentTemplate/1270_Download_AQAR_2021-2022_UPGASC.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://upgcm.ac.in/Common/Uploads/TabbedContentTemplate/1164_Download_Academic_Calendar_2022-23(Even semesters).pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A+	3.27	2022	18/10/2023	17/10/2027
6.Date of Establishment of IQAC			19/08/2017		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of			View File		

IQAC		
9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1) Academic and administrative Audit in September 2022 2) MOUs with institutions of repute 3) Value added programs 4) International Research conference 5) Faculty Enhancement Program		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Academic Calendar preparation and Monitoring	Academic calendar prepared and Monthly reports prepared to monitor the adherence
Enhancing Teaching Learning practices	Preparation of teaching plans and revision of pedagogical approaches
Enhancing Evaluation practices through technology upgradation	Introduction of QR codes for confidentiality
Curriculum Feedback from stakeholders	Curriculum feedback taken from Students, Teachers, Parents and Employers and analysis done. Measures taken to enhance teaching learning practices and value- added courses introduced to bridge Industry academia gaps
Conducting Value added courses and certificate Programs	Successfully conducted various value-added certificate, and skill enhancement programs to supplement the needs of the curriculum
Guest lectures, Master Classes and workshops	Effective delivery of curriculum and bridging Industry-academia gaps identified from curriculum feedback by various stakeholders
Research Related activities	Research methodology workshops for PG students, Enhanced Faculty participation at conference, enhanced publication by students and teachers., Conducting national and international level conferences at college to improve research environment
Innovation ecosystem	Technovation, Entrepreneurship activities, Media Incubation lab for nurturing startups and encourage young entrepreneurs. A movie was produced by media incubation centre

Orientation programs for students	Orientation program (7 days) conducted for first year students
Quality Audits	Academic and administrative Audit in September 2022
MOUs and Linkages	MOU with national and International Universities for faculty exchange and Linkages with Organizations of repute for of repute for resource sharing and providing summer training and internships to students
CAS Guidance and Yearly Appraisals	Regular Guidance provided to eligible staff members and yearly appraisals submitted to program coordinators and then HOI
Regular meetings of IQAC	Quarterly meeting held and proceedings of the meeting carried to CDC by IQAC Coordinator, ATR and Minutes uploaded on the college website
Participation in NIRF	Regular participation at NIRF, Report available on college website
Preparation of ISHE report	Certification available on college website

13. Whether the AQAR was placed before statutory body?	Yes
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<ul style="list-style-type: none"> Name of the statutory body
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Name	Date of meeting(s)
College Development Committee	12/12/2023

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
2021-22	20/01/2023

15. Multidisciplinary / interdisciplinary

The underlying philosophy of promoting Multidisciplinary Universities is laudable as students are free to choose courses from different disciplines, which not only gives them a liberal outlook through diversified exposure but also helps them to imbibe critical thinking skills and a well-rounded personality. At SVKM's UPG college, Business Management program is in itself an interdisciplinary field as it combines disciplines like accounting, economics, statistics and psychology and IT to comprehend complex production and supply chain issues, manage customer satisfaction and take strategic business decisions. The New Education Policy (NEP) will hopefully help Indian educational institutions to create critical thinkers who can think out of the box to solve issues, utilizing the breadth and depth of learning from their education. Suggestions in the policy, such as the creation of model public universities for holistic and multidisciplinary education and the abolition of single-stream Universities in a phased manner, are meant to make Indian universities competitive with the best universities in the world. The college will focus on value-based education and emphasize on Global Citizenship Education (GCED) to help develop students who are aware of global issues, as well as increase the employability of Indian graduates and create independent-thinking ethical citizens. The flexibility to choose subjects from sciences and humanities with the ability to learn fine arts and sports will give students a wide range of subjects to choose without the restrictions they faced earlier. With creative combination of subjects, varied curriculum, flexible options, and multiple entry and exit options during the undergraduate course, students can explore their areas of interest and also choose careers of their choice. To achieve this the college will need to be put in place, training of teachers and faculty through a focused process and planned manner and upgrade their skills and knowledge so as to be in the know-how of cutting edge pedagogy and ways of delivering high quality content. The objective is to have students entering the industry to be generalists with relevant depth of their chosen discipline.

16. Academic bank of credits (ABC):

Academic Bank of Credit is a move towards the internationalisation of our higher education system and making our institutions more global. Academic Bank of Credit has been envisaged

as a digital bank that holds the credit earned by a student in any course. It is a major instrument for facilitating multidisciplinary and holistic education and multiple entry and exit in higher education. In this the college will provide a student to be an academic account holder to whom the Academic Bank of Credits will provide a variety of services including credit verification, credit accumulation, credit transfer or redemption and authentication of academic awards. The main objectives of ABC includes: Promotion of student-centric education; Focus on learner-friendly teaching approaches; Implementing an inter-disciplinary approach to education; Allowing students to learn the best courses of their interest; Enabling students to learn at their own pace. The courses include online and distance mode courses offered by the government and institutes. The validity of these academic credits earned by students will be up to seven years and students can redeem these credits and can seek admission directly in the second year at any university. The Importance of Academic Bank of Credit (ABC) would include: An increase in the student's freedom in choosing their courses and academics. Enabling the student to drop out in any year and then exchange the credits earned so far with a certificate/diploma if they are eligible. They can redeem the credits and re-join the same or any other institute in the future and still continue their education. The institutes cannot keep the students in the courses against their will to earn money

17.Skill development:

The NEP 2020 has envisioned to make the youth atmanirbhar through skill-based education and thus make the country Atmanirbhar Bharat. The plan is to expose students to hands-on training in vocational skills like carpentry, plumbing, electrical repairing, horticulture, pottery, embroidery, etc. To follow the skill-based model of education, vocational courses are under the spotlight now in a bid to make the Indian youth skillful, employable and self-reliant. The National Education Policy (NEP) 2020 envisages curriculum integration of essential subjects and to achieve this, the Ministry of Skill Development and Entrepreneurship has initiated a pilot project on Hub and Spoke model. In Hub and Spoke model, Industrial Training Institutes (ITI)/ Pradhan Mantri Kaushal Kendras (PMKK) will be leveraged as hub of vocational education and training (VET); with this synergy, the school students would be exposed to the wide range of possibilities available in the world of work in their respective fields and learn on latest technologies available in the ITIs. SVKM's UPG college will connect with the ITI's for MOU's so that more trainers from there can provide skill training to the students. The college will also provide internship

opportunities with local industry, businesses, artists, crafts persons, professionals etc. Hence, the vision of the NEP to renew focus, to promote creativity and curiosity among young minds to make the curriculum of schools & colleges more skill-oriented, thereby, leading to a transformation of our youth into tangible global resources, will be applied across all courses in the college. Further impetus to Government's Skill India campaign will require to establish a strong work culture equipped with better skills including life skills, problem-solving skills, critical thinking, scientific vigor, etc to meet the challenges of the times ahead.

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

The NEP seeks to instil in students a rootedness and pride in India, and its rich, diverse, ancient and modern culture and knowledge systems and traditions. The vision of the policy is to instil among the learners, a deep-rooted pride in being Indian, not only in thought, but also in spirit, intellect, and deeds, as well as to develop knowledge, skills, values, and dispositions that support responsible commitment to human rights, sustainable development and living, and global well-being, thereby reflecting a truly global citizen. The aim of education in ancient India was not just the acquisition of knowledge but a complete realisation and liberation of the self. The pursuit of knowledge, wisdom and truth was always considered in Indian thought and philosophy as the highest human goal. We first need rigorous study of the same and to reconnect with the traditional Indian languages. At UPG college teaching faculty can be encouraged to do this by creating new curricular and text books in many languages and also create a praxis of habits, rituals and festivals to create awareness amongst the students. The holistic development of learners based on opinions, discussions and debates on diverse issues through analytical and not on rote learning shall also be undertaken by the college. Training the trainers and using the infrastructure to its optimal will be a prerequisite for effectively multi-lingual suggestions as made by NEP 2020. The college will take steps towards organising seminars, sensitization drives, discussions and debates towards changing mindsets for accepting the need for multi-disciplinary existence and integration of vocational components to combat future existential crises. The college will work towards transforming the present -day silos of specificities into multidisciplinary centres of learning as inspired by the ancient wisdom of promoting exposure to arts, commerce, law, language, literature, culture, theatre, music, logic, sports, medicine, yoga, psychology, philosophy etc.

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

While the traditional education system focuses on what is taught, OBE places emphasis on what is learned, and this distinction is very important. The latter is a student-centric model that incorporates real-world scenarios into the mix. The knowledge, skills and attributes that students take away at the end of a program or course are more valuable than what or how, something is taught. OBE is a pedagogical model that entails the restructuring of curriculum, pedagogy and assessment practices to reflect the achievement of high-order learning, as opposed to a mere accumulation of course credits. While in a traditional education system, students assemble under one roof at a particular time to be instructed by a teacher and after the completion of a lecture, learners interact with peers or clear doubts with faculty members. This means, the effectiveness of the education system largely depends upon the efficacy of the teacher and the knowledge base of peers. In OBE, on the other hand, the education system gets built on specific outcomes. It focuses on the skill sets the students will acquire following the completion of their studies. Activities in or outside the classroom are designed in a manner so as to help students achieve these outcomes. At SVKM's UPG college every course already incorporates this philosophy by using novel teaching aids like case study methods, experiential learning and hands on practical teaching by industry professionals. In the immediate future the college will incorporate the Course Outcome (CO), Program Outcome (PO), Program Specific Outcome (PSO) and Program Educational Objective (PEO) to understand exactly what students are expected to accomplish, post their course or program respectively. This college intends to reflect the same in the quality of teaching and delivery, across divisions and departments, where faculty may adjust their focus more appropriately. By introducing OBE students will be empowered to choose what they would like to study and how they would like to study it. This clarity will help the students to adapt to his strengths and weaknesses, as well as provide sufficient time to attain proficiency and fluency in the subject matter. Eventually, the model shall allow the learner to transfer his or her credits and switch to another institution that is accredited with the OBE syllabus. Some caution will have to be exercised while using the OBE approach is in subjective courses like arts versus the sciences; as also more clarity would be needed with its instructional design and assessment of the outcomes. A better understanding of OBE will hold the college in good advantage since, students will be required to navigate an everchanging global landscape. SVKM's UPG college will work with the increasing number of students seeking newer skills to

propel their careers further. It will also provide more options for vocational training and after the college achieves autonomy plan to introduce more flexible degrees as envisioned in the NEP 2020.

20.Distance education/online education:

NEP 2020 emphasizes the creation of virtual labs wherein students can practice their theoretical knowledge and make course content available in different languages. The newly renamed Ministry of Education proposes to set up a dedicated unit for promotion of digital learning. Online learning is a more modern way of studying. It utilizes the Virtual Learning Environment (VLE) - such as Moodle, Collaborate or Blackboard to share multimedia lectures, have discussions, send student resources, and conduct exams. The lectures are pre-recorded or are held live. It is a more interactive teaching method where the teacher and student often meet through the digital medium. The VLE is like a communication medium or an interactive learning tool through which group projects, discussion forums, and quizzes are held for the benefit of peer interaction. During the pandemic in 2020, the college was compelled to move to distance education platforms and the benefits of this system shall be continued to be used so far. However, since we are affiliated to University of Mumbai, we cannot use the distance education format for any of our courses. However, the college plans to follow a path of Blended teaching format as combining face-to-face classroom time with online learning experiences especially for the post graduate courses. Since every programme at UPG college is unique and different, it will require different attributes in varying proportions to make it blended. Online learning is also fast becoming the order of the future, with the world now moving towards virtual universities (VU). Everything is organised online including experiments that are conducted through remote labs and haptic devices. This was used effectively by the BSC IT and MSC IT courses at the college during the pandemic. Artificial intelligence (AI) would also make education personalised by taking into consideration each student's strengths, shortcomings and interests. Instead of treating all students in a class as one, it segregates slow learners and provides additional material as per need. The use of hologram technology, which has now become a reality, and will enable eminent professors to deliver lectures across the world in different languages simultaneously. Learning management systems, driven by AI, supports delivery of online learning and acts as a platform for online content and courses, both in synchronous and asynchronous modes. LMS also includes intelligent algorithms to make automated recommendations for courses based on a user's skill profile as well as extract metadata from learning materials in order to make such

recommendations even more accurate. These learning strategies will be a standard method of instructional delivery in the new academic year and especially if designed and implemented through careful planning, time and practice, it can be a great tool in the teaching learning process at UPG college

Extended Profile

1.Programme

1.1	283
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1712
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	298
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	594
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	24
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Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	26	
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	17	
Total number of Classrooms and Seminar halls		
4.2	1033	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	138	
Total number of computers on campus for academic purposes		
Part B		
CURRICULAR ASPECTS		
1.1 - Curricular Planning and Implementation		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
<p>The institution enables delivery of the curriculum in a planned and documented manner. The institution is affiliated to University of Mumbai and adheres to University's academic calendar while preparing its academic calendar. The institution's IQAC leads the preparation of the academic calendar and communicates it to each department. The coordinators of each department allot courses to the teachers, based on the teacher's experience and skills. Time table prepared for each program is communicated to the students by sharing it on the institute's website and posting on notice board. For monitoring of the conduct of lectures by the teachers and attendance records, the time-table is uploaded on institute's ERP software. Teachers prepare a teaching plan aimed at achieving the program and course objectives, which are communicated to the students. IT</p>		

infrastructure, well maintained library and e-learning resources are also provided to students. Teachers incorporate pedagogies like case studies, role playing, quizzes, group discussions for effective curriculum delivery. Workshops, seminars, master classes, guest sessions, value added programs, field visits and industrial visits are organised for imparting practical learning. Teacher's feedback is undertaken along with an annual curriculum feedback. The feedback on curriculum is analysed and action is undertaken on the feedback received

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://upgcm.ac.in/Time%20Table/M_118

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

The institution adheres to its academic calendar while conducting continuous internal evaluation. The institute is affiliated to University of Mumbai, so it prepares its academic calendar in line with the University's academic calendar. The IQAC undertakes preparation of the academic calendar at the start of each year and ensures that other than the term start and end dates and holidays, the internal exam dates are also incorporated in the academic calendar. Program-wise time table is prepared in adherence to institute's academic calendar and communicated to students. Teachers prepare course-wise teaching plans in alignment with institutes' academic calendar for timely conduct of internal evaluation and regular exams. Internal evaluation and regular exams are conducted as per the dates stipulated in the academic calendar. The students are communicated about the conduct of internal and regular examinations through display on notice board and uploading of examination time-table on the institute's website. Written tests, viva-voce, assignments, quizzes, presentations, role playing, group discussions and projects are the various internal evaluation tools used at the institute. Fairness and transparency in assessment of exams is prioritised at the institute. Teachers complete the Examination assessment at the earliest so that results can be declared in a timely manner.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://upgcm.ac.in/Common/Uploads/TabbedContentTemplate/1071_Download_Academic%20Calendar22_rotated.pdf

<p>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</p>	<p>A. All of the above</p>
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File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

7

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

10

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

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

828

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

1.3 - Curriculum Enrichment

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

The institution is affiliated to University of Mumbai and adheres to the curriculum prescribed by University. Professional ethics are imparted to students through courses like Ethics and Governance, Indian Ethos in Management, Business Communication- I, Media Laws and Ethics, Effective Communication, Press Laws and Ethics which are a part of their curriculum. Soft skill and placement training inculcate professional ethics in students. Through internships, fieldwork, guest lectures, workshops and seminars, students get opportunities to interact and work with industry professionals and imbibe professional values from them. Gender issues are incorporated in the curriculum through courses like Business Communication - I; Foundation Course I; Media Gender and Culture. Gender sensitisation and awareness activities are organised at institute to supplement the curriculum. Courses like Foundation Course I and Foundation

Course II impart human values to students which are supplemented through activities like teaching underprivileged children, sessions at old age homes, blood donation drive and organ donation awareness campaigns. Foundation Course - I, Foundation Course - II, Foundation Course - III and Green Computing are courses that make students environmentally conscious and promote sustainability. Students participate in soil conservation, beach and local area clean up and tree plantation activities which improves their ecological sensitivity.

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

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

154

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

1620

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://upgcm.ac.in/Common/Uploads/ContentTemplate/315 Download Feedback Analysis 2022-2023.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://upgcm.ac.in/Common/Uploads/ContentTemplate/315 Download Feedback Analysis 2022-2023.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

628

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

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

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

246

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

2.2 - Catering to Student Diversity

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

All students have different learning levels & needs. This diversity in the learning levels create few teaching-learning challenges, particularly in the classrooms. Hence, it becomes important that the special programs be designed which cater to these diverse requirements and then to address the emerging challenges. In the academic year 2020-21, IQAC drafted the policy for assessment of learning levels of the students. In 2022-23, this policy was modified with minor changes.

As per the policy, the first-year students of all courses were administered a program preparedness test at the beginning of the term in the first semester. Program-wise assessments of all students were done and two categories of students were subsequently made viz. Group 1, Group 2. Group 1 students included advanced learners. Group 2 students included slow learners.

The activities conducted for the students who were advanced learners included making them attend expert lectures and master classes on current trends and advances in the industry etc. The activities for

slow learners were designed after identifying the reasons. Extra and remedial lectures were held for the slow learners.

File Description	Documents
Paste link for additional information	https://upgcm.ac.in/Common/Uploads/ContentTemplate/276_Download_[Untitled]%20(14).pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1712	24

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The different student centric methods adopted by the institute can be listed as:

- 1. Experiential learning:** The different experiential learning methods include learning through activities such as field visits to the industry and organizations, field work, entrepreneurial activities, research work; activity based learning, internships, volunteering at NGOs.
- 2. Collaborative learning:** In this type of learning, a group of students are involved in an activity which essentially capitalizes on different skill sets and resources each group member possesses. A group members actively engage with one another, share resources and take on different roles all aimed towards achieving a common goal. Collaborative learning is done through group projects, group discussions, performance of skits, role play etc.
- 3. Problem Solving Methods:** This method enables the students to gain knowledge by observing, analyzing, brainstorming, interpreting and performing application eventually offering a solution. Such methods include case studies, research projects, field projects etc.

4. Learning through add on and certificate courses: These courses are closely aligned to the industry requirements and experts are deputed to deliver the content. Some of these courses are Digital Media Marketing, Stock and Equity Markets, Graphic Design, Linux, Sports management etc.

5. Learning through co-Curricular and extra-curricular activities: The students' participation in various activities such as workshops, seminars, conferences, Annual day, Literature and Sport Festivals, entrepreneurial events, participation in film festivals, IT based festivals etc.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://upgcm.ac.in/Common/Uploads/TabbedContentTemplate/1040_Download_2.3.1%20Student%20Centric%20Activities.pdf

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

The various ICT tools are: SVKM WIFI, Student Portal, SAP, Smartboards, Ebrary, Databases, Infilbnet, College website, Social media pages of college, AISHE, MKCL, Shodhganga, Researchgate, Slide Share, Turnitin, Language lab, LCD Projector, Slide Changer Tool with Laser Pointer, Tethering Platform and HD wires, Camcorder, Teleprompter, Recording Studio, Music Mixer, Mac Air, Cell phone (EXAM Committee), Photocopy Machine (Copier & Printer), Scanner, Intercom facility, Video Conference Hotline facility, Skype Call (From College), Oracle etc. Studio equipment include : Headphones Amplifier, Vocal Recording Mic, Tripod Mic Stand, Green Chroma Screen, LED Light with Accessories, Vocal Studio Pro, LED Monitor for Live preview, PR0-POP Filter, HDMI Splitter, Adobe Creative Cloud for team , Pro Tools software, Camera - Nikon D750 24-120 MM KIT NIKON Camera Lens -Nikon, Nikon Lens AF-S 50MM, NIKON Lens, Camera Lens-Nikon Lens AF-S 85MM F/1.8 G, NIKON Lens, Microphone BOYA-BY-MM1, Nikon ACC Battery EN-EL15A (BATTERY), NIKON, Memory Card - SanDisk Extreme SDHC 32 GB 90 MB/S, SANDISK, NIKON GODAX TT - 685, NIKON ENELOOP AA 2000 MAH (4 PACK), I BALL Presenter C9 I BALLAPPLE MAC Desktop Computer. All students and teachers are given login access to the resources at all hours. College also has a well equipped computer lab with all latest licensed software like adobe suite (Adobe After Effects, Adobe

Animate, Adobe Dreamweaver, Adobe Illustrator, Adobe Light room
Classic, Adobe Photoshop, Adobe

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

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

2.3.3.1 - Number of mentors

24

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

2.4 - Teacher Profile and Quality

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

24

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

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

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

13

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

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

2.4.3.1 - Total experience of full-time teachers

210

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

2.5 - Evaluation Process and Reforms

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

The college meticulously follows the internal evaluation system as per the norms and rules laid down by the University of Mumbai. The internal examination schedule as prescribed in the academic calendar is communicated to students through college website and noticeboards. The internal evaluation is done comprehensively via internal tests, assignments, viva-voce, and project presentations as well as student attendance and class participation. Before conducting the internal evaluations, students are informed well in advance about the evaluation methodology and the curriculum to be included in internal examination. In case of evaluation through group projects, evaluation criteria are discussed by respective teachers in the classroom. The internal question papers are set by individual subject teachers as per the weightage of modules in the syllabus and submitted to the respective coordinator. The courses which do not require the internal tests to be taken follow the assignment and project presentation and submission guidelines. The rubric for the evaluation

of assignments and project presentations as well as the schedule of presentations is communicated to the students well in advance. The teachers share the feedback with the students after the presentation and the changes are suggested as well before the final submissions are done. The college has a robust online platform which is extensively used for assignment administration and evaluation.

File Description	Documents
Any additional information	View File
Link for additional information	https://upgcm.ac.in/Common/Uploads/TabbedContentTemplate/1153_Download_M.Com%20(BM)%20Part-I,%20%20Semester%20I%20Internal%20Exam%20time%20table%20November%202022%20%20.pdf

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

As the College is affiliated to the University of Mumbai, the guidelines laid by the University are followed rigorously. Assessment schemes for all courses are given by the University. Continuous assessment evaluates a student's progress throughout the semester. The marks allotted for the internal assessment are twenty five in all. Of the total twenty five marks, twenty marks are earmarked for the tests/assignment/projects while five marks are allotted for class participation and attendance. Two sets of question papers are prepared to ensure transparency and curb any malpractices. The exhaustive question banks for all subjects are prepared and from this the questions are generated which ensures complete objectivity. The rubrics are made and followed rigorously. Student performance is tracked and gap areas are identified for remedial sessions. Detailed feedback is discussed with the student. This leads to improved performance in the later examinations. Once the subject-wise results are declared, a notice for filing for reevaluation is put up on the notice board and on the college website. The same notice works as a mechanism for students to raise the queries regarding the internal evaluation. They are given 10 days (about 1 and a half weeks)' time to fill in the form and in case there are any grievances, they are addressed by the teacher.

File Description	Documents
Any additional information	View File
Link for additional information	https://upgcm.ac.in/Common/Uploads/ContentTemplate/325_Download_[Untitled]%20(13).pdf

2.6 - Student Performance and Learning Outcomes

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

Program outcomes, program specific outcomes and course outcomes are discussed with the students. The subject teachers state their importance to the class and explain their inclusion in the curriculum. They are also explained during the orientation program. Respective teachers, before starting the teaching learning sessions, discuss these outcomes during their earlier sessions. This gives students a fair idea of program in general and respective subjects in particular. The program outcomes and course outcomes are also published on the college website, which allows students to scan the program and make an informed decision before joining the program of the college.

Program outcomes of some of the programs are as follows:

B.A.(FTNMP)- To prepare students in the production aspects of Film Television and New Media, as required by the present media environment, to empower the students in the production and managerial aspects of the media business.

B.M.S.- Knowledge of business, Management functions and its effective application, Critical thinking, Problem solving and decision making, Innovation, Conceptualization and creative thinking, Communication, Interpersonal skills and Social Skills, Research, analytics and Business intelligence, Global citizenship, Ethics, governance, and conflict handling. **B.A.(MMC)** - To equip the learners with professional skills essential for making career in Entertainment industry, Cinema, Television, OTT Platforms, social media platforms to make learners develop a global awareness of political, social, and corporate issues, to equip learners an ability to create and design emerging media products.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.upgcm.ac.in/PO,%20PSO%20and%20CO/M_146
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The evaluation of program outcomes, program specific outcomes and course outcomes are done by mapping graduate attributes. Each course has identified a set of graduate attributes and scoring is done by mapping them in each subject in each semester. Program outcomes of the courses include: Knowledge of business, management functions and its effective application, critical thinking, problem solving and decision making, innovation, conceptualization and creative thinking, team work and intercultural competence, communication, interpersonal skills and social skills, research, analytics and business intelligence, global citizenship, ethics and governance and conflict handling, environmental consciousness and cross cutting Issues, digital capabilities and lifelong learning, problem analyses, application of tools and techniques, solution development, development of artistic talent and creativity, creation and designing of media products, global and local awareness of political, social and corporate issues, application of rhetorical principles in creative fields, community engagement, interdisciplinarity etc.

Currently, the individual faculties map subject-wise attainment of objectives. As per the strategic prospective plan of IQAC, the attainment levels would be further mapped with the semester end results to arrive at the holistic and comprehensive course attainment objectives.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://upgcm.ac.in/NAAC/CR2/2.6.2/2.6.2_GA_All_Programs_Supporting.pdf

2.6.3 - Pass percentage of Students during the year

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

549

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://upgcm.ac.in/Common/Uploads/ContentTemplate/319_Download_annual%20report%202022%2023.pdf

2.7 - Student Satisfaction Survey

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

https://upgcm.ac.in/Common/Uploads/ContentTemplate/320_Download_2_7_1.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

3.1.2.1 - Number of teachers recognized as research guides

2

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

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

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

NIL

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

3.2 - Innovation Ecosystem

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

The institution has meticulously crafted an innovative ecosystem that champions research contributions from both faculty and students, with a particular focus on publications and knowledge dissemination. Faculty-led research initiatives thrive within a supportive framework, resulting in a wealth of impactful publications spanning diverse disciplines. The institution's commitment to research excellence is exemplified by its faculty consistently contributing to reputable journals and academic discourse.

Equally notable is the active involvement of students in research endeavours. Undergraduate and postgraduate students are not only

encouraged but actively engaged in meaningful research projects, leading to their authorship in scholarly publications. This reflects the institution's dedication to nurturing a culture of innovation and intellectual exploration among its student body.

To facilitate the seamless sharing of knowledge, the institution provides conducive environment, ensuring research findings reach a broader audience. Participation in regular seminars, conferences, and academic symposiums serve as forums for faculty and students to present their work, fostering a dynamic culture of knowledge exchange.

The institution's holistic approach to research, coupled with a commitment to student and faculty publications, positions it as a dynamic hub where ideas flourish, and contributes significantly to the academic and societal landscape.

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

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

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

14

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

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

11

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

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

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

43

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

3.4 - Extension Activities

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

The institution actively engages in extension activities, fostering holistic development and social awareness among students throughout the academic year. In 2022-23, a diverse range of programs was

conducted through NSS (National Service Scheme), Social Outreach Unit(SOU), DLLE and RCUPG along with government bodies, and recognized organizations. These initiatives address pressing issues such as Swachh Bharat, AIDS awareness, gender issues, and environmental care.

The institution organized a good number of extension and outreach programs, involving collaborations with industry, communities, and NGOs. The activities spanned diverse themes, including health care, society upliftment, national integration, and environmental awareness. Notable events included Decathlon Yoga Day, Juhu Beach Clean-Up, Blood Donation Drive, and numerous Swachh Bharat initiatives.

A significant number of students actively participated in these extension activities, showcasing their commitment to societal well-being. The engagement reflects the institution's dedication to nurturing socially responsible individuals. From tree plantation to quiz competitions on road safety and AIDS awareness, students actively contributed to various social causes. The impact is evident in the tangible outcomes, with beach clean-ups, tree plantations, and awareness campaigns making a positive mark on the community. This comprehensive approach to education ensures that students not only excel academically but also become responsible citizens contributing to the betterment of society.

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

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

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

0

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

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

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

129

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

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

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

553

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

3.5 - Collaboration

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

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

18

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

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

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

UPG college is dedicated to embracing progress & generosity in its commitment to meeting the dynamic needs within academic community. We have 17state-of-the-art, AC classrooms, equipped with Wi-Fi and Smart boards, leading to virtual learning. We ensure computer laboratories are regularly upgraded, accommodating heavy multimedia software for technical subjects.

The faculty's staff room is furnished with computer systems and laptops. Proactively staying ahead in technology deployment, the college upgrades IT infrastructure every five years. The library offers extensive reading materials, accompanied by annual user orientation programs for new students.

200Mbps internet access is distributed across the campus through 23Wi-Fi routers. The college efficiently utilises the licensed LMS for lectures and examinations. Application-Based Education (ABE) is embraced to enhance the teaching-learning process.

The career guidance and counselling center assists students in making informed educational and vocational choices. Soundproof studio room, equipped with advanced technology, serves diverse purposes, including film editing and seminar hosting. Biometric flap barrier machine ensures security while spacious seminar halls accommodate 140 individuals for various events. Our commitment to digitalization is evident through the Online Feedback System, promoting efficient resource utilization. Overall, UPG College is unwavering in its pursuit of providing a contemporary and comprehensive educational experience.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.upgcm.ac.in/naac/CR4/4.1/4.1.1/UPG_BUIDLING_PLAN.pdf

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

Since its establishment in 2003, the college has consistently acknowledged the significance of extracurricular activities for comprehensive student development. Spanning 13,279.50 sq.mt. across three floors, the campus hosts diverse support services like the Grievance Cell, NSS, Cultural Committee, Research Cell, Counseling services, and Mentorship Program. Seminar Hall, JJH and Mukesh Patel Auditorium serve as spaces for college festivals and events. The third floor and fourth foyer house indoor Gymkhana activities, while various grounds are booked for sports like football, cricket, and badminton.

Medical emergencies are addressed through the "Doctor on Call" facility, complemented by a campus counselor for psychological

support. The college conducts awareness programs and workshops, addressing topics from beach cleaning to digital security. Dedicated spaces for NSS Unit, DLLE units, and the Cultural club contribute to a vibrant campus. UPG's LitFest and Techvanza showcase the college's cultural and technological prowess, offering a unique platform for students, teachers, and professionals to connect. The infrastructure, including classrooms and computer labs, is utilized for college festivals, enriching the overall student experience. The institution's commitment to cleanliness is evident through the appointment of housekeeping staff from reputable agencies, ensuring a hygienic environment for all.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.upgcm.ac.in/NAAC/CR4/4.1/4.1.2/CULTURAL_PICS.pdf

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

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://upgcm.ac.in/Common/Uploads/TabbedContentTemplate/1001_Download_LINK_FOR_INFRASTRUCTURE.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

799

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

4.2 - Library as a Learning Resource

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

Library is automated using KOHA software, an integrated library system, used world-wide by public, school and special libraries.

KOHA was introduced to all SVKM institute libraries in 2017. The Modules Available in KOHA are Circulation, Cataloguing, Patrons, Reports, Lists, Acquisition, Serials, Advanced Search and Tools like patron and circulation, catalogue and additional tools.

Students and Faculty can avail the facility of Inter Library Loan (ILL). Library has a collection of 5857 books. All books in the Library have barcodes pasted and books are issued using Barcode Scanner. Books are classified using Dewey Decimal Classification (DDC) 22 edition. Library has 341 CDs, DVDs and films of various genre. Various facilities like Open Access, RFID Gate, CCTV, Air Conditioner, and WIFI are made available.

Students and Faculties can get their research work plagiarism checked using Turn it in Software.

Library has 3M Security gate at the Library entrance. Each book has tattle tape inside; therefore, a buzzer goes if book is not checked out properly.

We also have remote access to various e resources through SVKM's Map

My ACCESS Consortia. (Link <https://svkm.mapmyaccess.com/>)

Faculty Feedback from students is taken every semester using LMS.

Stock Verification is done every year using barcode scanner.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.upgcm.ac.in/naac/CR4/4.2/4.2.1/s_canscreenshots.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

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

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

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

1.51032

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

95

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

4.3 - IT Infrastructure

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

All classrooms are Wi-Fi enabled and upgraded to a virtual learning platform with Smartboard (Qty 18) with Wi-Fi routers on each floor and classroom (23 access points).

Wireless access point is upgraded regularly for a smooth internet connectivity with 200Mbps.

All Operating systems are upgraded to the latest Windows Operating system to support the latest software application. Additionally, Computers upgraded to 20 GB RAM to support heavy multimedia software like Adobe Cloud Suite and 3D Max Studio.

The printer is upgraded every 3 years, currently; we are using a secure printer so only authorized users can access the printing facility.

We have upgraded CCTV points to IP cameras to secure the college campus and monitor activities.

Total number of computers are 194, out of which 138 are for students.

We have implemented a biometric Flap Barrier at the college gate to curb unauthorized access to college premises.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://youtu.be/k9mtjiydW8A

4.3.2 - Number of Computers

138

File Description	Documents
Upload any additional information	View File
List of Computers	View File

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

233

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Shri Vile Parle Kelavani Mandal's Usha Pravin Gandhi College of Arts, Science and Commerce is governed by its College Development Committee (CDC). The CDC of the college plans and executes policy and development-related matters of the institution by setting effective goals and participative process of decision-making. The same is very important not only to the fulfilment of the vision and mission of the college but also in building the institutional

philosophy.

The formal mechanism in the institution to consolidate the academic and administrative planning and implementation reflects back to achieving its vision.

The Principal, the CDC, IQAC and the teaching staff play a crucial role in the planning and execution of its policies in academic and administrative activities as per the policies and procedures used for maintaining & utilizing physical, academic & support Facilities.

These policies are implemented for the benefit of major stakeholders like students & faculty members of our College.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://youtu.be/baiKBiRweMQ

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1

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

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

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

7

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	https://upgcm.ac.in/Soft%20Skills/M_47
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

528

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

528

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

<p>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</p>	<p>A. All of the above</p>
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

186

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

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

5.2.2.1 - Number of outgoing student progression to higher education

61

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

6

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

5.3 - Student Participation and Activities

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

during the year

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

21

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

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

The Students' Council of Usha Pravin Gandhi College of Arts, Science and Commerce has been an integral part of the college, forming a communication chain between the college administration and the students. The Students' Council has also conducted events for the constant involvement of its students. In the year 2022-23, total 23 students were nominated to the Students' Council. All students submitted their confirmation online through email. Nomination forms were also sent online. After confirmation, students elected a General Secretary from themselves. Ms Eesha Shetty. SYBAMMC, was elected as the Secretary to the Students' Council 202-23 on 6th October 2022.

The Students' Council has successfully organized various events throughout the year like Friendship Day, Formal Day, Traditional Day etc. The Annual Day was celebrated on 11th March 2023 at Mukesh Patel Auditorium. The Chief Guest for this event was Capt. Suresh Kumar Bhatia and Guest of Honor was Ms Lekhini Desai. The another mega event was Sports Day. Students play a key role in Sports, by participating in inter-collegiate tournaments organized by the University of Mumbai. Ensuring participation at University-level tournaments has been the primary objective of the Sports Committee as it adds to the pride of the college.

File Description	Documents
Paste link for additional information	https://upgcm.ac.in/Students%20Council/M_27
Upload any additional information	View File

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

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

26

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

Established in 2016, with Registration No GBBSD 1752, UPG College Alumni Association has created and maintained a life long connection between the institute and its alumni. CONTRIBUTION OF UPG ALUMNI THROUGH NON-FINANCIAL MEANS COMMUNITY SERVICE Returning to college campus as a 'volunteer' for special events is a great way to demonstrate support and loyalty. In UPGASC NSS ALUMNI often contribute rigorously by attending community projects like BLOOD DONATION, PLANTATION DRIVE.

1. GUIDING STARS In our College events like UPG SPORTS EVENTS, Media festival like UPG LITFEST, we always witness the overwhelming enthusiasm of our alumnus giving their support right from planning, organizing, advertising, marketing of these events.

3. GUEST LECTURERS Our Prestigious Alumni are often invited as guestlecturers, paper presenters or even for our various college programsto share their industry insights and through that interaction ourcurrent student learn a lot. We often invite our prestigious ALUMNIas a GUEST OF HONOUR in our annual day functions .

4. Referrals: Providing positive online reviews at the college website or otherhigher education review sites our Alumni always act as "strongreferrals". It aids in the recruitment effort that is vital for colleges to succeed.

File Description	Documents
Paste link for additional information	https://upgcm.ac.in/Alumni/M_38
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

SVKM's Usha Pravin Gandhi College of Arts, Science and Commerce is governed by its College Development Committee (CDC). The CDC of the college plans and executes policy and development-related matters of the institution by setting effective goals and participative processes of decision-making. The same is very important not only to the fulfilment of the vision and mission of the college but also to building the institutional philosophy.

The Principal, The CDC, IQAC and the teaching staff play a crucial role in the planning and execution of its policies in teaching, learning, research and other activities. The formal mechanism in the Institution to consolidate the academic and administrative planning and implementation reflects back to achieving its vision. IQAC has a well-developed process to ensure quality benchmarks of academic and administrative activities. IQAC formulates a perspective plan taking

into consideration inputs from all stakeholders. This plan is presented and deliberated in IQAC .This plan is forwarded to the governing body for approval. To streamline the same, various committees at the Institute level are formed which look after academic and administrative activities, which lead to the realization of the vision and mission of the Institute.

File Description	Documents
Paste link for additional information	https://upgcm.ac.in/Vision%20and%20%20Mission/M_23
Upload any additional information	View File

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

Usha Pravin Gandhi College of Arts, Science & Commerce encourages and motivates a culture of decentralization and participative management by involving teaching staff members in different administrative roles. The apex decision-making body at the college level is the College Development Committee (CDC). The CDC has representation from the parent trust Shri VileParle Kelavani Mandal, society, alumni, Industry Experts, teaching staff, administrative staff and the students. For participative decentralization and governance, the Principal has appointed the Course Coordinators for each of the programs conducted in college in each department and provided administrative as well as academic freedom in decision-making and mobility for effective governance. Before the commencement of each academic year, various college committees are formed under the guidance of the Principal. Important committees comprise teachers, non-teaching staff and students as well. IQAC does the planning and evaluation for quality assurance in the college and organizes meetings periodically throughout the year. Faculty members participate in the management process not only through the CDC but also they are part of the Board of Studies members and other governing bodies of the University of Mumbai. Every committee has the freedom to prepare its plan and decide on implementation strategies.

File Description	Documents
Paste link for additional information	https://upgcm.ac.in/Administrative%20Committee%20Team/M_44
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

IQAC prepares the strategic perspective plan before the beginning of the new academic year. The plan focuses on areas such as the academic calendar, training of teachers, workshops, seminars, collaborations, MOUs, curriculum enrichment, skill development, faculty development etc. The plan clearly highlights short-term goals as well as long-term goals for the academic year. For the academic year 2022-203, the strategic plan included short-term goals in

the area of research, career development of staff, webinars, training and implementation of online lectures and examinations. The same plan included long-term goals in areas such as skill development, curriculum enrichment, value education etc. Proper activities under all these areas were identified at the

beginning of the academic year with a proposed timeline for the completion of the same. Academic targets based on the strategic perspective plans are given to the Heads of the Department for execution and administrative targets based on the strategic perspective plan are given to the registrar of the college for

execution. Reports and stakeholder feedback on every activity conducted under the plan are maintained by the Heads of Department and college registrar respectively. This feedback is analyzed for planning such activities in future.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://upgcm.ac.in/IQAC%20Strategic%20Plan/M_178
Upload any additional information	No File Uploaded

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

The college is affiliated with the University of Mumbai and is governed by Shri Vile Parle Kelavani Mandal, the college has multi-tier systems for its governance. At SVKM, the level of college is governed by the college mentor who is a representative of the Managing Committee of SVKM. At the college level, the Principal is the apex of the internal administration and is assisted by the Registrar, Coordinators of courses, staff, and IQAC. The apex body

of the college is the 'College Development Committee (CDC).
Administrative Setup: The administrative setup consists of the Principal followed by the faculty in-charges, Registrar, Head Clerk, Junior Clerks, Assistants, and Peons.

The organization of courses includes a Course Co-ordinator, Assistant Professors stages, 2 and 3, Librarian. The formal organizational structure of the library

staff includes the Librarian, Library Assistant, and Library peon. The formal organizational structure of the computer lab staff includes the Lab In-charge, Lab Assistant, Lab Attendant and Lab peon. Service Rules: For the service conditions and rules, the college follows the rules and regulations laid down by the University of Mumbai, UGC, New Delhi and the Government of Maharashtra.

File Description	Documents
Paste link for additional information	https://upgcm.ac.in/Academic%20Committees/M_45
Link to Organogram of the institution webpage	https://upgcm.ac.in/Common/Uploads/TabbedContentTemplate/840_Download_Organagram.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

1. Duty leaves for attending conferences/seminars/research activities and examination purposes are allowed. All Public Holidays are followed as per University Norms. Employees Provident Fund scheme is provided to all employees.
2. Healthcare care Insurance is provided for the staff members and their family members up to 200,000 per individual.
3. A healthy practice is to go on Semester end Lunch /dinner is encouraged by the management.
4. A yearly health check-up is provided to all the Teaching as well non-teaching staff members.
5. SVKM has an exclusive Pension Scheme for long-term relations and the welfare of employees.
6. Accident Insurance worth 10,00,000 per head for all the employees of SVKM.

7. Monthly 3-5 training programs are arranged at the SVKM level, free of cost.
8. Ambulance on call
9. Counsellor on campus is available with appointments for staff and students.
10. Orientation for the new staff members for induction.
11. Outbound Faculty Development Programs.
12. Travel Reimbursement for outstation Research Conferences
13. Recreation Facility for staff
14. Joint Birthday Celebration for staff

File Description	Documents
Paste link for additional information	https://www.upgcm.ac.in/naac/cr6/6.3.1_Online_Learning_Opp.pdf
Upload any additional information	View File

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

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

5

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

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

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

0

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

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

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

8

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

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

The IQAC of the college initiates the process of self-appraisal for all the staff members by sending a mailer for the appraisal forms at the end of the academic year. The Teaching and Non-Teaching staff fill up the self-appraisal forms which help them get clarity on their yearly performance within the given role. The Teaching Staff is given the PBAS form for self-appraisal which includes assessment

in areas to evaluate their performance such as research, teaching and administration. The newly joined faculty members fill in a D2 form in addition to the PBAS forms. The D2 form carries additional information like educational background and previous experience of the faculty member. The forms are then reviewed by the course coordinator and then sent to the Head of the Institution to assign the final scores which becomes an indicator of their performance. There are objective and subjective parameters in the form that provide feedback to the teaching and non-teaching staff that cover the job responsibilities carried out by the employees. The purpose of the appraisals is to make recommendations for the staff and discuss inadequacies or gaps that can be improved in the future.

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

6.4 - Financial Management and Resource Mobilization

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

The Institution has established a practice for conducting external audits every year to ensure statutory compliance. A statutory audit is conducted on a yearly basis by the statutory auditor of the institution appointed by the SVKM management from time to time. The audit staff thoroughly verifies the income and expenditure details via the SAP system and it is conducted once a quarter for 5 to 10-day period as per requirement from time to time. The practice aims to monitor the effective and efficient use of financial resources as mentioned below: Before the commencement of every financial year, the principal submits a detailed budget. By considering the recommendations made by the departmental coordinators, to the management. The college budget includes recurring expenses such as salary, electricity, internet charges, maintenance costs, stationery, and other consumable charges and non-recurring expenses like assets, furniture and other development expenses. The expenses are monitored by the accounts department as per the budget allocated by the management. Expenses over and above budgeted heads during the year are considered at the OB level for sanctions. The audited statement is duly signed by the chartered accountant. Name of the Auditor: Kishore A. Parikh & Co.

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

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

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

0

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

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

Institutional strategies for mobilization of funds and the optimal utilization of resources The Institute follows a process for the mobilization of funds and utilisation of resources. The process involves various committees of the institute as well as the course coordinators and Accounts office. Mobilization of Funds, the student Tuition fee is the major source of income for the institute. •

Various non-government agencies sponsor events like seminars and workshops. Sponsorships are sought from individuals and private limited companies for academic events and fests.

Utilization of Funds An accountant monitors the optimum utilization of funds for various recurring and non-recurring expenses •

The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc. The quotations are scrutinized by the purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc. The Principal, Accounts department and purchase committees

ensure that the expenditure lies within the allotted budget. The intervention of the OB is sought in case the expenditure exceeds the budget.

Resource Mobilization Policy and Procedure • Before the financial year begins, the Principal and course coordinators prepare the college budget.

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

6.5 - Internal Quality Assurance System

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

During the academic year 2022-2023, the Internal Quality Assurance Cell (IQAC) has significantly contributed towards institutionalizing quality assurance strategies and processes. Quality assurance strategies in areas such as research, student skill development, faculty development, collaborations, life skills, e-learning and curriculum enrichment were successfully implemented by the institution's Internal Quality Assurance Cell (IQAC). Teachers' participation in research activities was encouraged through a strategy of financial reimbursement for publication in UGC-recognized journals. Departments were encouraged to conduct research conferences, workshops and seminars. On campus, professional development programs for teaching and non-teaching staff members were also conducted. As part of the regular curriculum enrichment strategy, feedback on the curriculum was obtained from various stakeholders such as students, teachers, industry and alumni members. Feedback collected was analysed and necessary actions were being undertaken. To ensure proper organization and methodological proficiency, IQAC also undertook the task of developing the Standard Operating Procedures for various activities.

File Description	Documents
Paste link for additional information	https://upgcm.ac.in/IQAC%20Policies/M_183
Upload any additional information	View File

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

IQAC prepares an Academic Calendar at the beginning of the semester and the same is uploaded on the website after approval from the Head of the Institution. The Academic calendar has records for instructional and non-instructional days as well as term schedules and holidays in accordance with the academic schedule of the University of Mumbai. The Teaching Plans made by the faculty members are submitted to the course coordinator and shared with the student at the beginning of the semester. Feedback is collected program-wise and course-wise from all the students through the student portal during every semester. The feedback is analyzed by the IQAC and is shared with the respective faculty for areas of improvement. The Head of the Institution gives necessary warnings to faculty members for improvement if required. Industry experts are invited to deliver guest sessions with an objective of providing firsthand industry inputs to the students. Students and Teachers are providing remote access to all e-resources for effective teaching and learning.

File Description	Documents
Paste link for additional information	https://upgcm.ac.in/Academic%20Calendar/M_18
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://upgcm.ac.in/Common/Uploads/ContentTemplate/319_Download_annual%20report%202022%2023.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution is committed to establishing a secure and gender-sensitive environment where all students, regardless of their gender, enjoy equal opportunities, rights, and responsibilities. College committees, such as the Women's Development Cell, Social Outreach Unit, Department of Life Long Extension and Learning, and NSS, have collectively worked to raise awareness about gender-related issues and foster an empowered perspective among students, particularly females.

Activities have included a week-long "Self-Defence" workshop, gender sensitization workshops with legal experts and social workers from organizations like the AKSHARA Foundation, "Chat with Gynaecologists" sessions, and contests such as open mic events and debate competitions. The NSS committee has organized workshops on child abuse awareness and child safety training webinars, while the Department of Life Long Extension and Learning has focused on legal awareness. The Rotaract Club has coordinated events centered on women's rights and equality.

To ensure the safety and security of women on campus, an internal complaint committee operates in line with University of Mumbai regulations. A suggestion box is available to receive student complaints and grievances. Individual mentors have been assigned to student batches to address concerns, including those related to safety.

File Description	Documents
Annual gender sensitization action plan	https://upgcm.ac.in/Common/Uploads/TabbedContentTemplate/960_Download_7.1.1%20-%20Annual%20Gender%20Sensitization%20plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://upgcm.ac.in/NAAC/NAACCycle3/C7/2022-23/7.1.1_Facilities_Provided_to_GirlStudents.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Solid Waste Management: The college deals with solid waste in the form of paper, plastic, and wet waste (leftover food). A waste audit, conducted by the UPG College Social Outreach Department in collaboration with RUR Greenlife Pvt Ltd, recommended the segregation of waste into dry and wet categories. As a result, bins labeled for dry and wet waste were placed across the campus, including classrooms, labs, and staff areas. Daily waste collection is carried out by the college's housekeeping department and sent to the Brihan Mumbai Municipal Corporation (BMC) for proper segregation.

Liquid Waste Management: The college generates liquid waste primarily from washrooms. This waste is connected to BMC sewage canals, ensuring proper disposal.

Bio-Medical Waste: The college doesn't produce bio-medical waste.

E-Waste Management: College organized a successful e-waste drive to create awareness about electronic waste hazards. The collected electronic waste is disposed of annually in compliance with state government norms.

Waste Recycling: While the college lacks an internal waste recycling system, items like papers, books, and stationery are sent to scrap dealers for recycling.

Hazardous and Radioactive Waste: The college does not generate any hazardous or radioactive waste.

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

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

Diversity and Inclusion: Usha Pravin Gandhi College of Arts Science and Commerce is deeply committed to fostering an inclusive environment that values socio-religious diversity. Throughout the year, the college organizes various events that promote communal harmony and brotherhood.

E-Ganesha Festival: An exemplary event, the E-Ganesha festival, took place from August 22nd to September 11th. It was an inter-faith communal gathering of students that created a festive atmosphere. RCUPG committee organized the E-Ganesha festival that led to a joyous atmosphere for the participants through exciting games.

Navatar: Another significant event, "Navatar," celebrated the power of women during Navratri, emphasizing the significance of worshipping the goddess Durga. This event received praise and was highly successful.

Christmas with Elves: The year concluded with "Christmas with Elves," an event designed to spread happiness among the economically challenged sections of society.

These events at the college reflect a commitment to diversity, cultural awareness, and social inclusivity, even during challenging times like the pandemic.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

Promoting Constitutional Awareness: Usha Pravin Gandhi College of Arts, Science, and Commerce conducts a variety of activities to raise awareness among students and staff regarding citizens' constitutional obligations, values, rights, and duties. This includes the celebration of Independence Day and Republic Day, featuring activities that underscore the significance of the Indian Constitution.

Student Engagement: Students are actively encouraged to participate in activities that aim to raise awareness about social issues, including girl child safety, support for underprivileged individuals, environmental protection, and the sensitization of social concerns.

Diverse Initiatives: The college has organized numerous events to achieve these goals. These include activities such as poetry writing competitions on World Environment Day, initiatives to prevent suicidal acts, guiding elderly individuals on digital media, sign language training for communication with differently-abled individuals, sessions on legal rights and girl protection, online teaching sessions for underprivileged children, and social sensitization events addressing topics like gender roles and substance abuse.

Constitution Day: On Indian Constitution Day, the college hosts events like documentary screenings, webinars, quizzes, and writing competitions to instill constitutional values, duties, rights, and responsibilities among students. These efforts collectively contribute to constitutional awareness and civic responsibility.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://upgcm.ac.in/NAAC/NAACCycle3/C7/2022-23/7.1.9_Activities%20Report.pdf
Any other relevant information	https://upgcm.ac.in/NAAC/NAACCycle3/C7/2022-23/7.1.9_Any%20other%20information_BMS_and_BMM%20syllabus.pdf

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

<p>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</p> <p>College Commemorative Events: Usha Pravin Gandhi College of Arts, Science, and Commerce hosts a range of national and international commemorative events and festivals throughout the year. These events serve various purposes and engage both the college community and wider society.</p> <p>Celebrating National days: The college marked International Women's Day, National Girl Child Day, and Constitution Day with activities such as documentary screenings, webinars, and writing competitions</p>

to raise awareness of national identities among students. On Independence Day, the college celebrated by hoisting the flag and singing patriotic songs, delivering speeches and reciting poems.

Humanitarian Week: During Humanitarian Week, various events included "Let's Talk" for self-discovery, "Portraits of Humanity," and "HOPE," promoting an optimistic way of life.

National Festivals: The college celebrated Ganesh Chaturthi and Gurupurnima as national festivals, fostering cultural and spiritual connections.

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

7.2 - Best Practices

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

Best Practice 1: "Career Success Navigator: Generating Internship Opportunities by Leveraging Alumni Networks"

The internship fair aims to connect students with diverse industries, fostering professional relationships and exploring internship opportunities. Students gain valuable skills such as effective preparation, professional communication, and evaluating their fit with organizational cultures. The program provides hands-on experience in sectors like Digital Marketing, Public Relations, and Finance, helping students clarify career goals. The Summer Internship Programme enhances practical skills, updates knowledge, and adds value to job interviews through certification, ensuring students are well-prepared for their future careers.

Best Practice 2: Bookshelf-E-library

The Bookshelf-E-library initiative provides unrestricted online access to a diverse range of digital books, academic journals, and research papers for students. Key objectives include flexible

access, efficient search features, and support for various learning styles. Unique usernames and passwords are assigned for access through the Online Public Access Catalogue and MAPMyAccess, a Remote Access Solution. This facilitates off-campus access to digital content from portals like Ebesco, ProQuest, and Jstor. The e-library boasts robust search features and authentication mechanisms, resulting in increased engagement, a shift to digital resources, and a notable rise in research publications, showcasing its success in promoting flexible and remote learning.

File Description	Documents
Best practices in the Institutional website	https://upgcm.ac.in/Common/Uploads/ContentTemplate/321_Download_Best%20practice%202022%202023.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Technology-driven Transparent Governance

In the evolving landscape of higher education, UPG College has prioritized the integration of technology for transparency, efficiency, and engagement. Adopting a technology-driven open governance approach has not only improved administrative processes but also fostered a culture of inclusivity.

UPG College has strategically incorporated technology to enhance transparency, efficiency, and inclusivity in higher education governance. The institution utilizes digital platforms such as the Student Portal and Oracle Human Capital Management, providing real-time access to academic and administrative services. SAP's Enterprise Resource Planning ensures streamlined processes for student lifecycle management, academic planning, and financial and human resource management, promoting compliance and timely updates. The establishment of communication platforms like forums and webinars fosters active participation in discussions, contributing to decision-making. UPG invests in training to equip faculty and staff with the skills needed to leverage technology effectively for

governance. The introduction of Eklavya, an online paper assessment software, ensures fairness and transparency in the evaluation process. Online payment systems and digitalized purchase processes through SAP increase efficiency, transparency, and minimize the risk of exploitation. Overall, UPG College's technology-driven governance approach reflects a commitment to transparency, efficiency, and inclusivity across diverse aspects of the academic institution.

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

7.3.2 - Plan of action for the next academic year

In the next academic year, college plans to undertake many collaborations and MOUs in the areas of internship, research etc. College also plans to conduct research conferences in the second half of 2023-2024. More importantly, college plans to submit online application to the UGC for obtaining autonomous status. After being autonomous, college will chalk out a plan to implement National Education Policy (NEP) 2020.

More student centric teaching learning methods, more capability enhancement activities like soft skills, more sports and cultural events, more value added programs, more seminars and workshops in the area of entrepreneurship, more faculty development programs and more gender sensitization activities will be undertaken in the coming academic year by Shri Vile Parle Kelavani Mandal's Usha Pravin Gandhi College of Arts, Science and Commerce