



Shri Vile Parle Kelavani Mandal's



# **USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE**

**(Affiliated to University of Mumbai)**

**NAAC ACCREDITED "A" GRADE**



## **ANNUAL QUALITY ASSURANCE REPORT**

**January 2017 to May 2018**



**USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE**

Bhaktivedanta Swami Marg, Juhu Scheme, Vile Parle (West), Mumbai – 400056

Tel: 022-42332040/41/44

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# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

### 1. Details of the Institution

**1.1 Name of the Institution:**

(\* Refer Annexure 1)

Usha Pravin Gandhi College of Arts,  
Science and Commerce \*

**1.2 Address Line 1:**

Bhaktivendenta Swami Marg

**Address Line 2:**

Juhu Scheme, Vile Parle (West)

**City/Town:**

Mumbai

**State:**

Maharashtra

**Pin Code:**

400056

**Institution e-mail address:**

info@upgcm.ac.in

**Contact Nos.:**

022 42332041/42/44

**Name of the Head of the Institution:**

Dr. Anju Kapoor

**Tel. No. with STD Code:**

022 42332040

**Mobile:**

9820306613

**Name of the IQAC Co-ordinator:**

Ms. Smruti Nanavaty

**Mobile:**

9820588518

**IQAC e-mail address:**

IQAC@upgcm.ac.in

**1.3 NAAC Track ID:**

**MHCOGN24051**

**1.4 NAAC Executive Committee No. & Date:**

*(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)*

EC(SC)/21/A&A/12.1  
Dated 23 January, 2017

**1.4.1 Website address:**

www.upgcm.ac.in

**Web-link of the AQAR:**

[http://upgcm.ac.in/Common/Uploads/TabbedContentTemplate/434\\_Download\\_AQAR201718.pdf](http://upgcm.ac.in/Common/Uploads/TabbedContentTemplate/434_Download_AQAR201718.pdf)

**1.5 Accreditation Details:**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	3.04	2017	5 Years
2	2 <sup>nd</sup> Cycle	---	---	---	---
3	3 <sup>rd</sup> Cycle	---	---	---	---
4	4 <sup>th</sup> Cycle	---	---	---	---

**1.6 Date of Establishment of IQAC:**

19/08/2017

**1.7 AQAR for the year:**

2017 - 2018

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

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

**1.9 Institutional Status**

University                      State     Central     Deemed     Private

Affiliated College              Yes     No

Constituent College            Yes     No

Autonomous college of UGC    Yes     No

Regulatory Agency approved Institution      Yes     No

(e.g. AICTE, BCI, MCI, PCI, NCI)

**Type of Institution**    Co-education     Men     Women

                                  Urban     Rural     Tribal

**Financial Status**            Grant-in-aid     UGC 2(f)     UGC 12B

                                  Grant-in-aid + Self Financing     Totally Self-financing

**1.10 Type of Faculty/Programme**

Arts     Science     Commerce     Law     PEI (Phys Edu)

TEI (Edu)     Engineering     Health Science     Management

Others (Specify)                     

**1.11 Name of the Affiliating University:**

**1.12 Special status conferred by Central/ State Government -- UGC/CSIR/DST/DBT/ICMR etc.**

Autonomy by State/Central Govt. / University	<input type="text" value="No"/>		
University with Potential for Excellence	<input type="text" value="-----"/>	UGC-CPE	<input type="text" value="-----"/>
DST Star Scheme	<input type="text" value="-----"/>	UGC-CE	<input type="text" value="-----"/>
UGC-Special Assistance Programme	<input type="text" value="-----"/>	DST-FIST	<input type="text" value="-----"/>
UGC-Innovative PG programmes	<input type="text" value="-----"/>	any other ( <i>Specify</i> )	<input type="text" value="-----"/>
UGC-COP Programmes	<input type="text" value="-----"/>		

**2. IQAC Composition and Activities**

<b>2.1 No. of Teachers</b>	<input type="text" value="09"/>
<b>2.2 No. of Administrative/Technical staff</b>	<input type="text" value="02"/>
<b>2.3 No. of students</b>	<input type="text" value="06"/>
<b>2.4 No. of Management representatives</b>	<input type="text" value="01"/>
<b>2.5 No. of Alumni</b>	<input type="text" value="01"/>
<b>2.6 No. of any other stakeholder and Community representatives</b>	<input type="text" value="01"/>
<b>2.7 No. of Employers/ Industrialists</b>	<input type="text" value="02"/>
<b>2.8 No. of other External Experts</b>	<input type="text" value="01"/>
<b>2.9 Total No. of members</b>	<input type="text" value="23"/>
<b>2.10 No. of IQAC meetings held</b>	<input type="text" value="02"/>

**2.11 No. of meetings with various stakeholders:** No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

**2.12 Has IQAC received any funding from UGC during the year?** Yes  No   
 If yes, mention the amount

**2.13 Seminars and Conferences (only quality related)**

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

Total Nos.  International  National  State  Institution Level

**(ii) Themes:**

1. State Level Research Methodology and Data Analysis using Advanced Excel, (2-day workshop)
2. International Conference Impact of VUCA world on Education
3. Awareness for Reduce, Reuse and Recycle
4. Fire-fighting skill development for staff and students
5. Innovative skills required in industry

**2.14 Significant Activities and contributions made by IQAC**

- Promotion of Research culture in the organisation through workshops and research paper presentation conferences
- Skill based Faculty Development Program
- Academic Calendar preparation.
- Identifying the needs and suggesting Value Added Programs for the students
- Conducting Academic and Administrative Audits
- IQAC has also contributed in the field of Examination reforms. Proposed appointment of separate team to handle Examination work.
- IQAC has given important contribution to streamline the process of online feedback mechanism. IQAC also analyses teaching – learning feedback from teachers, students and parents
- IQAC has taken initiatives to conducted training programs for students and teachers to use Learning Management Systems for enhancing the quality of teaching-learning process.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Encourage the students and Faculty towards research oriented activities	<ul style="list-style-type: none"> <li>Organised International Conference “Impact of Education in VUCA World ” where faculty members and students presented their research work Faculty members : 09          Students : 06</li> <li>Organised FDP on Research Methodology and Data Analysis using Advanced Excel</li> <li>Faculty presented and published their research work at conferences organised by other institutions : 19</li> </ul>
Research Paper presentations (International Level)	Assistant Prof. Naresh Sukhani published and presented research paper on “ <i>To Study The Efficacy Of Western Dedicated Freight Corridor On The Price Of Petrol In India @ 2020</i> ”, Journal “Research Matrix” ISSN 2321:7073 at KPB Hinduja College & Asha Foundation at Dubai
Academic and Administrative Audit	Academic Audit conducted in April 2018 and Administrative Audit Pending as on June 2018
Faculty Enhancement Program	A Faculty enhancement program was conducted for the teaching and non-teaching staff. An NGO “RUR” was invited to conduct a session of ‘Waste It or Invest It’ to enlighten the staff about the importance of Recycling, Reusing and Reducing waste within the college campus. Also a demonstration of the composting machine was done.

\* *Academic Calendar for June 2017 to May 2018 attached as Annexure II*

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       any other body

**Provide the details of the action taken:**

Administrative Audit is proposed to be conducted in January 2019 as per reschedulement planned in IQAC meeting.  
Approval sought from management for uploading AQAR for the period Jan 2017 to May 2018.



## Criterion – I

### 1. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	--	--	03	--
UG	--	--	04	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	04
Others	--	--	--	--
<b>Total</b>	--	--	<b>07</b>	<b>04</b>
Interdisciplinary	--	--	--	02
Innovative	--	--	--	--

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

- As college is affiliated to University of Mumbai very less flexibility of changing the curriculum.
- College offers various value added courses and arranges various kinds of workshops, seminars and guest lectures to keep the students abreast with latest technologies and trends.
- All Elective options are offered for the UG Programs as well as PG programs.

#### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4 (BMS, BMM, BSCIT, BA-F.T. NMP) 3 (MA- EMA, MSCIT, MCOM – B.M.)
Trimester	Nil
Annual	Nil

#### 1.3 Feedback from stakeholders\*

(On all aspects)

Alumni  Parents  Employers  Students

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

(\*For Analysis refer to Annexure III)

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

Syllabus Revision for First Year received from University of Mumbai and implemented from the academic year 2016-17 and for the Second Year from 2017 – 18.

**1.5 Any new Department/Centre introduced during the year. If yes, give details.**

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

Period	Total	Asst. Professors	Associate Professors	Professors	Others
Jan 2017- May 2017	18	15	01	NIL	01* + 01 <sup>\$</sup>
June 2017- May 2018	17	14	01	NIL	01*+01 <sup>\$</sup>

\* - Principal    \$ - Librarian

#### 2.2 No. of permanent faculty with Ph.D. | | |----| | 02 | |----|

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

Period		Asst. Professors		Associate Professors		Professors		Others		Total	
		R	V	R	V	R	V	R	V	R	V
Jan 2017- May 2017	B.Sc.(I.T.)	09	02	-	-	-	-	-	-	09	02
	B.M.S.	07	-	-	-	-	-	-	-	07	-
	B.M.M.	05	01	-	-	-	-	-	-	05	01
	B.A.	-	01	-	-	-	-	-	-	-	01
June 2017- May 2018	B.Sc.(I.T.)	08	03	-	-	-	-	-	-	08	03
	B.M.S.	06	01	-	-	-	-	-	-	06	01
	B.M.M.	05	01	-	-	-	-	-	-	05	01
	B.A.	-	02	-	-	-	-	-	-	-	02

#### 2.4 No. of Guest and Visiting faculty and Temporary faculty

Period	Temporary	Visiting
Jan 2017- May 2017	05	27*
June 2017- May 2018	04	56*

Note: \* considers module-wise experts invited for conducting sessions in the academic year.

## 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	01	---	---
Presented papers	21	08	---
Resource Persons	---	19	---

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

Some of the major innovative teaching-learning practices adopted by the institute are as follows:

- 'Z to A' approach
- Group reviewing techniques
- Storytelling technique
- Flipped classroom and Role play techniques
- Experiential Learning
- Integrated Teaching Technique

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

198

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

- Implementation of barcode system for increasing confidentiality
- Open book Prelims
- A separate team is appointed for conduct of college exams and result processing.

## 2.9 No. of faculty members involved in curriculum

Restructuring/revision/syllabus development

01

As member of Board of Study/Faculty/Curriculum Development workshop

## 2.10 Average percentage of attendance of students

75%

### 2.11 Course/Programme wise distribution of pass percentage: (Semester VI March / April, 2017)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.M.M.	118	02	83	28	Nil	95.76%
B.M.S.	117	25	77	11	Nil	95.58%
B.Sc.(I.T.)	108	16	69	09	01	87.96%

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

IQAC has constantly endeavoured to apply quality benchmarks for various academic and administrative activities of the institution such as:

1. Designing a curriculum for add-on courses with the objective of bridging the academic-industry gap and suggesting pedagogical techniques to create a learner-centric environment, and acquainting the faculty to adopt the required knowledge and technology for a collaborative teaching and learning process.
2. Arrangement for feedback response from stakeholders like employers, students, parents and alumni for curriculum and quality-related institutional processes.
3. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
4. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
5. Conducting Academic Audit.
6. Recommendation for appointing independent team to manage exam related work.
7. Suggestion box for students placed outside the administrative office and Library to accept suggestions from the students for improving administrative systems, opened by IQAC before the Principal every month.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	06
UGC – Faculty Improvement Programmes	05
HRD programmes	02
Orientation programmes	10
Faculty exchange programme	-----
Staff training conducted by the university	02

Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	03
Others	10

#### 2.14 Details of Administrative and Technical staff

Period	Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
<b>Jan 2017- May 2017</b>	Administrative Staff	12	---	01	04
	Technical Staff	03	---	---	---
<b>June 2017- May 2018</b>	Administrative Staff	11	---	01	01
	Technical Staff	03	---	---	---

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Organized International Conference on “Impact of Education in VUCA World” which was scheduled on 23rd January 2018.
- IQAC and Research Cell organised a Two-day Faculty Development Program on “Research Methodology and Data Analysis using advanced Excel” on 12th and 13th December 2017.

#### 3.2 Details regarding major projects

(Still awaiting 12(b) & 2(f) status)

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

#### 3.3 Details regarding minor projects

(Still awaiting 12(b) & 2(f) status)

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

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	28	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

(Note: The impact factors are declared by respective Journals either as JIF,GIF,SJIF at the time of publication , therefore the impact factors are on different scales)

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-

Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify) (International Conference)	2017-18	Shri Vile Parle Kelavani Mandal	50,000	50,000
Total	-	-	50,000	50,000

**3.7 No. of books published** i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

**3.8 No. of University Departments receiving funds from**

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

**3.9 For colleges** Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

**3.10 Revenue generated through consultancy**

**3.11 No. of conferences organized by the Institution**

Level	International	National	State	University	College
Number	01	-	-	-	-
Sponsoring agencies	-	-	-	-	01

**3.12 No. of faculty served as experts, chairpersons or resource persons**

**3.13 No. of collaborations** International  National  Any other

**3.14 No. of linkages created during this year**



**3.15 Total budget for research for current year in lakhs:**

From funding agency	<input type="text" value="-"/>	From Management of University/College	<input type="text" value="0.5"/>
Total	<input type="text" value="0.5"/>		

**3.16 No. of patents received this year**

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

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

Total	International	National	State	University	Dist	College
-	01	-	-	-	-	-

**3.18 No. of faculty from the Institution who are Ph. D. Guides**

and students registered under them

**3.19 No. of Ph.D. awarded by faculty from the Institution****3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)**

JRF  SRF  Project Fellows  Any other

**3.21 No. of students Participated in NSS events:**

University level  State level   
 National level  International level

**3.22 No. of students participated in NCC events:**

University level  State level   
 National level  International level

**3.23 No. of Awards won in NSS:**

University level  State level   
 National level  International level

### 3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

### 3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="125"/>	Any other	<input type="text" value="02"/>

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

- A talk was held where the students were sensitized to the issues towards the LGBT community on 19<sup>th</sup> Aug 2017. Mr. Ankit Bhuptani LGBT activists and Deepak Kashyap, psychologist were the eminent speakers.
- WDC organised a seminar on “Gender Stereotyping” by Transgender Ms Gauri Sawant a social activist on 19<sup>th</sup> July 2017. More than 100 students and staff attended the event.
- Students of DLLE carried out projects on the theme of ‘Status of Women in Society’ and ‘Career Project’ and won 1<sup>st</sup> Prize in UDDAN Festival where they performed a street play for spreading social awareness on Tourism (‘Atithi Devo Bhava’), conducted by University of Mumbai.
- NSS unit has adopted Kaarav Village, Vangani in 2016 for a period of 3 years.
- Various Swachh Bharat initiatives undertaken by NSS volunteers.
- Tree plantation drive was organised by NSS unit.
- Blood donation camps (twice in a year) organised by NSS Unit.
- NSS volunteers organised teaching activity at BMC Schools.
- Book binding activity undertaken by NSS volunteers and the same is distributed to the children of Kaarav Village.
- Energy Conservation Project undertaken by NSS volunteers.
- Student leadership Programme undertaken by NSS volunteers in Association with IDF NGO.
- Medical camp organised by NSS and WDC volunteers in association with IDF NGO at Kaarav Village.
- WDC students visited Smt. Kumudben Dwarkadas Vora Industrial Home for the Blind.
- Social Outreach Unit organised an exhibition in association with The Indian Mouth & Foot Painting Artists.
- Social Outreach Unit conducted Pro-voter event to encourage the Youth to vote.
- RCUPG conducted various community service projects like “Think Pink” (Breast Cancer Awareness Drive), awareness about clean drinking water amongst slum areas and construction sites, giving away food packets to under privileged children on the eve of Diwali, Organ Donation drive, Old Age Home visit.
- RCUPG conducted their legacy project ‘Mauj-e-Manch’ as community service on 31<sup>st</sup> March, 2018 for under privileged children with fun activities and performances by the volunteers.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	15958.80 SQ MT	—	—	15958.80 SQ MT
Class rooms	16	—	—	16
Laboratories	05	—	—	05
Seminar Halls	*03	—	—	03
No. of important equipment's purchased ( $\geq$ 1-0 lakh) during the current year.	—	—	—	—
Value of the equipment purchased during the year (Rs. in Lakhs)	—	—	—	—
Others	—	—	—	—
Girls Common Room	01	—	—	01
Boys Common Room	01	—	—	01
Gymkhana	01	—	—	01
NAAC/Conference Room	01	—	—	01
Auditorium & Halls	#04	—	—	04
Hostel	02	—	—	02
Gymnasium	01	—	—	01

\*Juhu Jagruti Hall, Seminar Hall & CPA Hall

#Jashoda Rang Mandir, Bhaidas Hall, Santokba Hall & Mukesh Patel Auditorium

#### 4.2 Computerization of administration and library

- All UG and PG admissions for all courses are done online through SAP Module.
- Teaching and Non-Teaching staff is provided with computers of latest configuration.
- The office administration processes are handled through different modules of SAP
- **LMS, Blackboard** is used for providing library information.
- Student feedback is taken and analysed through “Blackboard”.
- Library automation software, LIBSYS is managing information for the library.
- OPAC is used for effective access of library resources.
- E-resources can be accessed by the students and teachers on campus and remotely.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
<b>Text Books and Ref Books</b>	4927	1910676.00	155	99841.00	5082	2010517.00
<b>Journals</b>	04	6010.00	NIL	NIL	04	6010.00
<b>e-Books</b>	148976	Rs.*	NIL	NIL	148976	Rs.*
<b>Magazines</b>	19	25204.00 (p.a.)	NIL	NIL	19	25204.00 (p.a.)
<b>e-Journals</b>	37065	Rs.*	NIL	NIL	37065	Rs.*
<b>Digital Database</b>	43	Rs.*	NIL	NIL	43	Rs.*
<b>CD &amp; Video</b>	329	102602.00	13	8412.00	342	111014.00
<b>Others (specify)Newspaper</b>	15	22986.00 (p.a.)	NIL	NIL	15	22986.00 (p.a.)

Note: Rs.\* -- Resource Sharing

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer and Electronic Labs and Studios	Internet	Browsing Centres	Computer Centres	Office	Departments (Staff Room)	Smart Room	Library
<b>Existing</b>	<b>146</b>	102	146	03	01- File Server	16	04	16	05
<b>Replaced</b>	<b>83</b>	42	-	-	-	16	04	16	05
<b>Total</b>	<b>146</b>	102	146	03	01- File Server	16	04	16	05

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

##### 1) Computers Total = 146

A) HP AIO = 84

B) DELL 390 = 18

C) Dell 3050 = 42

D) Apple I MAC Pro = 02

##### 2) Internet Access = Airtel 100Mbps, Reliance 80 Mbps, Blazenet 120 Mbps, NKN 100 Mbps.

##### 3) Training to Teachers and Students and any other programme for the technology up-gradation (Networking, e-Governance etc.)

- Biometric attendance system for Staff and student attendance maintained in SAP
- SLCM is maintained in SAP
- Advanced Blackboard training given to staff and students
- WIFI enabled campus
- Controlled internet access is provided to staff and students through dedicated firewalls
- Providing access to Blackboard LMS through the Blackboard App on the Android Play-store
- Dedicated Apple MAC Pro with Pro Tools and Adobe Creative Suite for editing and recording
- SAP training for ABAP module provided to two teachers from IT department
- Computer system upgraded after every five years as per SVKM IT policy

**4.5 Amount in Lakhs Sent on maintenance in Lakhs:**

1. ICT	Rs. 1766000/-
2. Campus Infrastructure and Facilities	Rs. 57645000/-
3. Equipment	Rs. 255000/-
4. Others (Gymkhana and repairs and maintenance)	Rs. 4934861/-
5. Total	Rs. 64600861/-

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

##### **IQAC spreads awareness about the various Student Support Services available in college:**

Every Year Orientation is organised for FY students for detailed orientation regarding Courses and functioning of college:

- Government scholarships and free ships
- Cash awards were initiated for final year meritorious students of UG and PG and One Best Student Award.
- Consideration to pay fee in Instalments
- Financial help by institutions
- Accidental Insurance
- On-campus Medical Assistance with full time Doctors
- Professional Counsellor is appointed to counsel students for academic and personal assistance
- Competency building through Peer learning with Buddy Programme
- IQAC organises Alumni Activities regularly to update student progression data
- Alumni are invited as Guest speakers to share their experiences with current students
- Industry Experts are invited as Guest Speakers
- Soft Skills training and Value added courses are conducted to enhance the employability of students
- Health and Nutrition Seminars for Students
- Remedial coaching
- Career guidance offered by Placement Cell and Competitive exam guidance
- Seeking suggestions from students through feedback and suggestion box

#### 5.2 Efforts made by the institution for tracking the progression

- The institution consistently makes the efforts and guides the students to reach higher goals in their life to pursue higher academics and jobs.
- Career guidance by placement cell and aptitude test and career counselling by career counsellor
- Tracking the result progression of every student from their admission to graduation through SLCM (Student Life Cycle Management)
- Year wise and subject-wise comparative analysis of Result
- Dedicated Controller of Examination and devoted staff members appointed for examination work, result preparation and analysis

**5.3 (a) Total Number of students**

UG	PG	Ph. D.	Others
1163	215	---	---

**(b) No. of students outside the state**

51 (FY UG and Part-I PG)
-----------------------------

**(c) No. of international students**

09
----

**Men**

No	%
04	44.44

**Women**

No	%
05	55.55

Last Year (2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1172	03	--	07	07	1189	1337	05	--	17	19	1378

**Demand ratio**

Course	Applications Received	Seats Available	Demand Ratio
<b>M.Com.</b>	209	60	1:3
<b>M.Sc.(I.T.)</b>	88	40	1:2
<b>M.A.</b>	87	60	1:1
<b>B.A.</b>	221	60	1:4
<b>B.Sc.(I.T.)</b>	511	120	1:4
<b>B.M.S.</b>	1915	120	1:16
<b>B.M.M.</b>	946	120	1:8

**Dropout % UG: 1.34% PG: 24.24%** (considering students applying for education abroad after 16years)



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

- MCA Entrance examination

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc.  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

The details of the counselling sessions are confidential and the respective files can be provided by the counsellors on demand in their presence

No. of students benefitted

#### 5.7 Details of campus placement

<i>On campus</i>						<i>Off Campus</i>	
Number of Organizations Visited		Number of Students Participated		Number of Students Placed		Number of Students Placed	
16-17	17-18	16-17	17-18	16-17	17-18	16-17	17-18
77	35	129	110	65	86	--	--

#### 5.8 Details of gender sensitization programmes

Sr.no.	Name of the Event	Date	Guest Speaker	Organised By
1	"Gender Stereotyping"	19 <sup>th</sup> July, 2017	Ms. Gauri Sawant (Sakhi Char-chowghi Trust)	Women Development Cell
2	"Sexual Harassment and Gender Sensitisation"	18 <sup>th</sup> August, 2017	Ms. Ashwini Syed (Safecity NGO)	Women Development Cell
3	Pride Talk during Pride Week (Awareness about LGBT community)	14 <sup>th</sup> to 19 <sup>th</sup> August, 2017	Mr. Deepak Kashyap, Mr. Harish Iyer, Mr. Ankit Bhuptani	Social Outreach Unit

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events (2017-18)

State/ University level  National level  International level

No. of students participated in cultural events (2017-18)

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

S.No.	Name of the student/ Team	Name of the event	Date	Position	Level
1.	Mr.Geetank Mehta	Tennis (Men Doubles)	April 24, 2017	Runner-up	University level
2.	Mr.Nikhil Passi	Tennis (Men Doubles)	April 24, 2017	Runner-up	University level
3.	Ms. Asha Thakkar	Spot Photography (Youth festival)	September 2017	Fourth position	University level
4.	Drama Team – “DOR”	IPTA - ICDC	September 2017	Second Best Production (Manmohan Krishna Trophy)	IPTA Mumbai chapter
5.	Mr.Rishabh Joshi	IPTA - ICDC	September 2017	Best Actor (A.K.Hangal Trophy)	IPTA Mumbai chapter
6.	Drama Team – “DOR”	Bhausahed Hindi Ekanki Natya Spardha	March 2018	Second Best Play	National level
7.	Mr.Rishabh Joshi	Bhausahed Hindi Ekanki Natya Spardha	March 2018	Best Actor (Sanjeev Kumar Trophy)	National level

### 5.10 Scholarships and Financial Support (2016-17)

	Number of students	Amount (Rs.)
Financial support from institution	01	22,521
Financial support from government	06 (Jain) GOI -Post Matric Scholarship Scheme Minority CS	The amount is credited to the beneficiary's account directly

### Scholarships and Financial Support (2017-18)

	Name of the scholarship scheme	Number of students	Amount
Financial support from institution	The Goodness Ripple Project (Private Individuals)	02	(23,831 + 25,981)
Financial support from government	1. GOI -Post Matric Scholarship Scheme Minority CS	14 (Jain)	The amount is credited to the beneficiary's account directly.
	2. Minority Scholarship	06	
	3. EBC scholarship	01	
	4. Department of Students' Development, University of Mumbai	02	

### 5.11 Student organised / initiatives (2017-18)

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

\* Organised by students at Institutional Level

S.No.	Event	Date	Department
1.	Photography Exhibition	March 22, 2017	B.M.M.
2.	Technovation exhibition	June 17, 2017	Department of Information Technology
3.	Bazaar-e-UPG	January 30 and 31, 2018	B.M.S.

### 5.12 No. of social initiatives undertaken by the students

- NSS unit of the college has adopted Kaarav Village, Vangani in 2016 for a period of 3 years
- Various Swatch Bharat initiatives undertaken by NSS volunteers
- Tree plantation drive organised by NSS unit
- Blood donation camps (twice in a year) organised by NSS unit
- NSS volunteers teach at BMC School
- Book binding activity undertaken by NSS volunteers and the same is distributed to the children of Kaarav Village
- Energy Conservation Project undertaken by NSS volunteers
- Student leadership Programme undertaken by NSS volunteers in Association with IDF NGO
- Medical camp organised by NSS and WDC volunteers in association with IDF NGO at Kaarav Village
- WDC students visited Smt. Kumudben Dwarakadas Vora Industrial Home for the Blind
- Social Outreach Unit organised an exhibition in association with The Indian Mouth & Foot Painting Artists
- Social Outreach Unit conducted Pro-voter event to encourage the Youth to Vote
- RCUPG conducted various community service projects like “Think Pink” (Breast Cancer Awareness Drive), awareness about clean drinking water amongst slum areas and construction sites, giving away food packets to under privileged children on the eve of Diwali, Organ Donation drive, Old Age Home visit.
- RCUPG conducted their legacy project ‘Mauj-e-Manch’ as community service on 31<sup>st</sup> March, 2018 for under privileged children with fun activities and performances by the volunteers.

### 5.13 Major grievances of students (if any) redressed: Not Received

## Criterion – VI

### **6. Governance, Leadership and Management**

#### **6.1 State the Vision and Mission of the institution**

**VISION:**

The institution strives to empower students with knowledge and skills in their chosen fields, by providing opportunities to realize their potential by motivating them towards community linked initiatives, thereby shaping them into future leaders.

**MISSION:**

To inculcate life skills by providing value based education and nurturing a scientific spirit of enquiry in the young minds.

#### **6.2 Does the Institution has a management Information System**

Yes. The institution is using SAP and important procedures such as admission, purchase, budgeting, wage and salary administration etc. Are undertaken through SAP

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

##### **6.3.1 Curriculum Development**

The curriculum for all the university courses is pre designed. College is offering value added courses in the following areas:

- Digital Marketing
- Graphic Designing
- Social Media Marketing
- Stock Market Course

The curriculum for the above courses was developed by the college.

- College also provides soft skills training to its students and the faculty members who provide soft skills training also participate in the development of the modules of the training syllabus.

##### **6.3.2 Teaching and Learning**

- ICT infrastructure in the classroom is provided with latest updates like Computer, Projector and Wi-Fi Connectivity to make teaching learning as interactive as possible.
- Management in association with IQAC organizes an induction program for newly appointed staff members.

### 6.3.3 Examination and Evaluation

- A dedicated team is appointed for conduction of all examination result processing.
- Introduction of Bar Code system to enhance masking for FY and SY examinations from March 2018.

### 6.3.4 Research and Development

- International Conference was conducted on 23 January, 2018 on the theme “Impact on Education in VUCA World.”
- IQAC and Research Cell organised a Two-day Faculty Development Program on “Research Methodology and Data Analysis using advanced Excel” on 12th and 13th December 2017.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is updated with latest editions of the existing books. In addition, subscriptions to E-Journals are ensured.
- All required soft wares and equipment as per the syllabus are purchased and made available to the students

### 6.3.6 Human Resource Management

- Career Advancement Scheme is in place for the eligible teaching staff members.
- Medical insurance facility is provided to all the staff and their family members (spouse and two children)
- All regular staff is covered under the scheme of PF and EPF
- Accidental insurance for all staff
- All the faculty members undergo a self-Appraisal of their academic and non - academic performance by filling a self-appraisal form at the end of every academic year. The same is further appraised by respective course coordinators and finally by the Head of the Institution.

### 6.3.7 Faculty and Staff recruitment

- Recruitment to both teaching and non-teaching staff members is conducted as per University of Mumbai regulations
- Conducting classroom demonstration in addition to the formal interview for teaching staff members
- Aptitude test conducted for non-teaching staff members

### 6.3.8 Industry Interaction / Collaboration

- Placement Cell of the college is highly active in getting the companies to the campus for the placements.
- Academic departments regularly invite the industry representatives for guest lectures. The same practice is continued
- Arranging industrial visits to experience the industrial processes first hand.
- Arranging visits and Interactive sessions at NCPA, Kala-Ghoda festival, Jahangir Art Gallery and PSI (Photographic Society of India) for students of Photography.
- Video conferencing session on ‘Can Machines have Real Intelligence?’ By Dr. Ravi Gomanthan from UC Berkely, USA arranged for students of M.Sc.I.T. at Institute of Information Science and Technology, ISKCON Temple, Juhu.

### 6.3.9 Admission of Students

- Online applications are invited for UG and PG courses and merit list is prepared and declared online, following which admission process is completed subject to validation, as per the schedule declared by University of Mumbai.
- Online Merit List prepared category wise as per guidelines issued by University of Mumbai for all courses.
- Vacant seats are filled up considering the general merit list.

## 6.4 Welfare schemes for

### A) Teachers:

- Medical and accident insurance cover provided by the management
- All regular staff is covered under the scheme of PF and EPF
- Pension scheme introduced for teachers of unaided courses
- An in-house Doctor is available during the college working hours
- Duty leaves granted for attending Orientation and Refresher courses
- Fee concession provided to staff whose children are studying in any SVKM institution
- Ambulance service provided to all staff
- Foreign Travel funding for Research work
- Fitness centre facility made available on request.
- Faculty Incentives like Loyalty Bonus provided to faculty members.

### B) Non-teaching:

- Medical and accident insurance scheme provided by the management
- All regular staff is covered under the scheme of PF and EPF
- An in-house Doctor is available during the college working hours
- Ambulance service provided to all staff
- Fitness centre facility made available on request.
- Self-appraisal is done by all the staff members

### C) Students:

- Free ships and scholarships provided
- Accidental Insurance provided as per University of Mumbai norms
- Institutional scholarships are being provided to meritorious students
- In-house Doctor is available during college working hours
- A full time Counsellor available for personal counselling
- Medical insurance is available to students as per University of Mumbai Norms
- Fitness centre facility made available on request.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Associate Level Professor from other Institutions	Yes	IQAC Coordinator and Principal
Administrative	Pending, rescheduled in January 2019 with permission from the Principal			

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

For UG Programmes Yes \* No

For PG Programmes # Yes  No

\* Examinations conducted by College on behalf of University of Mumbai

# Examination Results declared by University of Mumbai

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

#### Efforts by University of Mumbai:

- Online assessment for Third Year examinations
- Centralized paper setting for FY and SY
- OSM introduced in April 2017

#### Efforts by College:

- Barcode system is introduced for enhancing marking
- A separate team is appointed for handling the conduction of examination and result processing



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

- Maharashtra State Public University act empowers University of Mumbai to grant the autonomy status to affiliated colleges.
- The applications from affiliated colleges with Grade 'A' in two consecutive NAAC cycles with increasing CGPA. are favourably considered by the University of Mumbai for autonomy.

### **6.11 Activities and support from the Alumni Association**

Alumni Association was registered on 26<sup>th</sup> September 2016

Members of Alumni Association conducted following activities:

- Lectures for existing students on the topics such as digital marketing, PR in Entertainment industry etc.
- IT Project exhibition, 'Technovation' (June 2017)
- A member of Alumni Association was invited as a chief guest at college event, Techvanza (Dec 2017)

### **6.12 Activities and support from the Parent – Teacher Association**

- Attendance committee has a regular interaction with parents for attendance matters as well as performance related issues
- Feedback from parents regarding functioning of the institution is taken and analysed annually for taking necessary actions on the suggestions

### **6.13 Development programmes for support staff**

- Faculty enhancement program on 'Personal Energy Management' conducted in October 2017.
- Soft Skills Training sessions for support staff was conducted by Prof. Madhuvanti Date and Prof. Sriram Deshpande in January 2018 on the following topics:
  - Etiquettes at workplace
  - Communication skills
- Fire-fighting training is provided to Staff twice in each academic year.

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

- Faculty Enhancement Program on "Waste Decomposition" in the month of April 2018
- Ganesh Chaturthi Festival was celebrated in eco-friendly manner, spreading awareness amongst students about environmental issues

## Criterion – VII

### 7. Innovations and Best Practices

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

1. In order to engage with the community around the college students of UPG introduced one of its kind Literature festival in 2017-18. The objective was to enhance and enrich student's literary inclinations. The festival covered new elements of poetry, drama theatre, book reading sessions, panel discussions, etc. by inviting renowned names from each of the fields and celebrated literature in the new age modern forms.
2. Barcoding the answer papers was introduced for the first time in the academic year 2017-2018 in order to have transparency and to increase confidentiality.
3. New and improved modules have been introduced in "Blackboard" LMS.

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

All the plans proposed during the of the year as mentioned in 2.15 as in Part A, were completed successfully.

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

1. Initiative for the community project "Waste It or Invest It" under the banner of the Social Outreach Unit undertaken by the college to sensitise students and staff to Reduce, Reuse and Recycle waste.
2. Appointment of dedicated Controller of Examination and exam team to look after conduction of examination and results processing.

*\*Details provided in Annexure IV*

**7.4 Contribution to environmental awareness / protection**

- A Faculty enhancement program was conducted for the teaching and non-teaching staff. An NGO "RUR" conducted a session to enlighten about the importance of recycling, reusing and reducing waste within the college campus. Also a demonstration of the composting machine was done.
- Students are encouraged to undertake the projects on various issues of environment studies
- A guest speaker was invited to conduct a seminar on 'Waste It or Invest It' in the college campus for "Reduce, Reuse and Recycle
- Field visit conducted to Sanjay Gandhi National Park in order to sensitize students about nature.
- Ganesh Chaturthi Festival was celebrated in eco-friendly manner, spreading awareness amongst students about environmental issues

7.5 Whether environmental audit was conducted? Yes  -- No

**7.6 Any other relevant information the institution wishes to add. (for example, SWOT Analysis)**

- Departmental SWOC analysis was presented during the academic audit by each department.
- To plan and conduct institutional Gender Audit.
- An international conference was organised on the theme “Impact on education in the VUCA World.” By the Research Cell and IQAC of the College on 23<sup>rd</sup> January 2018. International Speaker Prof Alun Hardman from the Cardiff University, UK conducted a session.
- A symposium was conducted with speakers such as Ms Kritika Saxena (Beaureu Chief CNBC), Dr Rajan Saxena (VC NMIMS University), Dr Alun Hardman (Cardiff University), Mrs Avnita Bir (Principal, Poddar School).
- Perspective plan for the next academic year was presented by the Head of Institute in CDC.
- A talk was held where the students were sensitized to the issues towards the LGBT community on 19<sup>th</sup> Aug 2017. Mr. Ankit Bhuptani LGBT activists and Deepak Kashyap, psychologist were the eminent speakers.
- WDC organised a seminar on “Gender Stereotyping” by Transgender Ms Gauri Sawant a social activist on 19<sup>th</sup> July 2017. More than 100 students and staff attended the event.
- DLLE won 1<sup>st</sup> Prize in UDDAN Festival conducted of University of Mumbai.
- Adopted a Village at Vangani by NSS for the development of Tribal people.
- All the faculty members undergo a self-Appraisal of their academic and non -academic performance by filling a self-appraisal form at the end of every academic year. The same is further appraised by respective course coordinators and finally by the Head of the Institution.

**Annexure I – College Name Change Acceptance Letter from University of Mumbai**

Pc-1/Data E/MC/ATR

**University of Mumbai**



**URGENT/BY SPEED POST**

No. Aff./ICD/17-18/2108

Mumbai- 400 032.

16<sup>th</sup> February, 2018.

To,  
The Principal,  
Shri Vile Parle Kelvani Mandal's,  
Usha Pravin Gandhi College of Management,  
Bhaktivedanta Swami Marg,  
Juhu Scheme, Vile Parle (W),  
Mumbai-400 056.

Sub:-Your application for Change in the name of college.

Sir/Madam,

With reference to your application No. UPGCM/512/2016 dated 12<sup>th</sup> July, 2016 for change of name of college from "SVKM's Usha Pravin Gandhi College of Management to SVKM's Usha Pravin Gandhi College of Arts, Science and Commerce". I am directed to inform you that the said application has been placed before the Management Council at its meeting held on 17<sup>th</sup> May, 2017 vide item No. 54 when the council **resolved** as under:-

**"It is resolved that, the proposal received from the Principal, Shri Vile Parle Kelvani Mandal's, Usha Pravin Gandhi College of Management, Bhaktivedanta Swami Marg, Juhu Scheme, Vile Parle (W), Mumbai-400 056, for change of name of college from "SVKM's Usha Pravin Gandhi College of Management to SVKM's Usha Pravin Gandhi College of Arts, Science and Commerce". is accepted."**

In pursuance-of the above resolution of the Management Council, I am to inform you that the proposal received from the Principal, Shri Vile Parle Kelvani Mandal's, Usha Pravin Gandhi College of Management, Bhaktivedanta Swami Marg, Juhu Scheme, Vile Parle (W), Mumbai-400 056 for change of name of college from "SVKM's Usha Pravin Gandhi College of Management" to "SVKM's Usha Pravin Gandhi College of Arts, Science and Commerce" **is accepted.**

Yours faithfully,  
Sd/-  
(Deepak Wasave)  
Deputy Registrar  
Affiliation Section

Encl: LIC Report

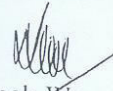
2/-

**A] Copy forwarded with compliments for information to:-**

- ✓ 1) The Secretary, to the Government of Maharashtra Higher & Technical Education, Mantralaya Annexe, Mumbai-400 032.
- 2) The Director, Higher Education, Central Building, Maharashtra State, Pune-411 001.
- 3) The Director, Directorate of Technical Education, 3, Mahapalika Marg, Mumbai-400 001.

**[B] Copy forwarded for information and necessary action if any, to –**

- 1) The Offg. Director of Board of Examinations & Evaluation, M. J. Phule Bhavan, Vidyanagari Campus, Santacruz (E), Mumbai-400 098.
- 2) The Deputy Registrar, Academic Authorities Unit, for information and with a request to treat this as action taken on resolution passed by the Management Council at its meeting held on 17<sup>th</sup> May, 2017 vide item No. 54.
- 3) The Deputy Registrar, Eligibility and Enrolment Section, Dr. Ambedkar Bhavan Vidyanagari Campus, Santacruz (E), Mumbai-400 098.
- 4) The Assistant Registrar, Academic Planning and Development, University of Mumbai, Fort, Mumbai-400 032.
- 5) The Superintendent, Statistical Unit, University of Mumbai, Fort, Mumbai-400 032.

  
(Deepak Wasave)  
Deputy Registrar  
Affiliation Section



**Annexure II – Academic Calendar for Academic Year June 2017 - May 2018**

**ACADEMIC CALENDER FOR SEMESTER - I / III / V**  
05th June, 2017 to 14th October, 2017

SR. No.	Month	Total No. of Days in Month	No. of Working Days	No. of Teaching Days	No. of Holidays	Dates of Holidays	No. of Non-instructional Days	Period of Non Instructional Days	Remarks
1	Jun-17	30	22	22	5	4 Sunday 26/6 : Ramzan Id			College reopens for the list Term on 05/06/17 "Technovation" an exhibition of B.Sc.(I.T.) and M.Sc.(I.T.) projects on 17/06/2017 22/06/2017 International Yoga Day
2	Jul-17	31	26	26	5	5 Sunday			Orientation Programme for First Year B.M.M., B.M.S., B.Sc.(I.T.) and B.A. (FTNMP) on 06/07/2017 Celebrating College Foundation Day on 17/07/2017
3	Aug-17	31	21	21	8	4 Sunday 15/8 : Independence Day 17/8 : Pateti Mid-term break from 25/8 to 31/8			
4	Sep-17	30	24	24	6	4 Sunday 02/09 : Bakri Id,			04/09/2017 to 06/09/2017 Internal examination for M.Sc.(I.T.) Part – II, Sem – III 11/09/2017 to 13/09/2017 Internal examination for F.Y.Sc.(I.T.) Sem – I 27/09/2017 to 05/10/2017 A.T.K.T. examination for Rev. & Old courses of B.Sc.(I.T.) Sem – I, II, III & IV 27/09/2017 to 04/10/2017 Additional examination for F.Y.B.Sc.(I.T.) Sem – II 29/09/2017 to 04/10/2017 Repeat Internal examination for B.Sc.(I.T.) Sem – I, II, III & IV 11/09/2017 to 13/09/2017 Internal examination for F.Y.B.M.S. Sem – I

*She*  
14/10/2017

**ACADEMIC CALENDER FOR SEMESTER - I / III / V**  
05th June, 2017 to 14th October, 2017

SR. No.	Month	Total No. of Days in Month	No. of Working Days	No. of Teaching Days	No. of Holidays	Dates of Holidays	No. of Non-instructional Days	Period of Non Instructional Days	Remarks
5	Oct-17	31	13	13	3	2 Sunday 2/10: Gandhi Jayanti			27/09/2017 to 05/10/2017 A.T.K.T. examination for Rev. & Old courses of B.Sc.(I.T.) Sem – I, II, III & IV 27/09/2017 to 04/10/2017 Additional examination for F.Y.B.Sc.(I.T.) Sem – II 29/09/2017 to 04/10/2017 Repeat Internal examination for B.Sc.(I.T.) Sem – I, II, III & IV 29/09/2017 to 14/10/2017 Preliminary examination for T.Y.B.Sc.(I.T.) Sem – V 05/10/2017 to 11/10/2017 Practical examination for T.Y.B.Sc.(I.T.) Sem – V 11/10/2017 to 16/10/2017 Practical examination for S.Y.B.Sc.(I.T.) Sem – III

NOTES:  
a) 90 days of teaching are completed on 14/10/2018.

*She*  
14/10/2017  
IQAC Co-ordinator

*Alkapoor*  
Principal 14/10/2017

**ACADEMIC CALENDER FOR SEMESTER - II / IV / VI**  
09/11/2017 To 30/04/2018

SR. No.	Month	Total No. of Days in Month	No. of Working Days	No. of Teaching Days	No. of Holidays	Dates of Holidays	No. of Non-instructional Days	Period of Non Instructional Days	Remarks
1	November, 2017	30	19	11	4	4 Sunday	8	20/11/2017 To 28/11/2017	FY BMM/BMS/BSCIT/BA - Sem. I Examination * Start Let. Date : 29/11/2017
						04/11/2017 Guru Nanak Jayanti	8	09/11/2017 To 17/11/2017	SY BMM/BMS/BSCIT/BA - Sem. III Examination * Start Let. Date : 20/11/2017
							7	08/11/2017 To 14/11/2017	TYBMM - Sem. V Examination * Start Let. Date : 20/11/2017
							8	13/11/2017 To 20/11/2017	TYBMS - Sem. V Examination * Start Let. Date : 22/11/2017
							8	20/11/2017 To 28/11/2017	TYBScIT - Sem. V Examination * Start Let. Date : 29/11/2017
2	December, 2017	31	19	19	12	5 Sunday			
						01/12/2017 Eid-E-Milad, Un Nabi			12/12/2017, 13/12/2017 FDP on "Research Methodology"
						25/12/2017 To 31/12/2017			Christmas Break
						26/12/2017			Winter Break
3	January, 2018	31	25	21	5	4 Sunday	3	Aahan- 8th, 9th, 10th January, 2018	
						01/01/2018 New Year	1	Conference - 23/01/2018	International Conference, Theam: education
						26/01/2018 Republic Day			
4	February, 2018	28	22	21	6	4 Sunday	1	24/02/ OR 10/03/2017 - Annual Day	As per availability of Bhaidas Hall
						13/02/2018 Mahashivratri			
						19/02/2017 Shivaji Jayanti			

**ACADEMIC CALENDER FOR SEMESTER - II / IV / VI**  
09/11/2017 To 30/04/2018

SR. No.	Month	Total No. of Days in Month	No. of Working Days	No. of Teaching Days	No. of Holidays	Dates of Holidays	No. of Non-instructional Days	Period of Non Instructional Days	Remarks
5	March, 2018	31	24	20	7	4 Sunday	4	Considering Exams to Start from 25th March, 2018	Considering Exams to Start from 25th March, 2018
						2/3/2018 Holi (2nd Day)			
						29/03/2018 Mahavir Jayanti			
						30/03/2018 Good Friday			
6	April, 2018	30	23	0	2	5 Sunday			Semester end & University Exams
						14/4/2018 Dr. Ambedkar Jayanti			Answers Paper Checking
						30/4/2018 Buddha Purnima			Projects, Practicals
									Academic Audit for the period of January, 2017 to March, 2018

**NOTES:**

- The above calendar has not taken into consideration the internal examination.
- Assuming that the university will schedule the FY / SY / TY exams for all programs in the month of April only, appeals the last date of lectures is kept as 24th March which gives us 19 clear working days for attendance
- The above calendar may change depending upon the dates when additional and ATKT exams are announced.
- 90 teaching days for Even Semesters are completed on 24/03/17. Semester End Examinations of Sem. II / IV / VI can commence from 25/03/17 so that the assessment and moderation can be completed by 7th April 2017.

*[Signature]*  
14/10/2017  
IQAC Co-ordinator

*[Signature]*  
Principal  
14/10/2017

**Annexure III – Feedback from different Stakeholders with Analysis**



SHRI VILE PARLE KELAVANI MANDAL'S  
**USHA PRAVIN GANDHI COLLEGE OF MANAGEMENT**  
 Bhakti Vedanta Swami Marg, North-South Road No. 1,  
 Juhu Scheme, Vile Parle (West), Mumbai 400 056.  
 NAAC Accredited "A" Grade



**Parent Feedback Form (2017-18)**

Dear Students,

Ever since its inception, the college has been striving to empower students with knowledge and skills in their chosen fields by providing opportunities to realize their full potential.

We at the Department of \_\_\_\_\_ request you to share your views. We strive very hard to provide the best possible education, but always value your opinions on how we could get better. Please spare a few moments to answer the following questions. If you wish, you can provide your name just below.

Sr. No.	Name	Strongly Agree	Agree	Don't Know	Strongly Disagree	Disagree	No Comments
1	My child feels happy to be at college.						
2	My child has made good academic progress in this college.						
3	I feel the curriculum has well-defined objectives.						
4	The department ensures discipline amongst the students.						
5	The college infrastructure is at par with international standards.						
6	Faculty members are competent and sincere.						
7	Faculty members respond well to any concerns of students.						
8	Faculty members cater to the overall development of persona of student.						
9	Innovative teaching methodologies used.						
10	Students are motivated for research.						

Suggestions if any:

\_\_\_\_\_

\_\_\_\_\_





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### Alumni Feedback

Dear Students,

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Sr. No.	Name	Strongly Agree (5)	Agree (4)	Don't know (3)	Disagree (2)	Strongly Disagree (1)	No Comments (0)
1	College environment is conducive for learning.						
2	College infrastructure is at par with international standards.						
3	The faculty caters to the overall development of persona of students						
4	Fee Structure is as prescribed by University of Mumbai.						
5	Adequate support material and facilities provided for teaching-learning.						
6	College offers soft-skills training and placement opportunities.						
7	Well-equipped library and access to online resources.						

Suggestions if any:

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Dec - 2016



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### Student Feedback (2017-18)

Dear Students,

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Suggestions if any:

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**Employer Feedback (2017-18)**

*Thank you for your valuable time and cooperation in making our College Placement Event a huge success. Hope the entire experience was satisfying and met with your expectations. We appreciate your feedback which will help us improve the placement process in delivering quality students.*

*Please give your feedback as per scale below*

Rating scale	Poor	Average	Good	Very Good	Excellent
	1	2	3	4	5

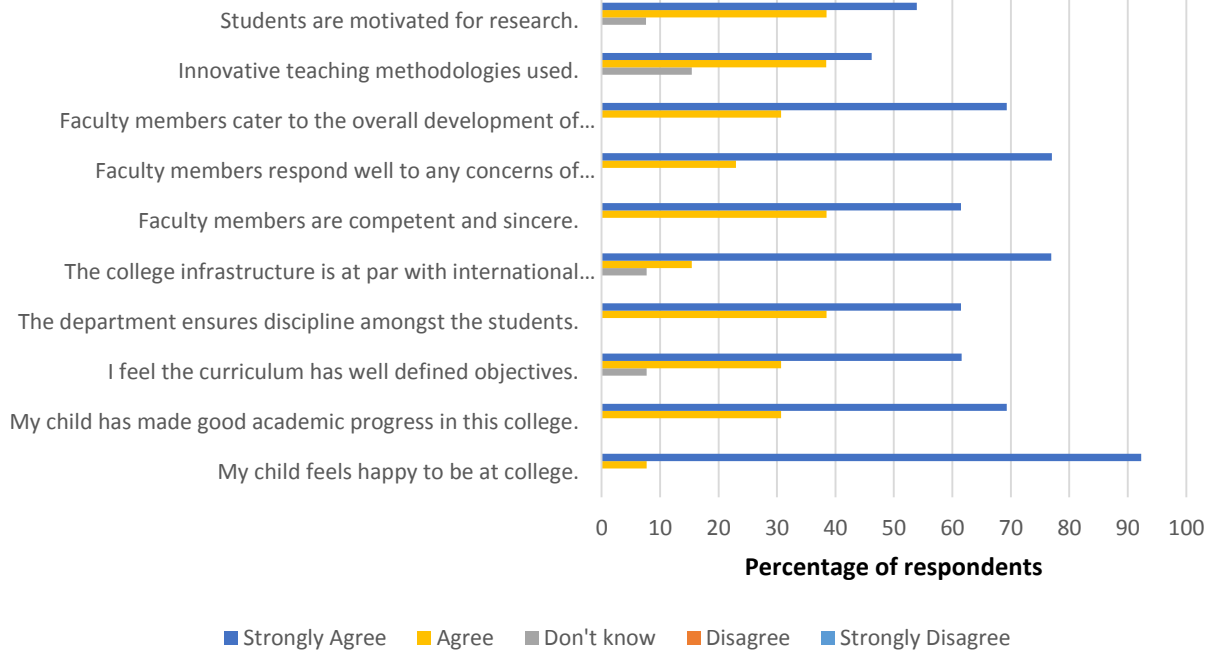
How would you rate the quality of students as per the below parameter?	Rating
Planning	
Infrastructure	
Interaction with Placement Cell	
Refreshments	
Communication Skills	
Decision making ability	
Time management	
Problem solving	
Taking initiative / responsibility	
Teamwork ability	
Subject knowledge	
Industry update	
Dress etiquette	

Any other comments/feedback: \_\_\_\_\_  
 \_\_\_\_\_

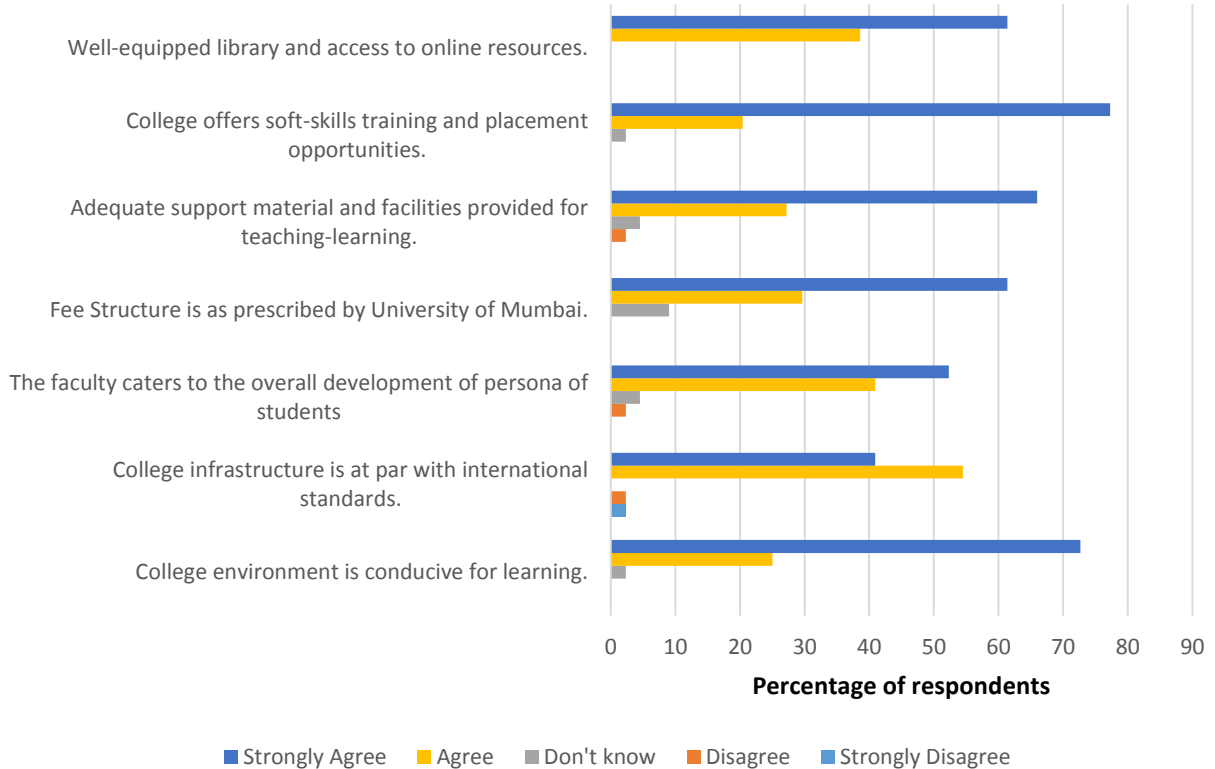
Name of the Person: \_\_\_\_\_

Name of the Company: \_\_\_\_\_

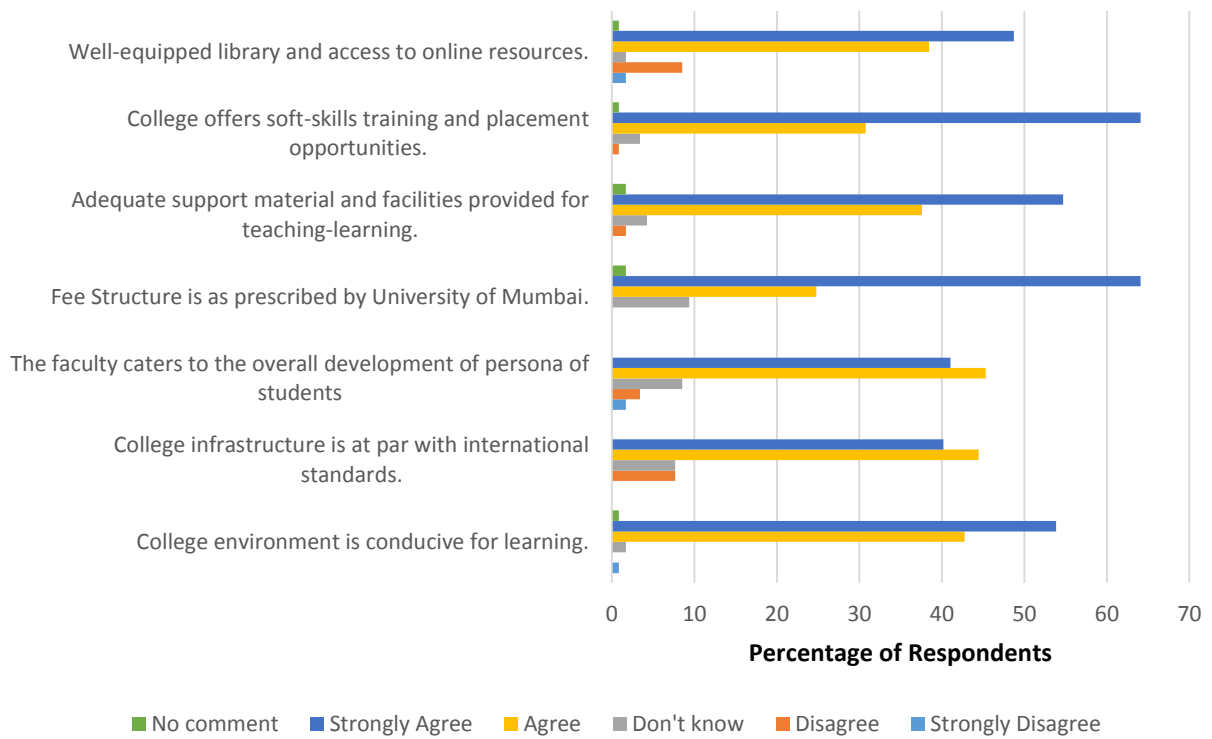
### Parent's Feedback



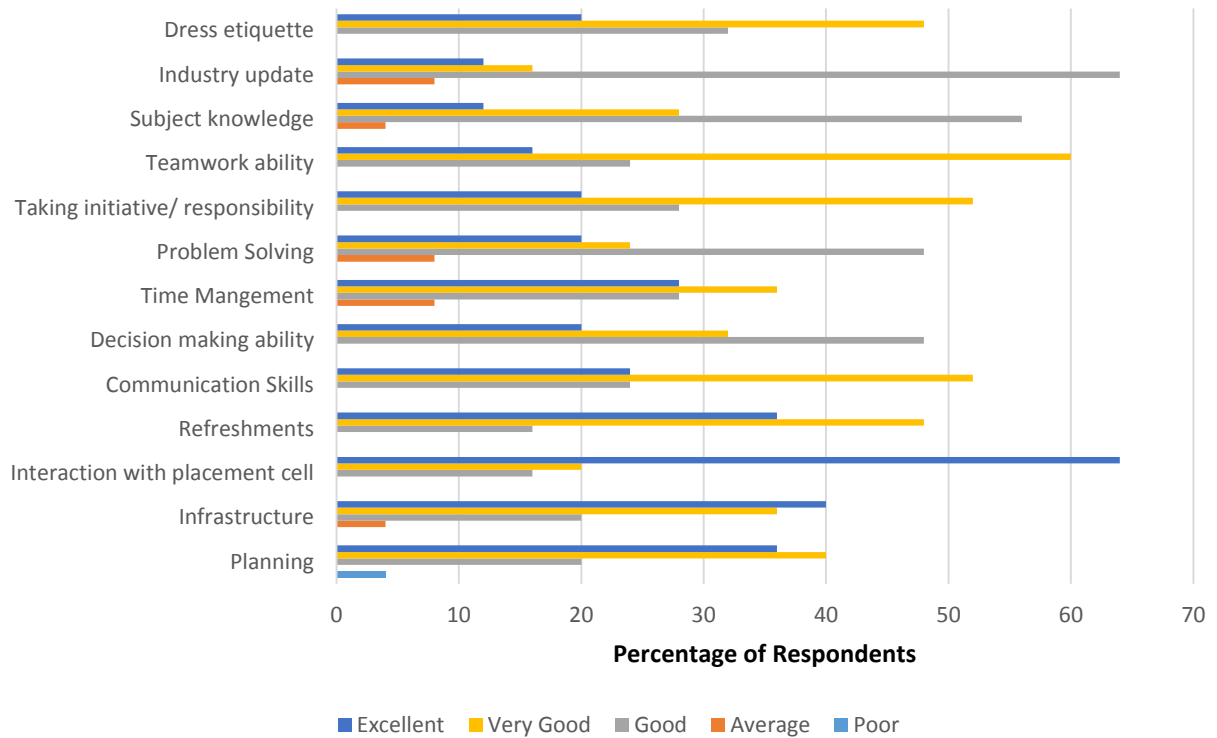
### Alumni Feedback



### Student Feedback



### Employer's Feedback





#### **Annexure IV - Best Practices**

1. **Title of Practice:** *Initiative for the community project “Reduce, Reuse and Recycle”* under the banner of the Social Outreach Unit undertaken by the college.

- **Goal:**

- To create a sense of awareness among the students and staff of UPG the importance of reducing, reusing and recycling.
- To improve and increase the efficiency of waste recycling management in the college.
- To make the campus a zero waste campus.

- **The Context:**

- The students of UPG college under the banner of Social Outreach Unit undertook the job of
  - Reducing the waste produced in the college
  - Reusing the waste created in the college
  - And recycling the waste in the college
- This is done keeping in mind the tons of waste produced by the college and working towards a sustainable solution for the same.

- **The Practice:**

- The first initiative of the social outreach unit was to tie up with a NGO “RUR” to carry out a project of reducing, reusing and recycling.
- With respect to this project, a very young guest speaker called “Ms Neha Mudra” was called to give the staff a seminar on waste recycling and composting.
- The initial practice was adopted to reduce the number of plastic bottles in the campus.
- Hence, the house keeping staff were educated in segregation of waste into recyclable and non-recyclable on each college floor.

- **Evidence of success:**

- Since this initiative was one of its kind carried out in the college, the evidence of success is not immediate. Over time period we believe that the college will be able to successfully reduce its garbage and recycle it to be called as a “Zero Waste Campus”

- **Problems encountered and resources required:**

- i. The major problems faced were to educate the staff and students of the importance of recycling.
- ii. The college canteen generated the waste and the canteen staff were not keen in recycling.
- iii. The equipment for composting suggested by Ms Neha Mundra are expensive.

2. **Title of Practice:** *Appointment of dedicated Controller of Examination and exam team to look after conduction of examination and results processing.*

- **Goal:**

- i. Increase the efficiency and accuracy of the examination process carried out in the college.
- ii. To improve the results processing and display of results.

- **The Context:**

- i. The SVKM Management appointed a dedicated controller of examination Ms Alka Shukla, to carry out the examination and results processing of its various institutes in SVKM. The SVKM trust has various colleges and institutes under its umbrella including UPG college whose entire examination and results processing will be carried by a centralized controller to improve results processing and results announcement.

- **The Practice:**

- i. Implementation of barcoding on the answer sheet
- ii. Seat numbers generated independent of SAP numbers

- **Evidence of success:**

- i. Result processing has become more accurate, transparent and faster.
- ii. Confidentiality is maintained by sending the results directly to the concerned students via email.
- iii. User friendly examination system
- iv. Analysis of results has become faster.

- **Problems encountered and resources required:**

- i. Mapping of seat numbers and roll no was a lengthy, time consuming and an erroneous process.
- ii. Revaluation process including payment is not available online.