



YEARLY STATUS REPORT - 2021-2022

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.	02242332040/02242332041
• 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.	02242332044				
• Mobile	09820588518				
• 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/878_Download_20202021.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/801_Download_2021-2022.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A+	3.27	2022	18/10/2022	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 IQAC			View File		

9.No. of IQAC meetings held during the year		04
<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)		
<p>1) Academic and Administrative Audit in August 2021 2) Green Audit,, Energy Audit and Environment Audit in December 2021 3) Intellectual Resource Audit in December 2021 4) International Research in February 2022 5) Solar powered drip irrigation installation in College Green Garden in December 2021</p>		
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	Monthly reports prepared to monitor the adherence	
Enhancing Teaching Learning practices	SOPs Revision for identification of advanced and slow learners, Monitoring Remedial coaching activities	
Enhancing Evaluation practices through technology upgradation	Introduction of On-Screen Marking System for evaluation	
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,
Incubation and startups	Technovation, Entrepreneurship activities, Media Incubation lab for nurturing startups and encourage young entrepreneurs
Alumni and Alma Connect Programs	Launching Alumni Website, Guest lectures and workshops by Alumni, participation of alumni at college co-curricular activities
Faculty development programs and professional training programs	Online and offline FDP programs conducted every month by college, Participation at Orientation and refresher programs conducted by HRDC, Training on new technology for teaching and learning, participation at syllabus revision workshops
Orientation programs for students and teachers	Orientation program (7 days) conducted for first year students and new faculty members

	(6-days)
Quality Audits and Monitoring activities	Preparation of Academic calender and Teaching Plans signed by Coordinators and Principal Daily Lectute log maintenance and Monitoring Term-end meetings Green Audit, Environment Audit, Energy Audit and Administrative Audits, Participation at NIRF, ISO Audit, Intellectual Resource Audit
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 elegible staff members and yearly appraisals submitted to program coordinators and then HOI
Regular meetings of IQAC	Quaterly 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
Quality Audits - ISO	ISO audit undertaken for building holistic quality culture in the institution
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
College Development Committee	14/12/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2023	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 mind-sets 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 ever-changing 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. The training to teaching faculty would also prepare them to evolve from their roles as disseminators of knowledge to facilitators of knowledge.

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 meta-data 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	1763
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2	290
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	652
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	24
Number of full time teachers during the year	
File Description	Documents
Data Template	View File

3.2	24
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	887
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	135
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution ensures planned delivery of the curriculum. The institution adheres to University of Mumbai's academic calendar while preparing its academic calendar. The preparation of the academic calendar is spearheaded by IQAC at the start of the academic year and is communicated to departments. At the department level, the coordinators allocate various courses to the teachers, based on the teacher's knowledge and experience. Program-wise time table is prepared and communicated to the students by uploading on institute's website and posting on notice board. The time-table is uploaded on institute's ERP software for monitoring of lectures and attendance. Teachers prepare teaching plans in line with the syllabus geared towards achieving the program and course objectives. The teaching plan and course objectives are communicated to the students and adherence to it is monitored by the coordinator. Students are provided library, IT infrastructure and e-learning resources and teachers incorporate pedagogies like role playing, case studies, group discussions, quizzes to make delivery of curriculum effective. Guest sessions, seminars, workshops,

masterclasses, value added programs, field visits and industrial visits are organised to impart practical knowledge. Teacher's feedback and curriculum feedback is undertaken. Curriculum feedback is analysed and appropriate action is taken on the feedback received.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://upgcm.ac.in/Academic%20Calendar/M_18

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

The institution conducts continuous internal evaluation in adherence with its academic calendar. Since the institute is affiliated to University of Mumbai, the IQAC prepares the academic calendar at the start of the academic year in line with University's academic calendar. The academic calendar specifies the term start and end dates, holidays and internal exam dates. Adhering to the institute's academic calendar, program-wise time table is prepared and communicated to students. Teachers prepare their respective course-wise teaching plans following the dates mentioned in the academic calendar so that internal evaluation and regular exams can be conducted in a timely manner. Internal evaluation and regular exams follow the schedule prescribed in the academic calendar. The students are communicated about the conduct of internal and regular examinations well in advance through notices and examination time-tables which are uploaded on the institute's website and displayed on the notice board to keep the students informed about the conduct of examinations. Assignments, quizzes, surprise tests, presentations, role playing and projects are some of the internal evaluation tools used at the institute. The institution strives to attain transparency and fairness in assessment. Examination assessment is completed by the teachers at the earliest for timely declaration of results.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://upgcm.ac.in/Examination%20Notices/M_117

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

7

File Description	Documents
Any additional information	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)

7

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

424

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 follows the curriculum prescribed by the University. Through courses like Ethics and Governance, Indian Ethos in Management, Business Communication- I, Media Laws and Ethics, Effective Communication, Press Laws and Ethics, students are taught professional ethics as a part of their curriculum. Students are imparted professional values through soft skill and placement training. They are introduced to professional standards at the workplace through internships, fieldwork, guest lectures, workshops and seminars with industry professionals. Gender issues are addressed by the following courses - Business Communication - I; Foundation Course I; Media Gender and Culture. Activities are organised at the institution to sensitise students to gender issues, in an effort to supplement the curriculum. Through courses like Foundation Course I and Foundation Course II and through activities like teaching sessions with poor children, visit at old age homes and blood donation drive, human

values are instilled in the students. Courses like Foundation Course - I, Foundation Course - II, Foundation Course - III and Green Computing ensure that students are made conscious about environment and sustainability. Students also participate in waste management, soil conservation, water conservation and tree plantation activities which enhances 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

157

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

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

1646

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/283_Download_Feedback%20Analysis%2021-22.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/283_Download_Feedback%20Analysis%2021-22.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

670

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

268

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 2021-22. IQAC of the college continued the learning level assessment policy which was approved in the previous year. Under the same 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 three categories of students were subsequently made viz. advanced learners, slow learners & those who have difficulty in memorizing information. 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. The third category of students was those who have difficulty in memorizing information. Memory retention and recollection

activities were conducted for these students.

File Description	Documents
Paste link for additional information	https://upgcm.ac.in/NAAC/NAACCycle3/C2/2.2.1_teaching_assesment_%28set%202%29.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
1763	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/NAAC/NAACCycle3/C2/2.3.1_student_centric_methods.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

Premiere Pro).

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

11

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 notice boards. 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 evaluations 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/742_Download_Adobe%20Scan%2006%20Aug%202021.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/TabbedContentTemplate/1038_Download_2.5.2_noticetoResolveInternalExaminationGrivences.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	View File
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

622

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://upgcm.ac.in/Common/Uploads/ContentTemplate/285_Download_Annual_Report_2021-22.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/286_Download_Student_Satisfaction_Survey_Report_2021-22.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)

0.35

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3.1.2.1 - Number of teachers recognized as research guides

1

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://mu.ac.in/wp-content/uploads/2020/03/apd762201920.pdf

3.2 - Innovation Ecosystem

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

The college has organized more than 50 seminars, workshops and conferences. Each department organizes a national/international conference once a year. Faculties have published several books and chapters with reputed international and national publishers like Jon Wiley, Dream Tech Press, Sybgen, Springer etc. Some of them have been prescribed as textbooks and reference books in several universities across India.

The college has a digitalized library with e-resources, remote log ins, access to research databases, journals, periodicals etc for aspiring researchers. To inculcate the research culture amongst

students, research workshops along with other training programs have been regularly conducted. Several MOUs have been signed to bridge the gap between industry and academia. Students avail the benefits in the form of internships, training programs, field trips and industry mentoring.

The college aligns with its visions and goals in terms of its social commitment and through various committees like NSS, Rotary club, DLLE, engages in several programs related to social upliftment, health care, up-skilling and environmental care. The blood donation drive, yoga workshops, Swach Bharat activities and tree plantation are the flagship events of the NSS unit, which are conducted regularly throughout the term. Under the green initiative of the institution, various co-curricular activities are also conducted such as Green walks, RUR (Re-Use and Recycle), taking industrial visits and raising awareness towards energy conservation

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://upgcm.ac.in/NAAC/CR3/3.2.1/innovation.pdf

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

12

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

3.3 - Research Publications and Awards

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

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

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	View File

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

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

11

File Description	Documents
Any additional information	No File Uploaded
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

7

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

3.4 - Extension Activities

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

The college is committed to serving society and its neighbourhood

through its extension activities conducted by various student units including NSS, DLLE, Rotary Club, and Social outreach unit(SOU) besides efforts by its staff and other students. The college has identified several thrust areas for sensitizing students to social issues by continuously engaging them in various relevant activities. These thrust areas include environment protection and green earth initiatives, mental health and well-being, national integration, cleanliness and hygiene, and social harmony. Gender sensitivity, promoting literacy and old age care, nutrition, and physical fitness among others.

These units conduct various programs including rallies, seminars, and talks, workshops in the neighbourhood community for sensitizing people on social and environmental relates issues from time to time throughout the year. Some of the notable extension activities include, mental health workshops, and seminars, tree plantation drives to promote green cover, e-waste collection and awareness, recycling and reuse programs, constitutional rights, helping old age personnel, road safety activities, etc.

All these programs are conducted in collaboration with recognized NGOs, and central and state government departments including Universities, traffic departments, and municipal corporations. The impact of these activities is visible and being appreciated by the neighbourhood communities and authorities.

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)	View File
e-copy of the award letters	No File Uploaded

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

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

216

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

5214

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

31

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

1

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 has 17Classrooms, two computer laboratories, one electronics laboratory, 1 seminar hall & 2 Studio rooms for smooth academic functioning.

All classrooms are air-conditioned and Wi-Fi enabled and upgraded to a virtual learning platform with Smartboards to support the virtual

classroom. The staff room has computer systems with internet connectivity for the faculty.

The College has been ahead of the curve with respect to the deployment and use of technology. All Computer systems are upgraded every five years as per the management policy to the latest Windows Operating system to support the latest software application. Additionally, many computers are upgraded to 20 GB RAM to support heavy multimedia software like Adobe Cloud Suite and 3D Max Studio for technical subjects.

College library is available to students, teachers and nonteaching staff members for access to a plethora of services. We have installed Wi-Fi routers (Qty 18) on each floor nearby every classroom for smooth internet connectivity with an Access Speed of 200 Mbps across campus.

We have adopted Application Based Education (ABE) for the effective teaching-learning process. Bio-metric Flap Barrier machine has been installed for recording the attendance of faculty, students and staff.

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.

Ever since the inception of the college in 2003, the College recognizes the need and importance of Extra- Curricular for the Overall development of students:

The campus area of College is 13279.50sq.mt. spread across three floors. College has structured Support services in the form of various cells and Committees such as the Grievance Cell, Women Development Cell, NSS, Cultural Committee, Research Cell, Counseling services, Mentorship Program, etc

The college can also avail of an open air auditorium called Jashoda Rang Mandir, Seminar hall, Bhaidas Hall & Mukesh Patel (large) auditorium for several college festivals which are held at these

venues on sharing basis with sister concern institutions.

Third floor & fourth foyer is also used for indoor Gymkhana activities such as Carom, Chess, and Table tennis. Different adjacent grounds for events such as Football, cricket, badminton are rented by college as per need basis. The Institution has a "Doctor on Call" facility to meet medical emergencies and a Counsellor to attend to counsel psychological issues on Campus

Both UPG's LitFest & Techvanza fests (annual IT festival) of our college are very unique and results into a great platform to mingle and connect with others from various walks of life.

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/CU LTURAL_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	http://www.upgcm.ac.in/NAAC/CR4/4.1/4.1.2/CU LTURAL_PICS.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)

728

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
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)

1.39

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
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

68

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 (22access points).

Wireless access point is upgraded regularly for a smooth internet connectivity with Blazenet: 200 Mbps, JIO: 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.

In this corona pandemic situation, we have used MS Teams for online lectures and have created usernames and passwords for all students, In-house, and visiting faculties for smooth conduct of lectures and examinations.

Total number of computers are 167, out of which 135 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://www.upgcm.ac.in/naac/CR4/4.3/4.3.1/IT_Upgradation.pdf

4.3.2 - Number of Computers

135

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

1,58,67,691

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	No File Uploaded
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://www.upgcm.ac.in/naac/CR4/4.3/4.3.1/ICT_TOOLS_SIGNED.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

4

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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

0

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

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

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

650

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

650

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

104

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

77

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

8

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.

2

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. Every year, academic toppers are nominated to the Students' Council. They submit their confirmation forms and then students elect a General Secretary from among themselves. The organization of College Annual Day is the most important activity of The Students' Council. Apart from this, council does celebration of various days like Friendship day, traditional day etc.

The Student Council members also work for I.C.C (Internal Complaints Committee) which looks into sexual harassment at workplace, ragging etc. Students play a vital role in IQAC as well. In C.D.C. (College Development Committee) The General Secretary plays a crucial role in the liaisoning with students and administrative bodies. Students actively participate in NSS (National Service Scheme), WDC (Women's Development Cell), DLLE (Department of Life-long Learning and Extension) SOU (Social Outreach Unit), Entrepreneurship and Innovation Cell (E Cell), The Buddy Project, RCUPG, sports and cultural committee.

The Team captures anything and everything that happens in and around the campus, from the very first event of the year of each committee to the final grand convocation and annual day.

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

81

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 rigorouslyby 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 guest lecturers, paper presenters or even for our various college programs to share their industry insights and through that interaction our current student learn a lot. We often invite our prestigious ALUMNI as a GUEST OF HONOUR in our annual day functions .

4.Referrals

Providing positive online reviews at the college website or other higher education review sites our Alumni always act as "strong referrals". 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	No File Uploaded

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 some 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 the participative decentralization and governance, the Principal has appointed the Course Co-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	No File Uploaded

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 the 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 2021-2022, 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 the 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 analysed 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://assessmentonline.naac.gov.in/storage/app/public/agar/13265/13265_68_155.pdf?1650634210
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 is having 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 stage-1, 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 labs 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://assessmentonline.naac.gov.in/storage/app/public/agar/13265/13265_69_160.pdf?1650634210
Link to Organogram of the institution webpage	https://upgcm.ac.in/Common/Uploads/TabbedContentTemplate/840_Download_Organisation%20Organogram.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. Maternity leave, Casual Leave & Sick Leaves as per University norms
2. Duty leaves for attending conferences/seminars/research activities and examination purposes are allowed.
3. All Public Holidays are followed as per University Norms.
4. Employees Provident Fund scheme is provided to all employees.
5. Health Care Insurance is provided for the staff members and their family members up to 200,000 per individual.
6. A healthy practice is to go on Semester end Lunch /dinner is encouraged by the management.
7. On-campus Doctor facility is provided to all employees.
8. A yearly health check-up is provided to all the Teaching as well non-teaching staff members.
9. SVKM has an exclusive Pension Scheme for long-term relations and the welfare of employees.
10. Accident Insurance worth 5,00,000 per head for all the employees of SVKM.
11. Monthly 3-5 training programs are arranged at the SVKM level, free of cost.
12. Ambulance on call
13. Counsellor on campus is available with appointments for staff and students.
14. Orientation for the new staff members for induction.
15. Outbound Faculty Development Programs.
16. Travel Reimbursement for outstation Research Conferences
17. Recreation Facility for staff
18. 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

7

File Description	Documents
Upload any additional information	No File Uploaded
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

9

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

11

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 helps them get clarity of 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 provide feedback to the teaching and non-teaching staff that cover the job responsibility 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 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 in a quarter for a 5 to 10 days 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 cost, 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	No File Uploaded
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 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 2021-2022, Internal Quality Assurance Cell (IQAC) has significantly contributed towards institutionalizing quality assurance strategies and processes. Quality assurance strategies in the areas such as research, student skill development, faculty development, collaborations, life skills, e-learning and curriculum enrichment were successfully implemented by the Internal Quality Assurance Cell (IQAC) of the institution. 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. As part of the e-learning strategy, faculty members were encouraged to complete MOOC courses on platforms such as Coursera. On campus, professional development programs for teaching and non teaching staff members were also conducted. As part of 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 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 schedule and holidays in accordance with the academic schedule of 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 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 to provide firsthand industry inputs to the students. Students and Teachers are providing remote access to all e-resources for effective teaching and learning. Various ICT facilities like MS Teams, Students Portal, Smartboards and Sense-connect (mirroring software) are also provided for effective conduction of online, hybrid and offline sessions.

File Description	Documents
Paste link for additional information	https://upgcm.ac.in/Common/Uploads/ContentTemplate/191_Download_Feedback%20Analysis%2020-2021.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://upgcm.ac.in/Common/Uploads/ContentTemplate/200_Download_Annual%20Report%202020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college has successfully been able to organise a host of activities/events related to gender equity, and it is to be noted that there has also been an incremental growth in the number of activities every year. Many activities are conducted by various college committees such as Women's Development cell, Social Outreach unit, Department of Life Long Extension and Learning, and NSS, to collectively raise the awareness of students about various social issues that have resulted into the absence of gender parity in the society. Various activities, workshops, webinars, events and lectures were specifically designed to holistically bring about an empowered outlook specifically for female students such as creating sexual awareness, understanding gender spectrum, knowing women's rights, detecting gender stereotypes, enlightening students about gender disparity and the importance of increasing gender parity. The Women Development Cell organised several gender equity activities like a week-long "Self-Defence" workshop, Gender sensitization workshops of leading NGOs like AKSHARA foundation, Chat with Gynaecologists, and many more contests like open mic events and debate competitions. The college has an internal complaint committee that looks into the issues revolving the safety and security of women. The internal complaint committee is constituted as per the regulations of the University of Mumbai.

File Description	Documents
Annual gender sensitization action plan	https://www.upgcm.ac.in/NAAC/CR7/7.1.1/Annual_Gender_Sensatization_plan_header.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	http://www.upgcm.ac.in/NAAC/NAACCycle3/C7/7.1.1.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

The college generates solid waste in the form of leftover food by the students and faculties. Separate bins marking dry waste and wet waste are placed in the faculty field across numerous lecture rooms, computer labs, electronic labs, staffrooms, workplace spaces etc. At the end of every day, the waste is collected by the housekeeping department of the college and is shipped to BMC for segregation. The college is located in the heart of the city. The college produces liquid waste the kind of waste matter made from washrooms within the faculty campus on the level in the staff room, on the third-floor washroom and on the fourth-floor washrooms. The college has associate adequate waste disposal system that is connected to the Brihan Mumbai Municipal Corporation waste matter canals. UPG faculty has a firm policy on e-waste management. Students were ready to collect all forms of electronic garbage and dispose of it each year in adherence to the geographic area government norms for disposal. In addition to the present drive as a follow, the yearly E-waste generated within the kind of wires, obsolete projectors, computers,

and broken equipment is shipped off Shirpur

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	View File

7.1.5 - Green campus initiatives include

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

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

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

<p>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</p>	<p>A. Any 4 or all of the above</p>
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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	View File

<p>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</p>	<p>A. Any 4 or all of the above</p>
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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).

Usha Pravin Gandhi College of Arts Science and Commerce has a strong commitment towards creating an inclusive environment that constantly supports socio-religious diversity. Several events are conducted round the year to inspire a mood of communal harmony and brotherhood. The E-Ganesha festival is a unique event conducted from the 10th September 2021 to 19th September 2021. Ganesha is known as the God of wealth, sciences, knowledge, wisdom and prosperity. Students seek his blessings by worshipping him for ten days.

It was an event to promote inter-faith and to establish a communal gathering of students. Aarti was conducted on all ten days followed by exciting, intriguing games and cultural events. The NSS unit participated in an informative session on "Social Media and its Disinformation" conducted by Mumbai University. Students gained knowledge of how to be aware on social platforms. The five days celebration of the Diwali festival was done by conducting various activities such as planting saplings, donating food and clothes, and spending time with children at NGO. Christmas celebration was the final event of the year that was meant to spread happiness to the economically challenged section of society. The NSS unit participated in a university-organised webinar on the occasion of Shivaji Maharaj Jayanti.

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

The college organizes various activities to make students and employees aware of the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens. Independence Day and Republic day are celebrated by organizing activities highlighting the importance of the Indian Constitution. The students are encouraged to participate in the activities of spreading awareness among citizens on social issues like social media and disinformation, self-defence session, protection of the environment, and sensitization about a social issue. With the objective of spreading awareness of these issues amongst the people, several

events such as "Kargil-Vijay gatha, Gift of Life, 75th Independence day Celebration, Feed the needy, spreading smiles, social sensitization, vigilance week celebration, fire safety evacuation, beach cleaning activity, group discussion on energy conservation, fundamental changes, human rights, social media and disinformation, national voters' day were organized. On the occasion of Indian Constitution day, Documentary Screening, Webinar, Quiz and Writing Competition on Constitution Day were organized to instil the constitutional values, duties, rights and responsibilities among students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.upgcm.ac.in/NAAC/NAACCycle3/C7/7.1.9.pdf
Any other relevant information	https://www.upgcm.ac.in/NAAC/CR7/7.1.9/BMS_and_BMM_syllabus.pdf

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

B. Any 3 of the above

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

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

The college organized various national as well as international commemorative events and festivals. The college has also organized international women's day, win for women - webinar to discuss violence against women', constitution day documentary screening, to create consciousness about national identities among students. On the occasion of the independence day, the event was celebrated to throw some light on the freedom fighters of India. Some of the events organized during the academic year like udaan, win for the women, Gandhi Jayanti, teacher's day, girl child day ,national voter's day, valentine's sandwich, Christmas- miles of smile, x-mas x-citement, breast cancer awareness month, Hindi diwas, Hindi utsav, celebrating the spirits of mahatma Gandhi and lal bahadur shastri ,national police commemoration day ,navrang, tirangaa ,rang de rc ,interactive session on environmental consciousness & sustainability, self-love awareness session,75th independence day celebration, food donation drive, vigilance week celebration, all about pneumonia, all about epilepsy ,Indian constitution day, world aids day ,human rights, virtual Christmas carnival ,republic day celebrartion,world cancer day have been celebrated in the college.

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 - Skill-Enhancement Program

Skill-enhancement program is a unique practice intended to strengthen the non-technical skills, instincts and abilities of students required to make them industry ready. This is followed by helping students understand the soft skills and life skills needed for a vocation and minimizing the gap between classroom and industry. The secondary objective is to help the students navigate through periods of confusion and anxiety while making career choices. The outcome of this comprehensive capacity building program is linked with the performance of students. It is measured in the form of the feedback given by the interviewers to the institution.

Best Practice 2- Solar Powered Drip Irrigation System

Solar Powered Drip Irrigation System is a technology set up to create a sense of responsibility towards the creation of a greener environment and promote energy conservation. The pumping of water makes use of solar energy. The beauty of this facility is that energy from the environment is used to produce a green environment in campus. One of the great indicators of success is the marked reduction in the consumption of electricity. Recycling of wastewater produced by air-conditioner outlets, which further translates to the conservation of water.

File Description	Documents
Best practices in the Institutional website	https://upgcm.ac.in/Common/Uploads/ContentTemplate/284_Download_Best_Practices_2021-22.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

Institutional Distinctiveness: Academic and Administrative Digitalization :

The institutional distinctiveness of UPG college is academic and administrative digitalization. Comprehensive digitalization has gone about in phases on four key fronts such as Teaching-learning, Human resource, Admission and Examination.

Digitalization of Teaching- Learning Process: The college has set up a robust digital architecture to ensure that students do not miss out on any aspect of learning. With the help of features such as screen share, PowerPoint presentations and whiteboards, aspects of a regular classroom can be virtually recreated so that learning is not compromised.

Human resource: Oracle Human Capital Management (HCM) enables all SVKM employees to digitally access features such as Employee Self Service and Manager Self Service.

Online Admission Process: Admission process is conducted through the

online platform of 'Power automate'.

Digitalization of Examination Process: The process involves uploading of the timetable on the college website for student reference. This is followed by student data being fetched from the audit report for making seating arrangements.

Student Life Cycle Management: The student life cycle management consists of various SAP modules required for carrying out various activities related to students' daily activities in the college.

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

1. Preparing first students for teaching and learning in offline mode arranging orientation week (6-days).

2. Academic and Administrative Audit.

3. Plan for the NAAC Peer Team Visit.

4. Preparing training faculty members for NEP implementation.

5. Improve Alumni and Institutional connections.

6. To encourage faculty to participate in Research Conferences and publish in Journals of Repute.

7. Media Lab: Innovative content creation by providing an experimental platform to the Mass Media Students.

8. Launching skill based value added programs as per needs of the students analysed in the curriculum feedback.

9. Improving collaborative activities by establishing linkages with industries for resource sharing.

10. Improving Internship and placement opportunities for students.