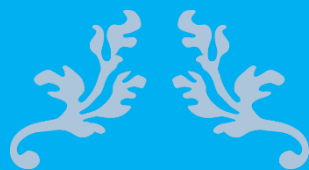




Shri Vile Parle Kelavani Mandal's  
**Usha Pravin Gandhi College Of Management**



*(Affiliated to University of Mumbai)*



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# **SELF STUDY REPORT 2016**

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**In Respect of First Cycle Accreditation**

**SUBMITTED TO**

**NATIONAL ASSESSMENT AND  
ACCREDITATION COUNCIL**

**P.O. Box No: 1075, Nagarbhavi,  
Banglore - 560072**



**USHA PRAVIN GANDHI COLLEGE OF MANAGEMENT**  
Bhakti Vedanta Swami Marg, Juhu Scheme, Vile Parle (West), Mumbai – 400056  
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## **PREFACE**

**Usha Pravin Gandhi College of Management** was established in the year 2003 under the parent Trust **Shri Vile Parle Kelavani Mandal** and affiliated to **University of Mumbai**. It has grown into an institution of great strength. The untiring efforts of the faculty members and staff of the institution, with good team work and healthy cooperation from the students along with the unstinting support of the Management has been instrumental in taking the college ahead in the past decade since the inception of the college. The college has been achieving distinction in academics and winning laurels in sports, cultural events and social work.

Ever since the inception of the college in 2003, all the stakeholders have been striving for academic excellence in areas of Mass Media, Information Technology and Management studies and at the same time marching forward with a mission of professional, intellectual, personal and social development of students.

As importance of quality is laid down by our own parent trust SVKM, the first cycle the SSR focuses primarily on evaluating how well Usha Pravin Gandhi College of Management meets the NAAC accreditation criteria as well as documents the list of evidence to support the same. This exercise aims to provide the institution an opportunity to evaluate the effectiveness of institutional policies, procedures and practices; and to identify strengths, concerns and challenges that must be addressed.

It is envisaged that the process of accreditation will provide the institution the framework for bringing about qualitative changes in the pursuit of excellence in the coming future.

With ever demanding requirements in quality standards of education sector, the steering committee has constituted an Internal Quality Improvement Circle (IQIC) in February 2014. Since then this unit has been functioning as an advisory committee working towards making timely suggestions to improve quality in academics, infrastructure and administration.

**Dr. Anju Kapoor**  
**Principal**  
**Usha Pravin Gandhi College of Management,**  
**Bhakti Vendant Swami Marg, Juhu Scheme,**  
**Vile Parle(W), Mumbai-400056.**

## NAAC Steering Committee

### Criterion I

Mrs. Smruti  
Nanavaty  
Ms. Dimple  
Bavlecha  
Mr. Ashish  
Mehta  
Mrs.Sunita  
Gupta

### Criterion II

Mrs. Shubhangi  
Nargund  
Mr. Naresh  
Sukhani  
Mr. Prashant  
Chaudhary

### Criterion VII

Mr. Abhijeet  
Mohite  
Mrs. Rashmi  
Gahlowt

### **Coordinator**

Mr. Lokesh Tardalkar

### Criterion III

Mr. Bhupendra  
Kesaria  
Mr. Lohrasp Sadri

### **Co-Coordiators**

Dr. Navita Kulkarni  
Mrs. Swapnali Lotlikar

### **Documentation**

Mr. Mayur Vyas  
Mr. Mudassar Qureshi

### Criterion IV

Mrs. Falguni  
Thaker  
Mrs. Suruchi  
Bandodkar

### Criterion VI

Principal  
Registrar  
Mr. Sriram  
Deshpande

### Criterion V

Mrs. Madhuvanti Date  
Mrs. Babita Kachroo  
Mr. Mayur Sarfare

## **EXECUTIVE SUMMARY**

Usha Pravin Gandhi College of Management is a young institution of Shri Vile Parle Kelavani Mandal (SVKM), a public charitable trust registered under Society's Registration Act and Bombay Public Trust Act. From its humble beginnings in 1934, when it took over the Rashtriya Shala a school established in 1921 in the wake of National Movement, the Mandal today has grown into a big educational complex imparting high-level education to more than 55000 students. Usha Pravin Gandhi College of Management is one of its kind institute affiliated to the University of Mumbai that offers undergraduate & post-graduate education in professional courses in the areas of Mass Media, Management Studies and Information Technology.

SVKM envisioned to provide premium education to the residents of the suburbs of Vile Parle and its surrounding areas. However, over the years Usha Pravin Gandhi College of Management started getting students from neighbouring suburbs as well as states in and around Mumbai.

At UPGCM it is our goal to fulfil multiple purposes:

- To prepare students for active leadership
- To contribute to their employability and encourage skill development
- To support holistic and value based education
- To create an environment that stimulates research and innovation.

The college aims to educate students to become competent professionals while simultaneously develop their emotional quotients (EQ) and to inculcate social values so that they are groomed as future holistic leaders with compassion and integrity in a glocal context.

The management strives to provide state-of-the-art facilities and infrastructure in a city that is constrained for space.

The college believes that institutional improvement is a fundamental element in quality assurance and utmost efforts are made to enhance every aspect of the academic experience.

### **Enriched Curricula:**

UPGCM is an affiliated college under University of Mumbai, that offers courses at undergraduate and post-graduate level. In order to bridge industry academic gap in the curriculum as laid down by the University, the college has initiated value added courses to the existing syllabi in the area of Media, Digital Marketing & Information Technology. This gives the college an edge in achieving its mission of skill development and employability.

### **Effective Teaching, Learning and Evaluation:**

The teaching methodology used by the staff is based on a student-centric approach wherein teachers constantly strive to train their students to be free thinkers. The learning environment of the college is conducive for promoting students' cognitive and social developments. It aims at making every student ready to take a quantum leap in facing the challenges of the present and the future. The teachers keep themselves updated about the latest developments not only in their respective subjects but also in teaching methodologies and use innovative practices to modify their teaching strategy to match the learners' requirements. This has reflected in the college results that have been consistently better than the University results and our students have over the years also featured regularly in the University merit lists. The faculty members also monitor the academic progression of the students through critical analysis, conduct of performance improvement programs and regular mentoring, being mindful of both advanced as well as slow learners.

### **Research, Consultancy and Extension:**

A vibrant research culture is being encouraged in the faculty of the college under the supervision of Research Committee that has slowly become part of this young and growing institution. Today's world demands a spirit of inquiry and the institution encourages this by creating an atmosphere that allows students and staff members to get a platform for research and publication by printing original work with an ISBN number. To begin with, a collection of short stories by the mass media students was published in 2014 titled "Flourishing Minds" that started the culture of writing in the College. Another research collection "Chronicle" was put together in the year 2015 with research papers by academic community and was published after a peer review. Under the banner of the research committee, experts are called from time to time to deliver lectures on different aspects of research methodology.

One senior faculty member has recently applied for a minor research project and is awaiting approval from the University. One of the faculty members recently completed thesis and submitted the same to University of Mumbai. Extension activities are carried out through the NSS, DLLE units of the college. Several linkages and collaborations with industry particularly with the IT sector have been stepped up. The SVKM Management's involvement in the form of support to a culture of research with financial and other resources is constantly there.

### **State-of-the-Art Infrastructure and Learning Resources:**

The college has equipped itself with an amenable environment conducive for learning and committed to the teaching-learning experience. The library has been reconstructed and automated to include modern facilities and to provide a conducive environment for study. The laboratories are well-

equipped to cater to the growing IT and research needs. Lectures are also conducted in virtual classrooms in order to give the students a platform to interact with national and international eminent speakers. Data generation and its management through use of ERP (SAP) technology have been introduced in the daily functioning of the college. Sports, a note-worthy extra-curricular activity has been continuously nurtured by providing students and staff with ample shared facilities in and around the college. We are making consistent efforts in becoming an environment friendly green campus through several initiatives such as “Greenathon”.

### **Endearing Student Support and Progression:**

The students are the main stake holders of the college and so the administration and teachers endeavour to devise a number of student-centric activities which help them to overcome their lacunae in relation to professional needs, managerial skills and interpersonal relationships. Apart from this, the departments also identify key areas of growth for students and provide the requisite opportunities for their progress in these areas. Career guidance and placement, counselling, mentoring, personality development initiatives and experiential learning have brought about a significant improvement in the students and showing an upward trend in opting for further studies. The learners have been sensitized to social and environmental issues through a number of relevant programs particularly by the WDC, Rotaract club, NSS and DLLE activities in the college. The college has a harmonious and welcoming environment leading students to call it their second home.

### **Governance Leadership and Management:**

The Management is committed to the constant upgradation of the skills of the teaching and non-teaching staff through faculty enhancement programs, on-going SAP training etc. A conscious effort through social orientation has resulted in a well-groomed governance and leadership initiative. This is reflected in a manner in which all the stakeholders i.e. teaching and non-teaching staff, students and parents, alumni have constantly contributed to the implementation of policies and the optimum utilization of available human, physical and financial resources provided by the management. Internal and statutory audit is conducted on annual basis. The day to day governance of the college has been smooth due to the supervisory and security support on the premises by an external agency as well as by the constant support of an efficient HR department backed by the management. The additional support to the employees of the institution extended in the form of health and accidental insurance schemes also serve as motivators that convey management's commitment towards staff welfare.



**Innovative Practices:**

All our practices like SAP, Blackboard, No Lift day, No AC Day serve the function of maintaining a high standard of quality in the educational environment. The objective of the college is to integrate a sense of purpose alongwith intention of continuous innovation in the areas of teaching methodologies, research, extension work and cultural activities. This will, in the long run, fulfil the larger objectives of skill development, sensitisation towards community and provide opportunities for value based education.





## **Institutional SWOC Analysis**

### **Strengths:**

- Strategically placed in the western suburbs of Mumbai.
- Excellent infrastructural and state-of-the-art ICT, that are conducive for the teaching-learning process.
- Participative management process and staff welfare initiatives.
- Encouraging intensive participation in extra-curricular programs as to provide platform for holistic development.
- Teachers are facilitators and mentors rather than mere instructors.

### **Weaknesses:**

- Location of the college limits the expansion of the campus to create more free and green spaces.
- Being in the heart of a city like Mumbai restricts owned sports facilities in the campus.
- Positioned between two colleges that are over five decades old.

### **Opportunities :**

- Training and faculty /student exchange program with an International University.
- Consultancy network to be further developed into an income generating source.
- Collaborations with national and international institutions as well as with the industry for nurturing employability options.

### **Challenges :**

- Bridging the gap between the industry demands and the limitations set by curricula framed by the university.
- Building the brand image of the college as an institution for excellence.
- Striving for an autonomous status for effective utilisation of resources and flexibility it offers.

## Profile of the Affiliated College

### 1. Name and Address of the College:

Name:	SVKM's USHA PRAVIN GANDHI COLLEGE OF MANAGEMENT	
Address:	Bhakti Vedanta Swami Marg, Juhu Scheme, Vile Parle (West)	
City: Mumbai	Pin: 400 056	State: Maharashtra
Website:	<a href="http://www.upgcm.ac.in">www.upgcm.ac.in</a>	

### 2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Anju Kapoor	O: 022-4233 2040/41	9167 4937 99	022-26136468	anju.kapoor@upgcm.ac.in
Steering Committee Co-ordinator	Mr. Lokesh Tardalkar	O: 022-4233 2075/41	9820 9903 89	----	lokesh.tardalkar@upgcm.ac.in

### 3. Status of the institution

AffiliatedCollege	✓
ConstituentCollege	
Anyother(specify)	

**4. Type of Institution:**

a.	By Gender		
	I	For Men	
	II	For Women	
	III	Co-Education	✓

b.	By Shift		
	I	Regular	✓
	II	Day	
	III	Evening	

**5. It is a recognized minority institution?**

Yes	✓
No	

If yes specify the minority status (Religious/linguistic/any other) and provide documentary evidence. **Linguistic**

**6. Sources of funding:**

Government	
Grant-in-aid	
Self-financing	✓
Any other	

**7.**

**a. Date of establishment of the college: 15/07/2003**

**b. University to which the college is affiliated/or which governs the college:-  
College is affiliated to University of Mumbai**

**c. Details of UGC recognition:**

Under Section	Date, Month & Year	Remarks
i.2(f)	-----	-----
ii.12(B)	-----	-----

**d.Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE,NCTE,MCI,DCI,PCI,RCIetc.) – Not Applicable**

Under Section/ Clause	Recognition/Approval details Institution/Department Programme	Day,Month andYear	Validity	Remarks
i.	-----	-----	-----	-----
ii.	-----	-----	-----	-----
iii.	-----	-----	-----	-----
iv.	-----	-----	-----	-----

**8. Does the affiliating university Act provide for conferment of autonomy(as recognized bytheUGC),on its affiliated colleges?**

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If yes, has the College applied for availing the autonomous status?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

**9. Is the college recognized?**

a. by UGC as a College with Potential for Excellence(CPE)?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

b. for its performance by any other governmental agency?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

**10. Location of the campus and are a insq.mts**

Location*	<b>Urban</b>
Campus area insq.mts.	<b>15958.80 sq.mts.</b>
Built up area insq.mts.	<b>7685.92 sq.mts.</b>

**11. Facilities available on the campus**

- Auditorium/seminar complex with infrastructural facilities: - YES
- Sports facilities

*	Play ground	Yes
*	Swimming pool	Yes
*	Gymnasium	Yes

- Hostel

- \* Boys'hostel

I	Number of hostels	1
ii	Number of in mates	As Required
iii	Facilities(mention available facilities)	TV, Microwave,Wifi,etc

- \* Girls'hostel

I	Number of hostels	1
ii	Number of in mates	As Required
iii	Facilities(mention available facilities)	TV, Microwave,Wifi,etc

- \* Working women's hostel

I	Number of in mates	NA
ii	Facilities(mention available facilities)	NA

- Residential facilities for teaching and non-teaching staff (give numbers available — cadrewise) - Nil
- Cafeteria —Yes
- Health centre – Yes

Firstaid, Inpatient, Outpatient, Emergency care facility, Ambulance, Health centre staff: –**First aid, ambulance facility and doctors available on campus.**

Qualified Doctor	Full time	✓	Part time	✗
Qualified Nurse	Full time	✗	Part time	✗

•Facilities like banking, post office, book shops – Dena Bank, Juhu Branch located just across the college building, book shops are available around the college campus.

•Transport facilities to cater to the needs of students and staff – Vile Parle railway station is located from college within walking distance of just half a km. A bus stop is located just outside college main gate.

- Animal house – Not Applicable
- Biological waste disposal – Not Applicable
- Generator or other facility for management/regulation of electricity and voltage - Yes
- Solid waste management facility – Yes
- Water harvesting – Yes

## 12. Details of programmes offered by the college for the Academic year 2016-17

Sr. No	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned / approved Student strength	No.of students admitted
1	Under-Graduate	B.M.M./ B.M.S./ B.Sc.(I.T.)	3 yrs	XII Passed	English	120	119 120 119
2	Under-Graduate	*B.A.(F.T.N. M.P.)	3 yrs	XII Passed	English	60	21
3	Post-Graduate	M.Sc.(I.T.)	2 yrs	Graduate	English	40	30
		*M.A.(Entertainment media advertising)	2 yrs	Graduate	English	60	10
		*M.Com (Business management)	2 yrs	Graduate	English	60	48

\* Programs were started in the month of October 2016 after receiving permission from state government and university of Mumbai.

## 13. Does the college offer self-financed Programmes?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

if yes,how many?

**07**

## 14. New programmes introduced in the college during the last five years if any?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	<ol style="list-style-type: none"> <li>1. M.Sc.(I.T.)</li> <li>2. M.Com. (Business Management)</li> <li>3. M.A. (Entertainment, Media &amp; Advertising)</li> <li>4. B.A. (Film, Television and New Media Production)</li> </ol>
-----	-------------------------------------	----	--------------------------	--------	--



**15. List the departments:**

Faculty	Departments	UG	PG	Research
Science	Information Technology	✓	✓	---
Arts	Mass Media	✓	✓	---
Commerce	Management Studies	✓	✓	---
AnyOther (Specify)	-----			

**16. Number of Programmes offered under**

a.	Annual system	-
b.	<b>Semester system</b>	✓
c.	Trimester system	-

**17. Number of Programmes with**

a.	Choice Based Credit System	-
b.	Inter/Multidisciplinary Approach	-
c.	<b>Anyother(specify and providedetails)</b>	✓ (CBSGS)

**18. Does the college offer UG and/or PG programmes in Teacher Education?**

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

**19. Does the college offer UG or PG programme in Physical Education?**

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

## 20. Number of teaching and non-teaching positions in the Institution (as on 30<sup>th</sup> November, 2016)

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC/University/ State Government <i>Recruited</i>	--	--	--	01	09	05	--	--	--	--
<i>Yetto recruit</i>	--	--	--	--	--	--	--	--	--	--
Sanctioned by the Management/ society or other authorized bodies <i>Recruited</i>	--	--	--	--	02	04	07	09	03	--
<i>Yetto recruit</i>	--	--	--	--	--	--	--	--	--	--

\*M-Male \*F-Female

## 21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	--	--	--	--	--	--	--
Ph.D.	--	--	--	01	--	01	02
M.Phil.	--	--	--	--	01	01	02
PG	--	--	--	--	08	04	12
Temporary teachers							
Ph.D.	--	--	--	--	--	--	--
M.Phil.	--	--	--	--	--	01	01
PG	--	--	--	--	02	02	04

**22. Number of Visiting Faculty/Guest Faculty engaged with the College – 22 for the year 2016-17**

**23. Furnish the number of the students admitted to the college during the last four academic years.(For U.G. course)**

Categories	2011-12		2012-13		2013-14		2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	---	---	---	---	---	01	01	---
ST	---	---	---	---	---	---	---	---
OBC	---	---	--	---	01	02	05	03
General	169	165+1#	113+1#	200+2#	132	191+2#	129+4#	194+5#
Others	04	03	03	03	02	01	07	10

# N.R.I. / Foreign Students

Categories	2015-16		2016-17	
	Male	Female	Male	Female
SC	--	01	01	02
ST	---	---	---	---
OBC	03	02	04	02
General	151	187+3#	145+2#	204+5#
Others	09	03	12	02

# N.R.I. / Foreign Students

#### 24. Details on students' enrolment in the college during the current academic year: 2016-2017

Type of students	UG	PG	M.Phil.	Ph.D.	Total
Students from the same state where the college is located	334	88	---	---	422
Students from other states of India	38	---	---	---	38
NRI students	07	---	---	---	07
Foreign students	---	---	---	---	---
<b>Total</b>	<b>379</b>	<b>88</b>	<b>---</b>	<b>---</b>	<b>467</b>

#### 25. Drop out rate in UG and PG(average of the last 2 batches)

1.51%

#### 26. Unit Cost of Education-

*(Unitcost=total annual recurring expenditure (actual) divided by total number of students enrolled)(2015-16)*

(a)	<b>Including the salary component</b>	<b>Rs. 70,686/-</b>
(b)	<b>Excluding the salary component</b>	<b>Rs. 46,323/-</b>

**27. Does the college offer any programme/s in distance education mode (DEP)?**

Yes		No	✓
-----	--	----	---

If yes,

- a) Is it a registered centre for offering distance education programmes of any other University?

Yes		No	✓
-----	--	----	---

- b) Name of the University which has granted such registration.

-----
-------

- c) Number of programmes offered

-----
-------

- d) Programmes carry the recognition of the Distance Education Council.

Yes	-----	No	-----
-----	-------	----	-------

**28. Provide Teacher-student ration for each of the programme/course offered (2016-17)**

Course	No. of Teachers	No. of Students	Ratio
B.M.M.	14	358	1:25
B.M.S.	14	367	1:26
B.Sc.(I.T.)	15	341	1:23
B.A.	10	21	1:2
M.Sc.(I.T.)	08	47	1:6
M.Com	4	48	1:12
M.A.	5	10	1:2

**29. Is the college applying for**

Accreditation:	Cycle 1	✓	Cycle 2		Cycle 3		Cycle 4	
----------------	---------	---	---------	--	---------	--	---------	--

**30. Date of accreditation --- Applied for Cycle 1**

**31. Number of working days during the last academic year.  
(2015-16**

248

**32. Number of teaching days during the last academic year**

*(Teaching days means days on which lectures were engaged excluding the examination days)*

201

**33. Date of establishment of Internal Quality Assurance Cell  
(IQAC) – Internal Quality Improvement Circle – 14/02/2014.**

**34. Details regarding submission of Annual Quality Assurance  
Reports (AQAR) to NAAC.**

Not Applicable

**35. Any other relevant data (not covered above) the college  
would like to include. (Do not include  
explanatory/descriptive information.**

The chairperson of steering committee has constituted an IQIC in February 2014.



**CRITERION I: CURRICULAR  
ASPECTS**

**‘Constant Quest for Knowledge’**

**– Russell Wilson**



## 1.1 Curriculum Planning and Implementation

### 1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Ever since the inception of the college in 2003, the college has been striving for academic excellence in areas of Mass Media, Information Technology (Graduation and Post-Graduation) and Management studies and at the same time marching forward with a mission of professional, intellectual, personal and social development of students.

#### 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 inquiry in the young minds.

#### Objectives

- To sharpen students' focus and inculcate research culture thereby helping them to achieve academic excellence.
- To empower them for lifelong learning by fostering rational and independent thinking.
- To sensitise the students towards the neighbouring environment and society at large.
- To stimulate students' inborn talent and skill by understanding their aptitude and capability and to mould their passion into profession.

#### Quality Policy

- Ensuring the support of all stakeholders enables the college to improve the services offered to the learners.
- Effective utilization of human and other resources to enhance the quality of education.
- Providing state-of-the-art infrastructure and ICT facilities to augment the teaching-learning process.
- Fostering competencies to equip learners to face demands of a changing world.
- Inculcating a sense of social and moral responsibility towards society and the environment.

The Vision and Mission are conveyed to the stakeholders in the following ways:

- Conveyed to parents and students during orientation program.
- Conveyed to new staff during the staff meeting at the beginning of Academic year/ semesters.
- Stated in the prospectus.
- Displayed on the web site.
- Displayed in college premises, on all the floors where classes are conducted, in the Administrative Office outside the staffroom and Library.

**1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).**

The college is affiliated to University of Mumbai. The Syllabus is designed by University of Mumbai and the college follows the guidelines as laid down by University of Mumbai. The teachers employ various innovative techniques for effectively transmitting the curriculum to meet the stated objectives.

- Academic calendar is prepared at the beginning of every academic year and is communicated to students and teachers through website and prospectus.
- Teaching Plan prepared by the teachers at the beginning of every semester and uploaded on the Blackboard.
- Time table is displayed on the notice board and also on college website as per work load prescribed by the University of Mumbai.
- Daily lecture report is maintained (details of topics covered date wise).
- Our faculty members constantly interact with the members of Board of Studies, make suggestions and help the peer members in the formation and revision of the syllabus.
- Audio Visual aids provided in every classroom for effective teaching/learning.
- Students are made aware of online and offline resources (reference books) available in college library.
- Floor registers are maintained to record lectures conducted/rescheduled/cancelled.
- Faculty members conduct extra lectures for syllabus completion if required.
- Subject-wise, teacher-wise, time-table-wise attendance records of students are maintained in the SAP software.
- Attendance is closely monitored by the Attendance committee of the college to monitor the regularity of the students.

The college has been achieving distinction in academics and winning laurels in sports, cultural events and social work. With University rankers to boast of, Usha Pravin Gandhi College of Management is definitely a place for all aspiring students. In addition to curricular development, great emphasis is laid on character-building, discipline and life skills in students.

### **1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?**

The college teachers ensure that the objectives of the academic curriculum is in accordance with the Board of Studies of University of Mumbai.

- Periodic updates are taken from University website and are implemented.
- Workshops/Seminars organized by University of Mumbai for upgradation of syllabus.
- Practical demonstrations / workshops are conducted in association with ad-hoc board of studies for practical oriented subjects.
- Faculty members are encouraged to initiate and attend workshops for syllabus revision.
- Faculty members are motivated to write research papers, and present them at various State, National and International seminars and conferences.
- College library is well equipped with large collection of books, magazines, journals and reference materials. In addition to this the students and teachers are provided access to OPAC i.e. Online Public Access Catalogue which provides a large database of online resources.
- Faculty members also have access to American Library.
- Each department is provided with desktop computers. A laptop is also provided to each department for teachers to use during lectures.
- Audio video facilities are made available in every classroom for effective delivery of lectures.
- Department maintains copies of reference books for quick reference for staff and students.
- Individual logins are provided to teachers for getting Wi-Fi connectivity in the college premises.
- College invites guest lectures and industry experts for industry-academia interface.
- Audio Visual facilities provided in every classroom for effective lecture delivery.
- Regular feedback is taken from stakeholders.
- Faculty Development Programmes organized by college and University of Mumbai.

**1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.**

Academic Calendar is prepared in the beginning of every academic year and is communicated to the students through website, Blackboard and is also available in the prospectus so as to enable the teachers and students to effectively plan the curriculum transaction.

- The courses offered in the college are employment oriented.
- Three faculty members have contributed towards designing BMM syllabus for University of Mumbai.
- The change in the syllabi of different subjects from time to time ensures that students are kept well informed of the rapidly changing socio-economic environment.
- The college has organised several syllabus revision workshops for orienting faculty members of all colleges affiliated to University of Mumbai.
- College offers electives as prescribed by University of Mumbai. The students are allowed to choose from different electives.
- The Post-Graduate students are briefed about various electives and its application in industries, which guides them to choose appropriate elective.
- The college provides financial aid for faculty members attending workshops and seminars organized by various institution.
- College regularly organizes Faculty Enhancement Program.
- Audio Visual facilities provided in classrooms for effective lecture delivery.
- Workshops are conducted for syllabus revision; subject experts and teachers from colleges affiliated to the University of Mumbai are invited.
- National and International experts from industries are invited to deliver guest lectures and make students aware of the applications of theoretical concepts and provide students exposure to the practices adopted by international organizations.
- Regular field trips and industrial visits are conducted to make students aware of the practical aspects used in Industry.
- The Credit Based Semester and Grading System (CBSGS) was introduced by the University of Mumbai in the year 2011-2012. This system increased the rigor and emphasized on continuous evaluation of students.

### **1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?**

The college promotes associations with the Management, Media and I.T. Industries and also with the affiliating University for conduction of seminars and workshops and suggesting various improvements in the curriculum.

Following are some initiatives taken by college for effective operationalization of the curriculum:

- Continuous interactions with the various institutions and industry through guest lectures in the relevant fields.
- Regular field and industrial visits for student-industry interface facilitates experiential learning.
- Placement cell helps to provide internship to students to give industry exposure to students for implementing theory concepts into practice.
- Pool Campus drives are conducted and students from various colleges participate in the placement process. This helps to strengthen the bond with the industries and understand their requirement.
- Access to online E-journals and Research Articles provided to post graduate students to foster research aptitude.
- Participation of staff members in restructuring the syllabus offered by University of Mumbai.
- Memorandum of Understanding (MOU) was signed with Patni from 2009 to 2012 for Campus to Company interface. As per the MOU Patni would be the first company to be invited to conduct placement on campus and the training staff of Patni would conduct series of Guest lectures for the students. Faculty members attended FDP arranged at Patni Campus.
- TechSangam was signed for period from 2009 to 2011 with C-DAC's Vidhyanidhi InfoTech Academy. According to the consent letter, C-DAC will organize Tech Prakalp Award for best IT related projects and DAC campus entrance exam where the students of the college would be eligible to appear.
- Professional memberships of faculties like Counsellor's Association of India (CAI).
- Memorandum of Understanding was signed with Infrasel Services w.e.f. 1<sup>st</sup> January 2016 for a period of two years for placement of students from the college as interns.
- Twelve Professors have enrolled for Ph. D. under distinguished research guides.
- Regular updates are given by faculty members who attend various syllabus revision workshops conducted by University of Mumbai.



- The faculty members interact with chairpersons of various courses on regular basis to provide suggestions and feedback on curriculum implementation and practical aspects for effective operationalization of the curriculum.
- Faculty members contribute towards University examinations as paper setters, moderators and examiners in their respective subjects.
- Faculty members have authored and co-authored text books for various subjects.

**1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.)**

The college ensures that the academic programs are in line with the institution's goals and objectives. To achieve the stated goals and objectives, the following steps are taken:

- Participation of faculty members in syllabus revision workshops and seminars.
- Participation of faculty members in workshops for restructuring the programs for the credit based system that includes various heads of continuous evaluation.
- The faculty members interact closely with academic peers and industry experts who are invited as guest lecturers and with alumni who are placed in various industries, to get inputs, on curriculum revision and new topics to be included or restructured.
- Our teachers have been constantly consulting, suggesting and helping their peer groups who are elected members of Boards of Studies in different disciplines directly or indirectly involved in the formation of syllabi.
- Faculty members have contributed to revision of syllabi in University of Mumbai.

Faculty	Department	Year	Subject
Dr. Anju Kapoor	B.M.M.	June 2014	Introduction to Media Psychology
Dr. Navita Kulkarni	B.M.M.	June 2015	News media Management Paper
Prof. Zinat Aboli	B.M.M.	June 2015	Sociology
			Cultural Studies
			Editing

- The Principal and several staff members have authored books on the curriculum which are well received by the student community.
- The faculty members are invited as guest speakers and resource persons at various affiliated colleges to deliver lectures in subjects of their expertise.
- The faculty members during workshops, seminars, conferences give suggestions and inputs on current developments.
- Regular feedback is taken from the beneficiaries.

**1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.**

The College has started its first ever international certificate program in International Sports Management in association with Ohio University, USA. Some of the modules of the curriculum have been designed by Mr. Sriram Deshpande, the course coordinator of our institution.

For developing the course content, the designated staff member was responsible for incorporating the basic as well as latest elements in the syllabus.

**1.1.8 How does institution analyse/ensure that the stated objectives of curriculum are achieved in the course of implementation?**

The college is affiliated to the University of Mumbai and the syllabus is framed by Board of Studies, University of Mumbai. The co-ordinators regularly monitor the daily lecture reports for all subjects and ensure that the objectives of the curriculum are met through regular interaction with teachers and students.

- Continuous monitoring ensures that the curriculum is implemented within the prescribed time frame and the teachers also make sure that the entire syllabus is covered well in time.
- As per the prescribed University pattern of Credit Based Semester and Grading System of examination, the college conducts internal examinations. In addition to this, regular class test, viva voce, presentation and project work is undertaken by the students ensuring continuous assessment and evaluation.
- Students are encouraged for research and guided to write and present research articles at various conferences.
- Participation of students during lectures is continuously monitored by subject teachers.
- Attendance of the students is closely monitored semester-wise and students are not allowed to keep term as per the University ordinance O.6086.
- The college conducts remedial coaching for academically weak students.



- The college supports the teachers to attend orientation programs/workshops conducted by the University of Mumbai for syllabus revision and the objectives of a particular curriculum is discussed in great detail in these workshops.

## 1.2 Academic Flexibility

### 1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.

With the goal of providing additional skills required for the students to be employable and to be successful when they graduate, which is an objective of the institution, they are prepared for future career opportunities through various programs as follows:

- MCA Entrance Exam Preparation, to prepare the students for Maharashtra Level Entrance Examination for Masters programme in Computer Application.
- Value added certificate courses in Digital Marketing, Film Making, Photography and Graphic Designing conducted in collaboration with industry experts.
- Workshops (Certificate programs) like Computer Assembly, Photography and Ethical Hacking are arranged to provide students with hands-on practical knowledge on the topics aligned with the syllabus.
- Soft Skills lectures are introduced in the regular time-table to groom students to face interviews and group discussions.
- Experts from industries are invited to provide value based guidance to the students in their related fields.
- The college has been approached by International University of Ohio to collaborate for Sports Management course which is a value added certificate programme.

Academic Year	Name of the course	Number of Students enrolled
2015-2016	MCA Entrance Exam Preparation	16
2015-2016	Value added certificate Short-Term Course in Film Making	33
2015-2016	Value added certificate Course in Marketing in Digital Media	388*
2016-2017	Value added certificate Course in Digital Photography	21
2016-17	Value added certificate Course in Social Media Marketing	87*

\* Conducted in batches of 30-35 students.

### 1.2.2 Does the institution offer programmes that facilitate twinning/dual degree? If 'yes', Give details.

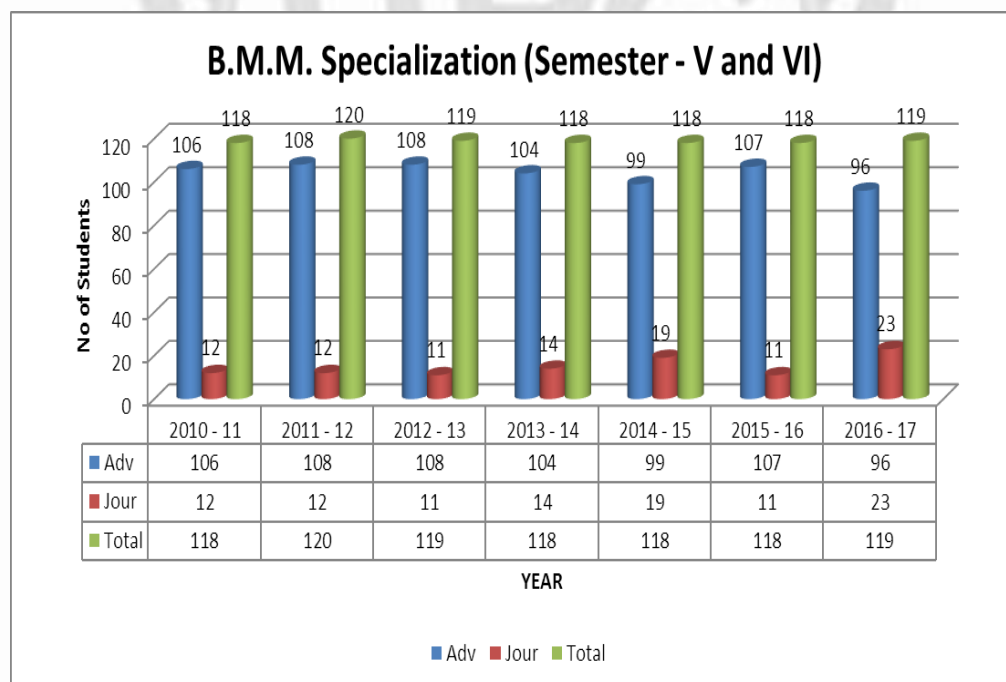
As the college is affiliated to the University of Mumbai there is less flexibility of providing programmes with twinning/dual degree.

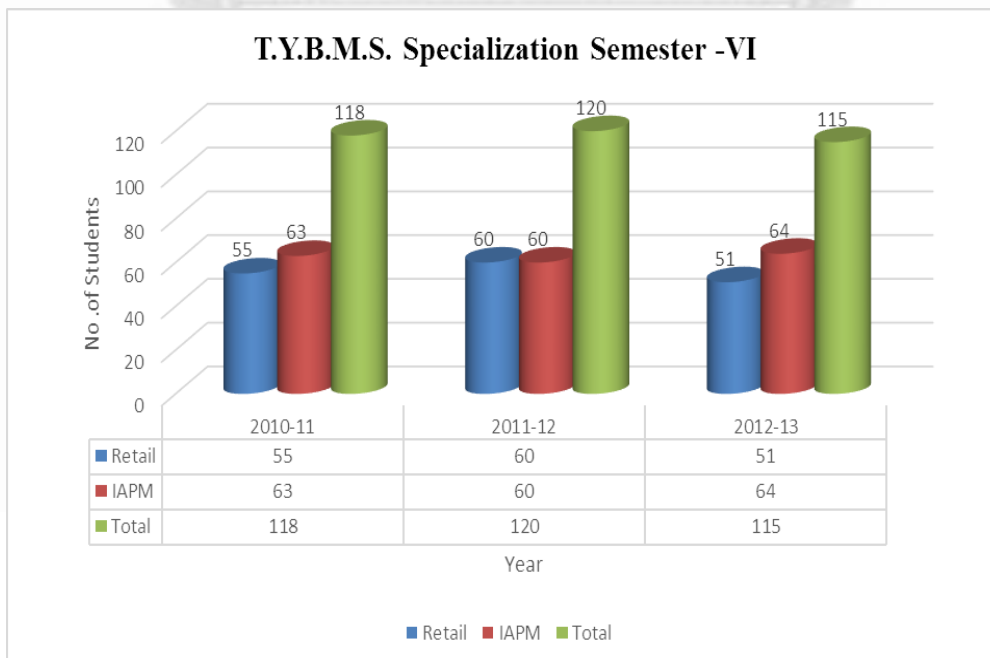
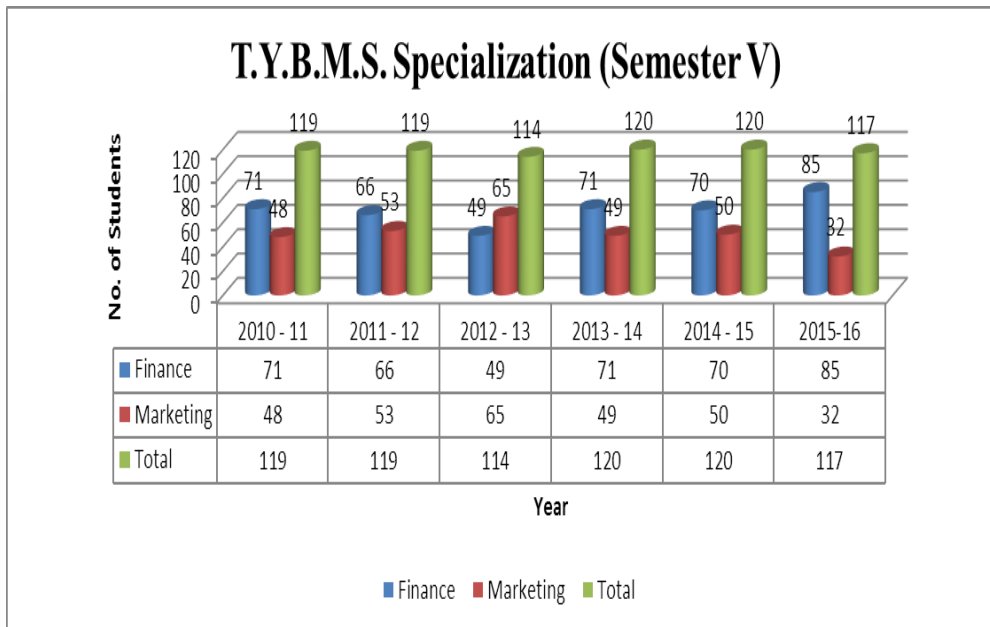
### 1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

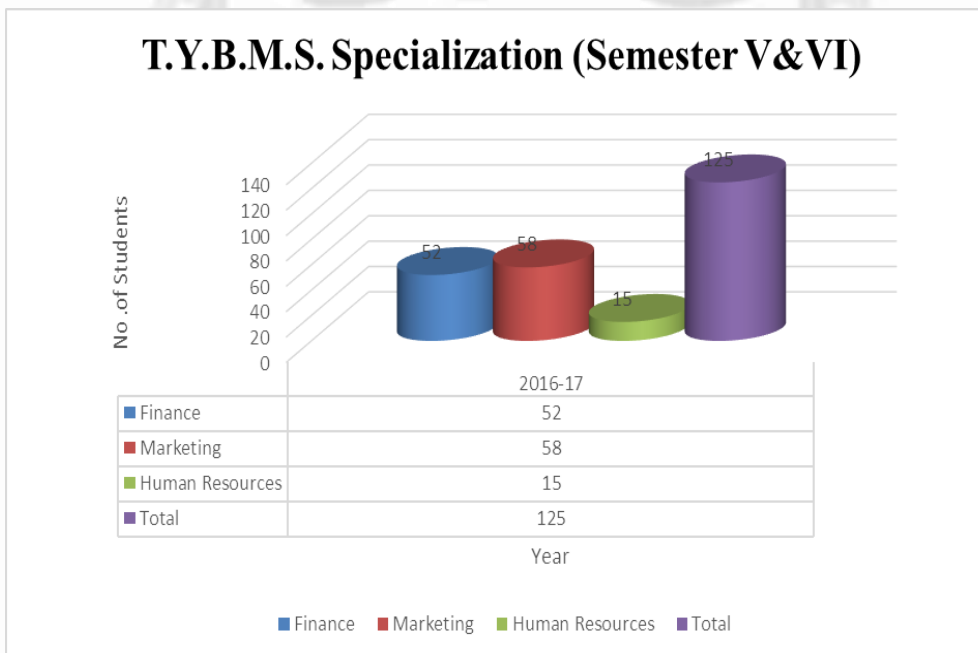
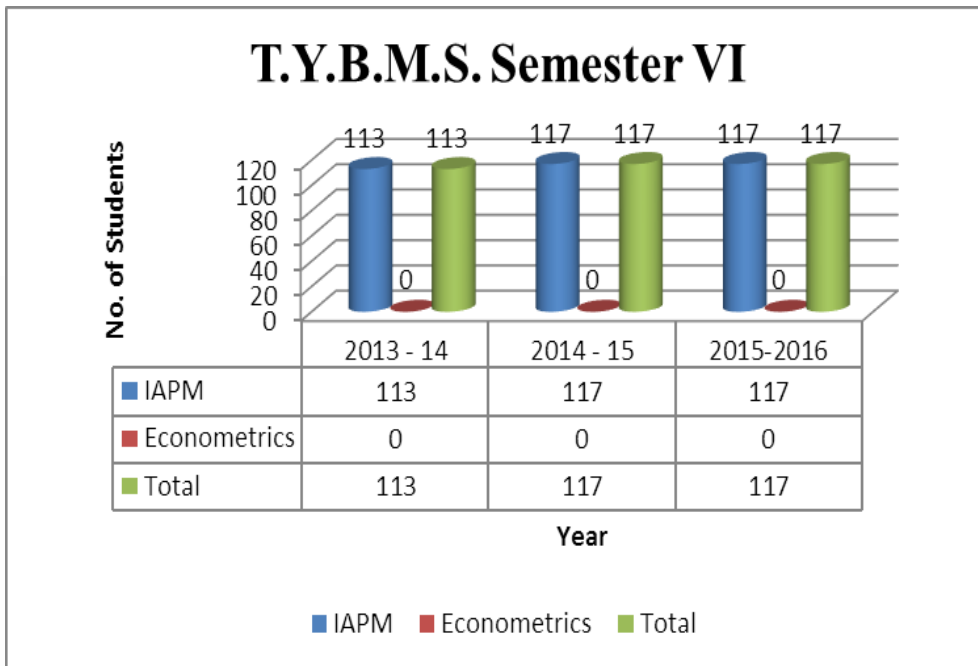
- **Range of Core/Elective options offered by the University and those opted by the college.**

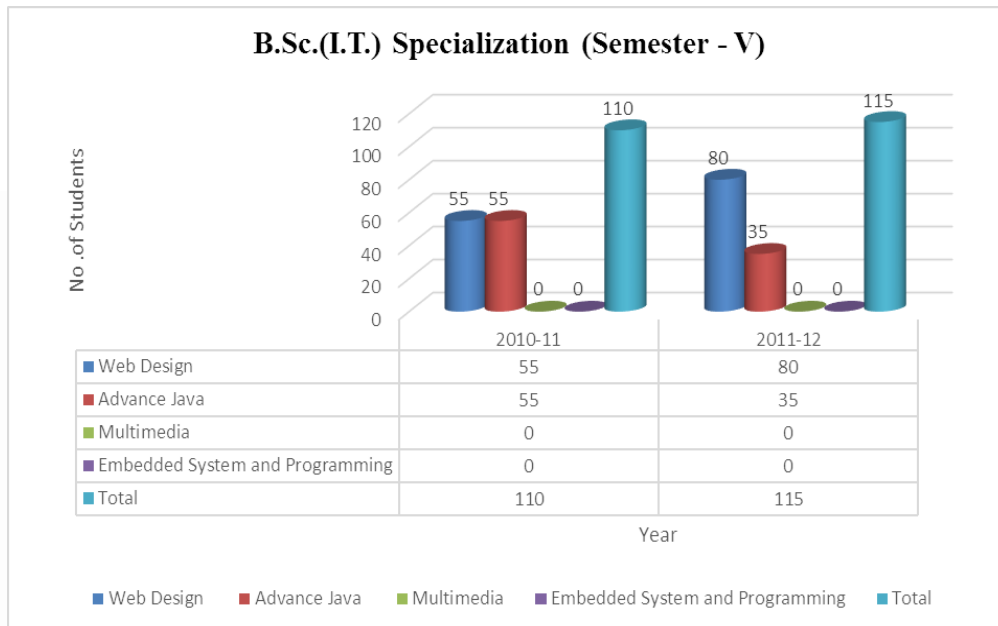
College offers choice of electives to students in the final year for under graduate and post graduate programmes.

#### T.Y.B.M.M. Specialization

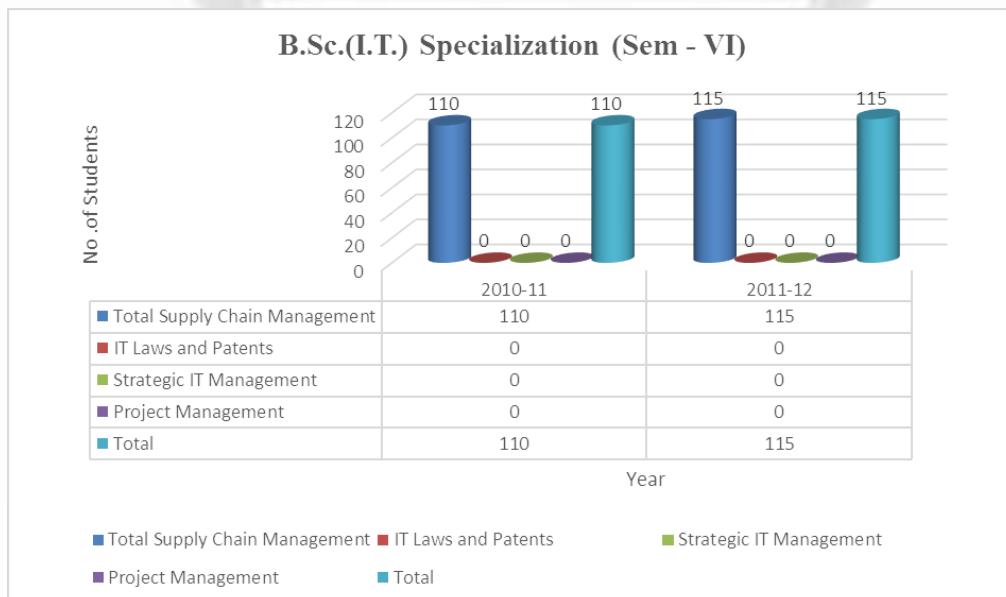


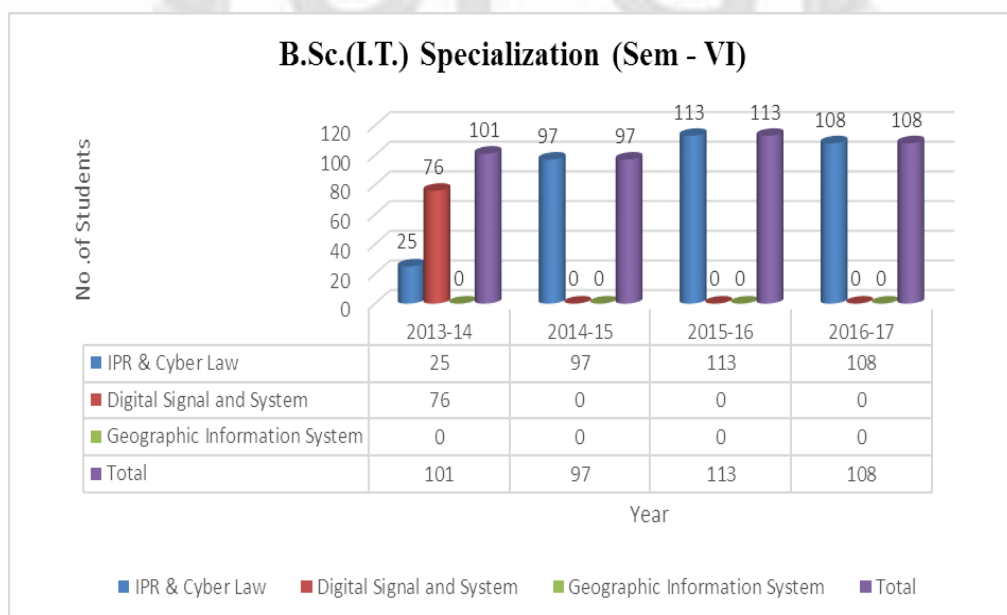
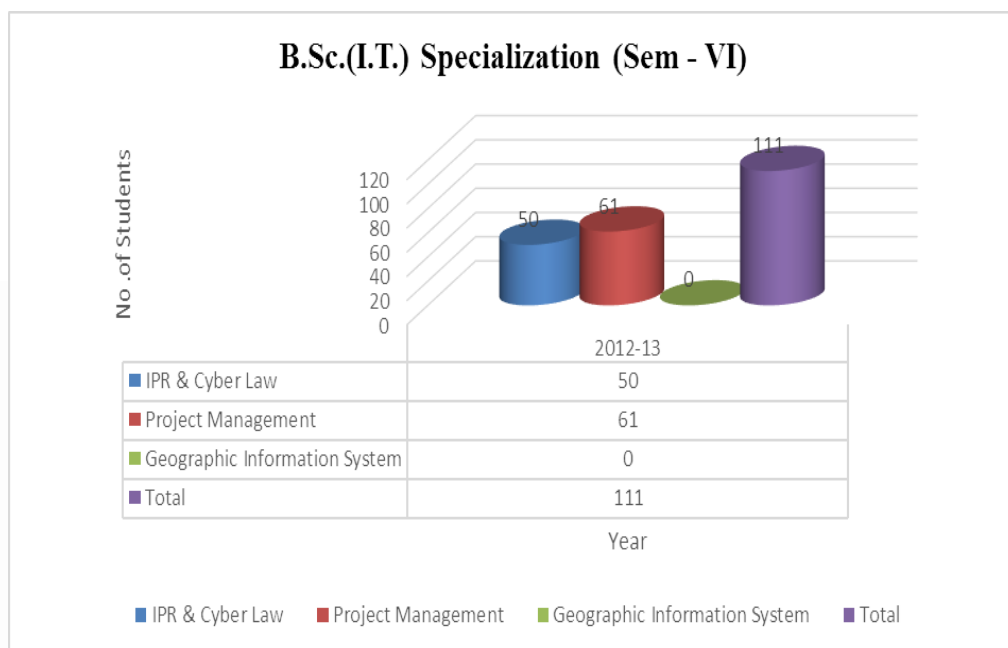
**T.Y.B.M.S. Specialization**



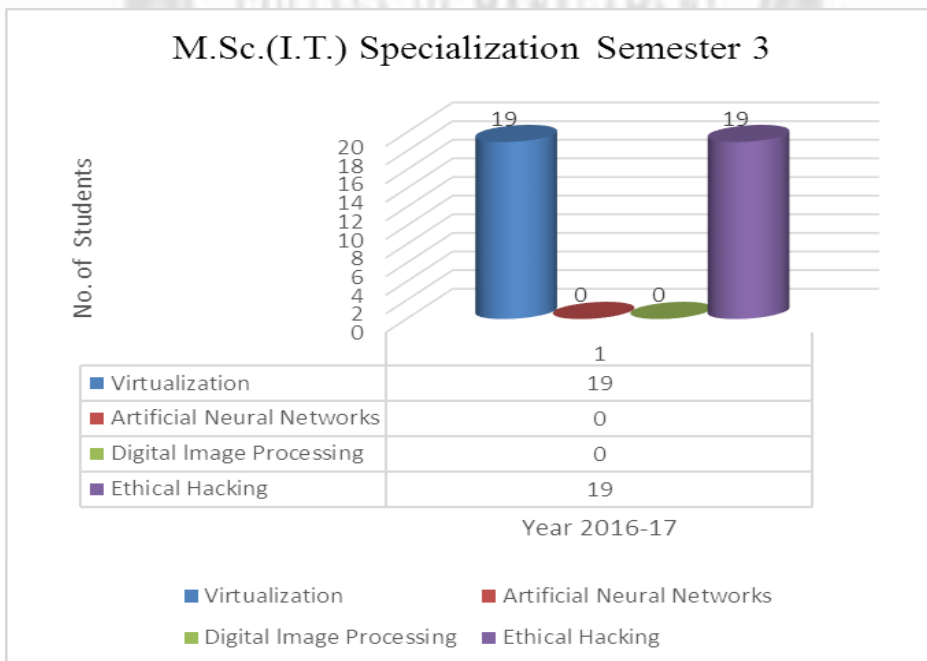
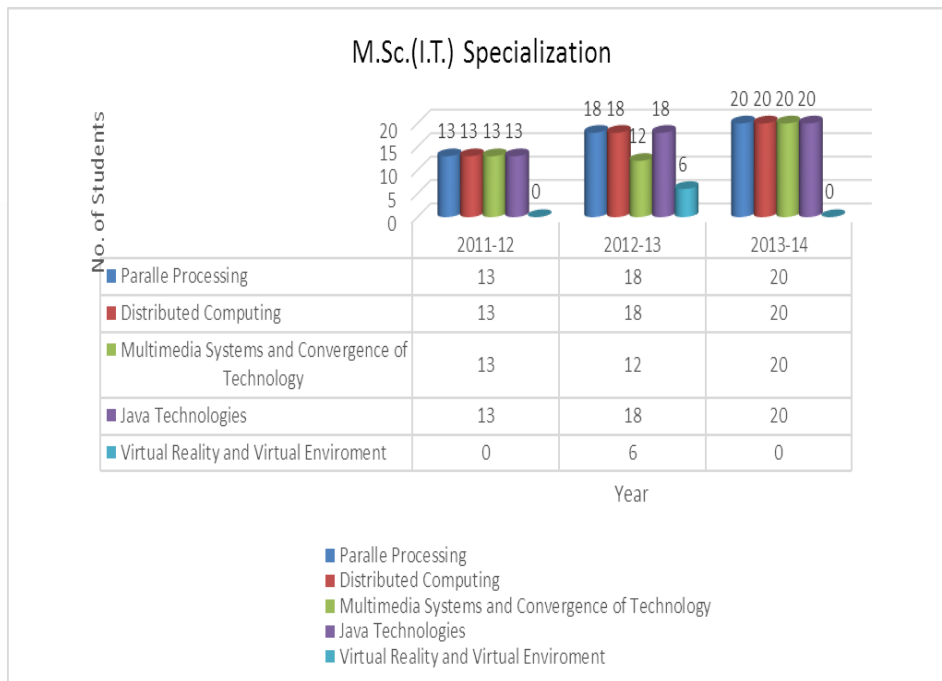
**T.Y.B.Sc.(I.T.) Specialization**

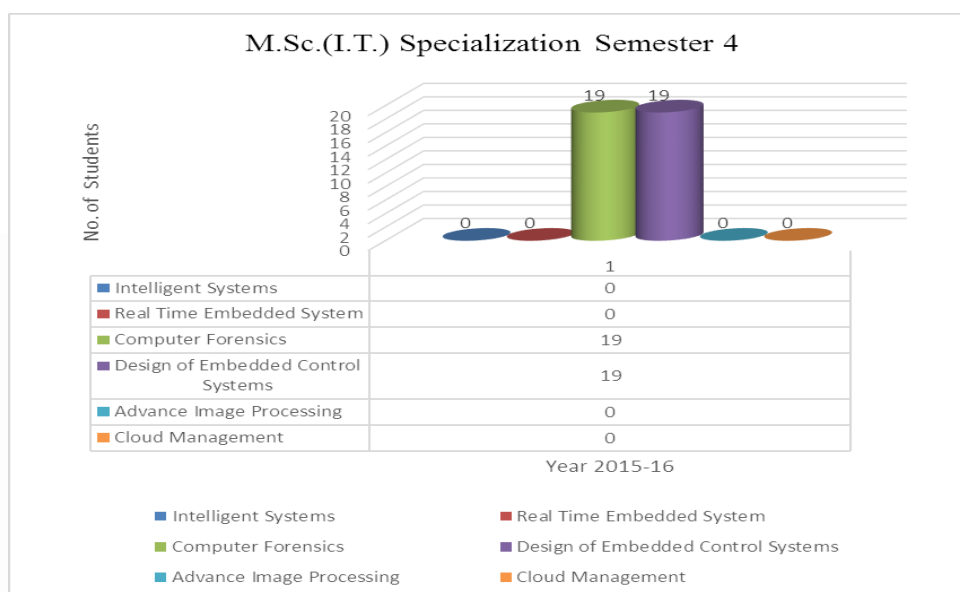
**\*No electives offered by University of Mumbai from academic year 2012-13 onwards.**





**M.Sc.(I.T.) Specialization**





➤ **Choice Based Credit System and range of subject options.**

The subjects offered by each course are as per the syllabus prescribed by the University of Mumbai.

➤ **Courses offered in modular form.**

University of Mumbai does not allow courses to be conducted in modular form.

➤ **Credit transfer and accumulation facility.**

University of Mumbai does not allow transfer and accumulation facility for courses offered in our college.

➤ **Lateral and vertical mobility within and across programmes and courses.**

Vertical mobility is restricted by University of Mumbai. Lateral mobility in the form of admission to second and third year is granted with the permission of University of Mumbai which issues an eligibility certificate for the courses offered by the students.

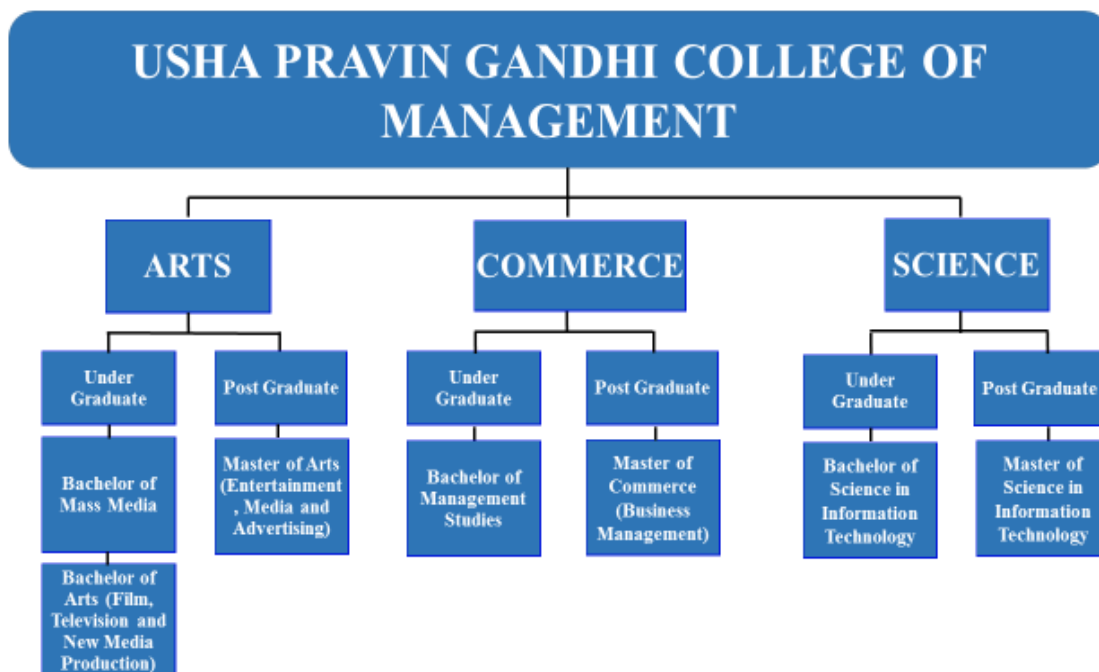
➤ **Enrichment Courses**

Soft skills and value added certificate courses relevant to industry standards are offered to under-graduate and post-graduate students thus providing an opportunity to students to hone the required skills to make them employable.



**1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.**

Yes, the institution does offer **only** self-financed courses which are affiliated to the University of Mumbai. They are :



The Self-financed programmes differ from aided programmes in the following respects/aspects/ways :

**General:**

- The courses do not receive any aid from State Government.

**Curriculum** of these programmes is dynamic and has been designed by the University of Mumbai and as the college is affiliated to University of Mumbai, the college ensures that all updates are received and implemented from time to time.

- The courses are employment oriented, they cover more practical aspects and include process of continuous evaluation.
- Courses include presentations based on theoretical concepts taught in lectures.

**Admission Process** is carried out as per the requisite guidelines from the University of Mumbai. The process is managed using ERP (Enterprise Resource Planning) package called SAP and the procedure is as follows :

- Online Pre-enrollment on UoM Website
- Online admission form available on College Website
- Form filling during stipulated days
- Online/Offline Submission of form and fee at the college
- Prepare and display of general merit list and the first merit list as per university dates
- Verification and submission of original documents along with fee payment
- Generation of second merit list
- Original document and fee submission
- Generation of third merit list
- Original document and fee submission

**Fee structure** is as per the guidelines of University of Mumbai. Fee ranges from Rs. 13,320 to Rs. 65,820.

**The qualification** of the faculty members is as per the UGC norms and also the SVKM Management offers the salary as per the Sixth Pay Commission to all qualified faculty members.

**1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.**

Yes, the college organizes skill oriented programs to complement the curriculum and prepare the students for regional and global employment markets.

- Soft skills development sessions are conducted for students by the training and placement cell of SVKM where the students are groomed by expert soft skill trainers.
- The college encourages students for research, internship and also provides facilities and guidance for developing live IT based projects in association with various IT industries.
- Various skill based programs/workshops designed for value addition to the curriculum are as follows :
  - Ethical Hacking workshop, for B.Sc.I.T. and M.Sc.I.T. students
  - Computer assembly workshop for B.Sc.I.T. students
  - Networking workshop for B.Sc.I.T. students
  - Robotics workshop for M.Sc.I.T. students
  - Photography workshop and exhibition for B.M.M. students
  - Bazaar-E-UPG, an entrepreneurship event for B.M.S. students
  - Finance GYM (Grow Your Money) for B.M.S. students
  - Androd programming workshop for B.Sc.I.T. and M.Sc.I.T. students

- The students are encouraged to participate at inter-collegiate events giving them opportunity to showcase their talents and prepare them for better placement opportunities.
- The college hosts a festival called “Aahan” which helps to polish the following skills and leads to overall personality development of the students:
  - Leadership
  - Entrepreneurship
  - Management skills
  - Communication skills
  - Team-Building skills
  - Marketing
  - Negotiation skills
  - Organization skills
  - Ideation , Innovation and Execution skills
  - Conceptualization skills
  - Brand Building

All these activities are mentored and closely monitored by the faculty members in-charge of events through interactions, discussions and regular meetings.

**1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice”, If ‘yes’, how does the institution take advantage of such provision for the benefit of students?**

The University does not provide flexibility of combining face to face and distance mode of education.

### 1.3 Curriculum Enrichment

#### 1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

- The institution caters to four undergraduate programmes and three post graduate programmes.
- These programmes were introduced after considering the shift in demand for studies in the disciplines of Information Technology, Management and Media.
- The academic programmes are synchronous with the institutional goals with objectives of spreading higher education and transformation of society through teaching, research and extension activities.
- The institution provides various opportunities to all its stake holders for holistic development of students.
- The institution provides state-of-the-art infrastructure for effective delivery of the curriculum.
- Keeping in mind the curricula of the University, the institution aims to keep up-to-date with the changing trends of the society.
- To sensitize the students and develop their personality, the college organizes numerous activities throughout the year.
- Soft skills lectures are conducted for overall self-development of the students.
- Induction programme conducted for the first year students in the subjects of Mathematics and Electronics to provide additional guidance for the students coming from other than Science background.
- Peer mentorship programme is offered to students for academic enrichment through peer mentor- mentee interactions which is monitored by the faculty members.
- Remedial/Supplementary coaching conducted for academically weak students or students from non-technical background.
- In order to bridge the gap between industry requirements and academics, value added certificate courses were introduced to enhance the skill-set of the students, which, is the objective of the college. Some of the value-added courses are:
  - Marketing in Digital Media
  - Integrated course of basics in Film Making
  - Marketing in Digital Photography
- Regular field trips and industrial visits are conducted for providing experiential learning.
- Curricular (seminars, guest lectures etc.), co-curricular (elocutions, debates, exhibitions etc.) and extracurricular (sports, dance, drama, singing etc.) activities are conducted regularly for holistic development of the students.
- Various units working in the college like the NSS and the Rotaract club also aim to develop empathy and moral values in the young minds.

### **1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?**

Orientation program and introductory lectures are conducted by the college for introducing the syllabus. Course-wise Orientation is also provided for assessment and evaluation pattern. In addition, the college ensure that students gain the necessary skills and knowledge to contribute nationally and internationally considering the globalisation today.

- Keeping in mind the needs of the corporate world, management has started soft skills programme for enhancing the communication skills and developing the personality of students. This program is well integrated with the syllabus and is included in the time-table.
- Guest lectures are arranged by various departments to keep the students abreast with the current trends and technologies used in the industries.
- Regular field trips and industrial visits are conducted to promote industry linkages and experiential learning for supplementing the teaching learning process.
- Meetings and discussions conducted where internal faculty members, industry experts, alumni members contribute to identify gaps in the syllabus and find ways to supplement these.
- In order to bridge the gap between industry requirements and academia, value added certificate courses were introduced to enhance the skill and make students industry acceptable.
- Students are also provided training, guidance and a platform for placements which enables them to secure jobs immediately after their graduation.
- Placement cell provides internship program to students to make them aware of job environment. Some of the companies where the students have been placed for internship are:
  - Reserve Bank of India
  - Star
  - KPMG
  - PWC
  - E&Y
  - Capgemini
  - Indiana Properties
  - Amazon Transportation
  - Ambuja Cement
- The students participate in various events at the intra and inter collegiate level as well as the state and national level competitions including sports and research paper presentations.

### **1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc. into the curriculum?**

- Women Development Cell of the college organizes workshops on physical fitness, cancer-awareness, self-defence, food and nutrition etc.
- The college arranged an International Conference on the theme "Spirituality at Work-Place" on 22<sup>nd</sup> February, 2013 where there was a panel discussion by experts from diversified areas related to Humanities, Management and Information Technology. The theme focused on ethical practices at workplace. Research scholars presented papers on themes based on Media, Management and Information Technology. Faculty members from all the departments contributed as co-conveners and organising committee members. The proceedings of the conference were issued to all the participants and are made available for reference in the library.
- College regularly organizes Nature trails and treks under the supervision of RAW club to sensitize students towards nature care. It also helps students to understand nature photography in much better way.
- Students are assigned projects in the subjects of Environmental Studies, Marketing and Human Resource Management and presentations are made by the students for internal evaluations.
- Green Audit was carried out by Step Pvt. Ltd. And recommendation are in the process of being implemented.
- Tree Ganesha: An eco-friendly initiative of the college for sensitising students towards ecological concern.
- Greenathon was an initiative of the NSS unit to make the campus green by planting plants of biological importance. The objective was to sensitise students towards environment.
- NSS unit, RAW club, and Rotaract Club of the institution regularly carries out activities like tree plantation drives, save electricity and Street play to educate the community on saving the planet earth.
- Foundation Course and Contemporary Issues are interdisciplinary subjects where relevant projects are given wherein students engage with NGO's, gain sensitivity to issues and also contribute to society.
- The college organizes lectures by experts, NGO's and various Human Rights Commission to address the issues.
- Workshops like Ethical Hacking are conducted to spread awareness about Information Security issues.
- Several subjects offer students the opportunity to make the submissions electronically via Blackboard, saving paper and creating an environment integrating ICT in the curriculum.



### 1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- **Moral and Ethical values**
- **Employable and Life-Skills**
- **Better Career options**
- **Community Orientation**

#### **Moral and Ethical Values and Community orientation:**

The college encompasses student bodies like the N.S.S. cell, D.L.L.E cell, Rotract club for students and Social Outreach Unit, which under the guidance of the faculty members ideates and executes various events in association with Government and Non-Government organizations. Students, through these events, inherit various moral and ethical values.

Following are some of the major activities conducted in and outside the college by N.S.S. unit:

- N.S.S. unit of Usha Pravin Gandhi College undertook a project, “Save Electricity Campaign” where twenty five students adopted seven families each in their residential areas to spread awareness on methods of saving electricity. They monitored the electricity bills of the adopted families for a year and helped them to save several units of electricity.
- Disaster Management workshops.
- Blood Donation camps are organised in collaboration with Think foundation, J J Mahanagar Rakthpedi, Lions Club of Mumbai and Nanavati Hospital twice in a year. During the blood donation camp, Thalassemia detection drive for students is also arranged with the help of SVKM's C.B.Patel Research Centre and Think foundation.
- Seminars are arranged on health issues, awareness and preventive measures for diseases like Hepatitis B, HIV/AIDs, Leprosy, Malaria etc..
- Street Plays are performed by students to spread awareness on STDs, Gender bias, Plastic Hazards, etc..
- Every year, N.S.S. unit of college organizes a residential camp of seven days at a socially deprived rural area in and around Maharashtra.
- N.S.S. students collect left over blank pages of used notebooks from urban area and binds them into notebooks. These notebooks are distributed to the poor students through the ‘Shramdaan’ program.
- The N.S.S. group of our college has also undertaken tree plantation drive within the college premise and has also undertaken afforestation drive in the adopted area.
- N.S.S unit regularly conducts cleanliness drive in Juhu beach after the Ganesh Chaturti and help in keeping the beach front clean.
- N.S.S. unit helps the Mumbai police in crowd management during the seventh and the eleventh day of Ganesh Immersion. This is a tremendous help because of the heavy traffic and crowd during those days and this activity is appreciated by the Mumbai police.

**Rotaract** conducts various activities like :

Activity	Description
Mauj- E- Manch	Cultural festival for orphan children from orphanages in and around Mumbai.
Toy bank activity	Donate toys to under-privileged children.
Food bank	In collaboration with NGO's provide foods to orphans.
Old-Age Home activity	Activity for spreading joy and happiness.
Save birds campaign	Organized to save sparrows.
Wake Up Kid	Activity for providing joy to kids on streets in slums.

**DLLE** conducts activities like :

- Street play focussing on social issues.
- Projects for Life-Long Learning Skills.
- Exhibitions on environmental issues.

**Social Outreach Unit** carried out activities like:

- Donation Drive for the flood affected families of Urtakhand and Assam in association with an NGO name Goonj.
- Village Visit to Bhurjwadi located in the interiors of Karjat aiming to sensitise women about hygienic issues and educating children about social issues.
- Cleanliness Drive to create environment and cleanliness awareness.
- Awareness Campaigns to inculcate sense of patriotism and increase awareness about the feats achieved by the Indian armed forces.

### **Employable and life skills**

The Placement Cell of the college aims to prepare the youth for future employment which is one of the major objective of higher education. Experts from industry are invited to groom students for soft skills. These sessions are integrated in the time-table and arranged every week for the students. Mock interview and group discussions are arranged to help students face the global market.

Career guidance seminars are arranged by all the departments to guide students make appropriate choice of higher educations and also professional career.

To have an overall development of students the college offers various Value added certificate courses for enriching their knowledge and resume. The various courses that were started in the college in association with various industrial educators are as follows:



- **Marketing in Digital Media:** This short term certified course in association with Good Life education gave the students some practical knowledge on Google advertising, Instagram ads, Facebook as a medium to expand and diversify business, twitter as a marketing tool and various other viral medium to promote product, idea or service.
- **Integrated course on Basics in Film Making:** This certified short term course was in association with a National award winning filmmaker Mr. Satyanshu Singh. It gave a detailed insight about film making right from screenplay, casting and producing, directing, storytelling etc.. It gave an impetus to students who aspire to be either as an ad-maker or a film maker.

**Various workshops are conducted for providing value added skills to students like:**

- Ethical Hacking workshop
- Computer assembly workshop
- Networking workshop
- Robotics workshop
- Android workshop

**Some other Value added courses conducted are:**

- Short term certified Basics in Digital Photography Course
- Short term certified Advance Digital Media Marketing Course
- Short course certified in Film Making

### **Better career options**

Apart from the placement cell of the college which provides regular soft skills training it also looks in to student's placements and internships. It helps to bridge the industry - academia gap.

Besides the placement cell the value added certification courses also provide internship to the students.

## Community orientation

As mentioned above, NSS unit, Rotaract club and DLLE cell play a pivotal role in the community orientation efforts of the institution. In addition to this following are the activities of the Women Development Cell:

Activity	Description
Gender Sensitization	Street plays, seminars, debates and prep talks to sensitize students on various gender issues
Zumba Session	Session for providing a large calorie burn through aerobic activity done with interval training in mind
Breast cancer and cervical awareness	Seminar on breast and cervical cancer awareness for the female students and staff
Self-defence workshop	Prepares students for unexpected situations and also helps them to develop mental as well as physical health and be proactive
Kick Boxing	A versatile nature of kickboxing lends itself to reinvigorating their motivation to exercise

### 1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

Feedback for enriching the curriculum is taken from all stakeholders at least once in every semester

1. **Teachers:** Internal discussions and departmental meetings are conducted to obtain feedback from the faculty members involved in the implementation of the curriculum. These suggestions are passed on to the chairpersons of the respective courses and during participation at various workshops organized by colleges affiliated to Mumbai University in association with Board of Studies for revision of syllabus from time to time.
2. **Students:** Feedback from students is obtained by independent authority, who from time to time asks students to express their opinion about the syllabi, text books, method of teaching. The college authorities do follow a system of collecting feedback from the students by questionnaire method where the students anonymously fill the feedback form. The form is then statistically analyzed and accordingly the teachers are given suggestions for improvements by the head of the institution. From academic year 2015-2016 students' feedback is taken using black-board technology where the student could use mobile phone application to give feedback for teaching sessions.

3. **Alumni:** The College Alumni is a registered body comprising of professionals in various fields like finance, dramatics, cinema, management, various fields information technology, etc. Feedback is obtained from the alumni during meetings. The alumni is invited regularly to share their experience and give feedback regarding curricular aspects implemented in the industry and passed on to the Principal, co-ordinations and IQIC of the college.
4. **Parents:** The College regularly organizes parent teacher meetings to exchange the view points on the student progress in academic as well as non-academic fields. Suggestions given by the parents are duly considered and implemented to the extent it is possible. Parents are free to meet the principal and the teachers as and when need arises.

### **1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes'?**

These programs are monitored through academic monitoring by faculty through daily lecture reports. Similarly the co-ordinator monitors the quality of teaching through teaching plans. The principal monitors the student's feedback and finally the management calls for the year-end performance appraisals of the faculty. The quality is internally evaluated through formal and informal feedback in order to ascertain the effectiveness of teaching and learning.

The feedback is then analysed and discussions are held at departmental level for each individual faculty members and time is given to the faculties for bringing about improvement and changes in their quality of teaching.

## **1.4 Feedback System**

### **1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?**

There is very less scope for curriculum development as the syllabus is framed by the University however the teachers constantly endeavor to provide additional information and value based inputs to the students in their respective courses.

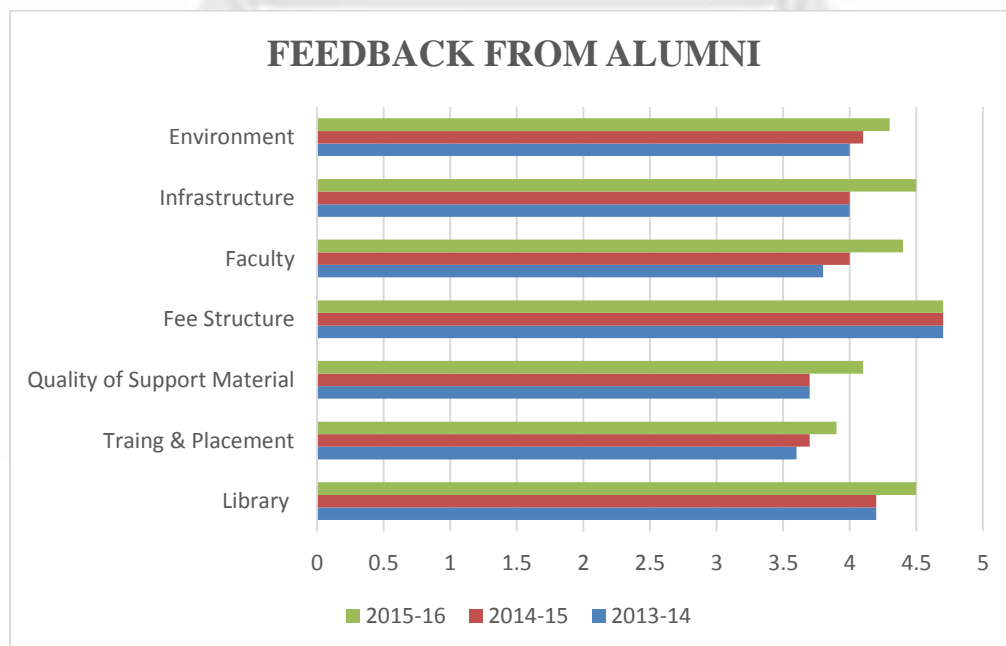
- The faculty members regularly interact with the chairpersons of courses for effective syllabus implementation and pass on the suggestions and inputs to the respective Board of Studies members during the workshops conducted for syllabus revision.
- Three of our faculty members have contributed toward designing of B.M.M. syllabus for University of Mumbai.
- The faculties have attended and organised workshops on syllabus revision and curriculum enrichment.

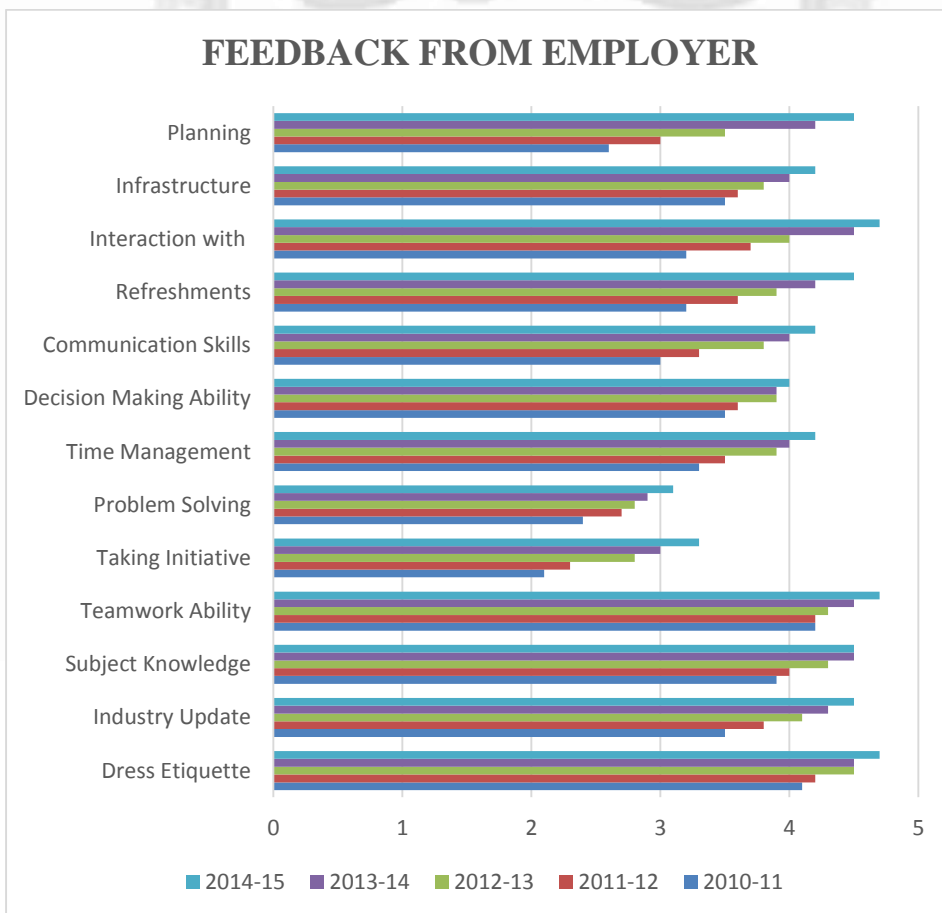
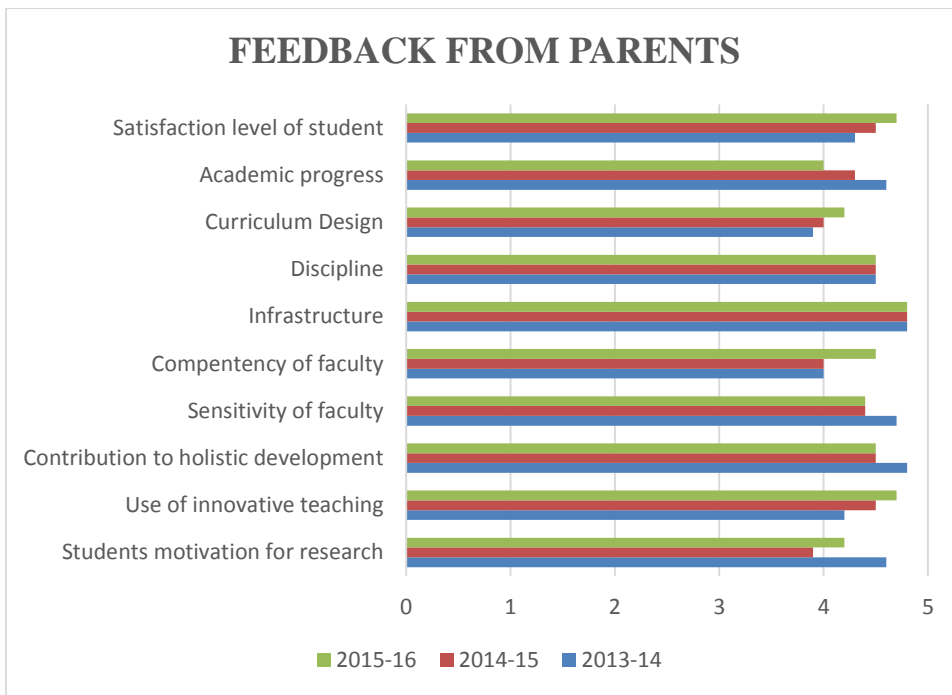
**1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programs?**

The college follows the curriculum prescribed by the University of Mumbai. However faculty members do provide their suggestions for their courses to the respective chairpersons at University of Mumbai and to the neighbouring sister concerned institutions thus contributing to the framing of the syllabus. The co-ordinators interact with various stakeholders and communicate their views to the members of Board of Studies for contributing to enrichment of curriculum. The institution has hosted several workshops for syllabus revision for orienting the faculties from various colleges for effective implementation of the syllabus. Experts are invited as resource persons for these workshops and their suggestions are communicated to the members of Board of Studies.

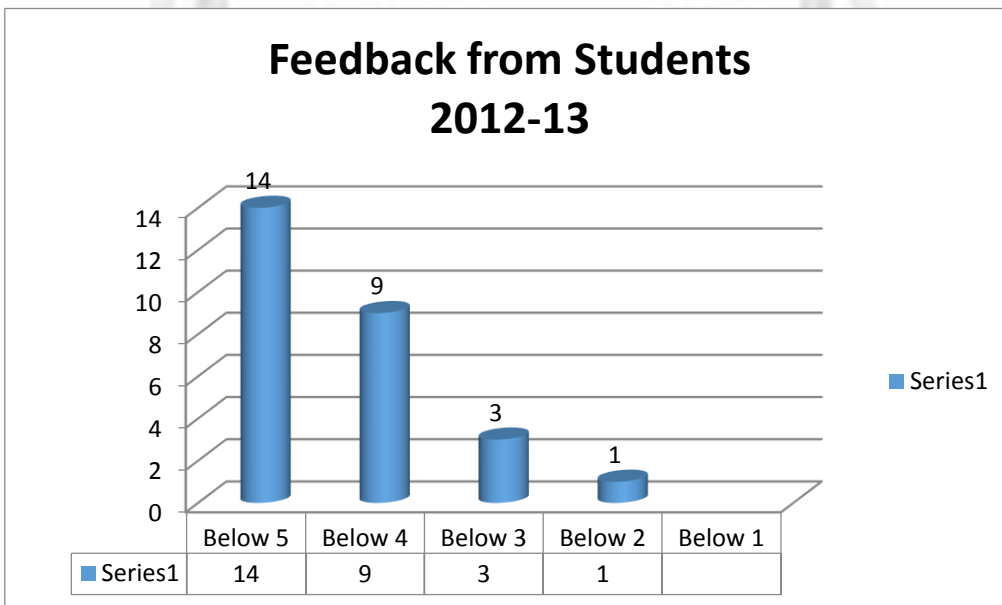
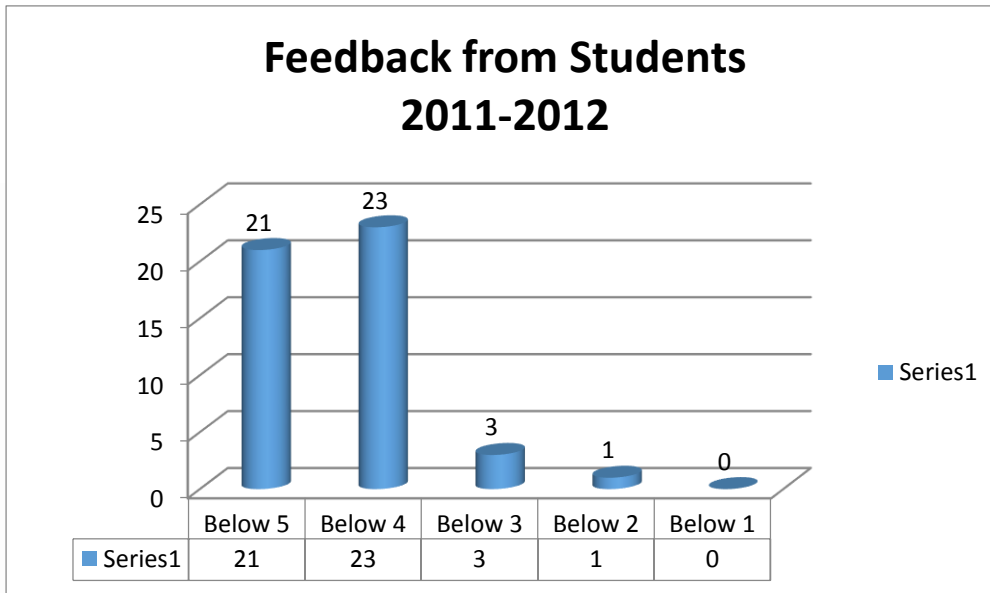
The institute also has a formal feedback system to obtain feedback from various stakeholders. Recently the college has initiated an online feedback mechanism through Blackboard where the students can use mobile phone application to give feedback.

Following are the graphs of feedback taken from the alumni, parents and employers:

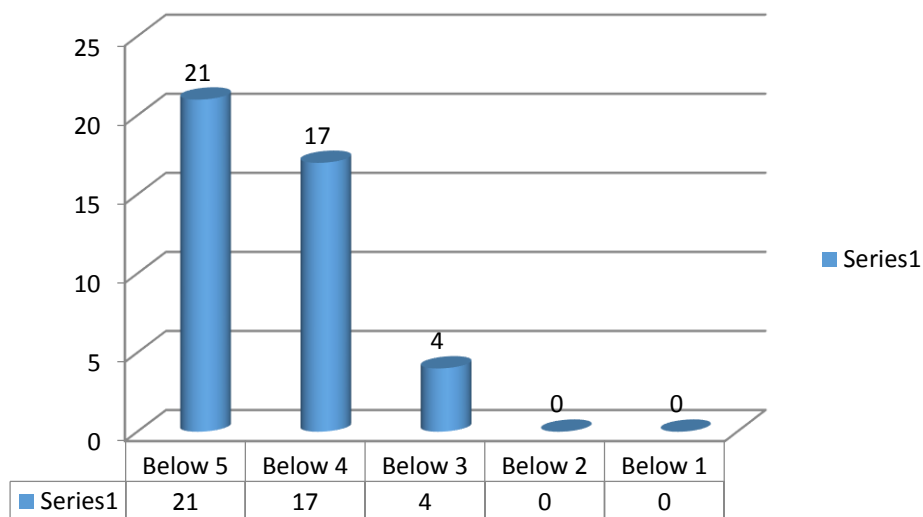




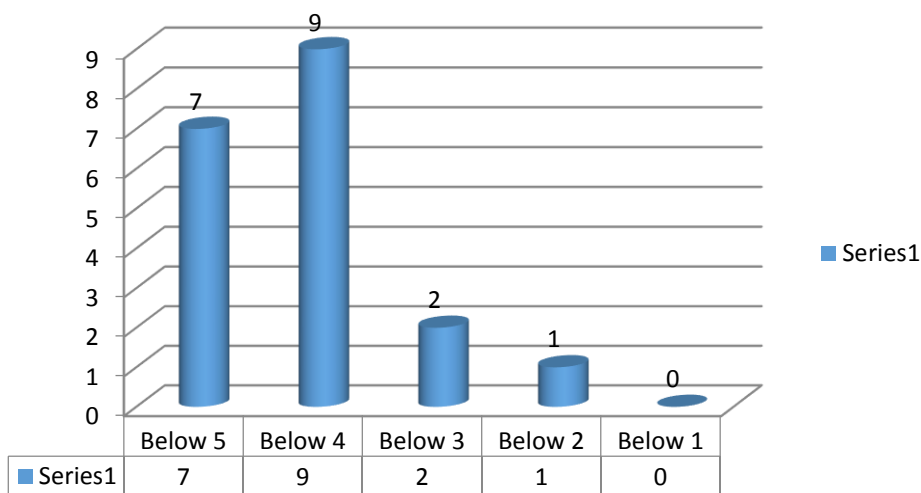
Following is the analysis of feedback taken from students for internal quality purposes:



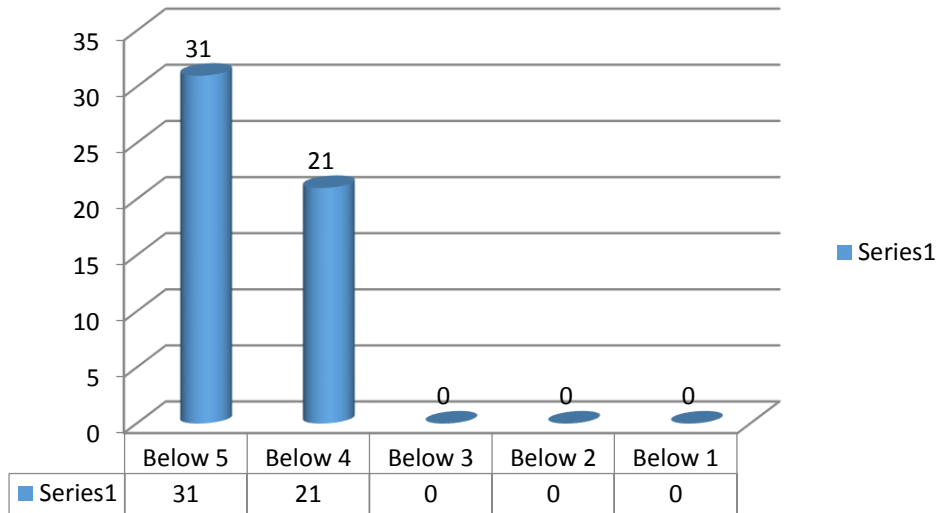
### Feedback from Students 2013-14



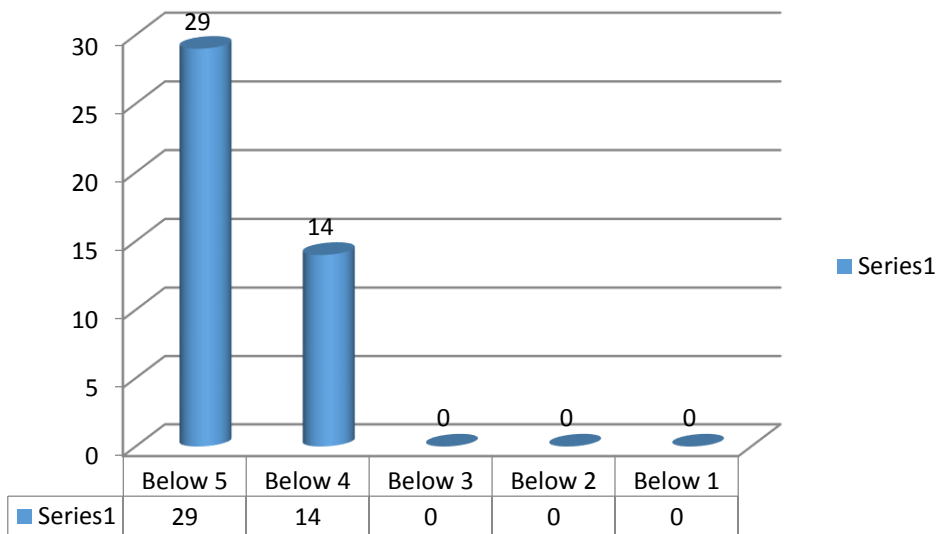
### Feedback from Students 2014-15



### Feedback 2015-16



### Feedback 2016-17





### **1.4.3 How many new programs/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programs?**

The SVKM management encourages the college to conduct value added certificate courses to enhance the professional skills of students.

The management strives to inculcate feelings of sympathy, empathy, humanity, honesty, punctuality, love, respect and care amongst the students so as to make them a responsible global citizen. The staff at Usha Pravin Gandhi College of Management realize that education should be aimed at developing the **3H** – Head (knowledge), Hand (vocational skills) and Heart (Value Systems).

- The college started with a Post-Graduate program in Information Technology in the academic year 2010-11, keeping in mind the industry requirements. The course is a gradual progression from the under graduate B.Sc.I.T. program, many students of the college get an opportunity to pursue Master's program in the same campus. Since its commencement, the course has been well received by the student fraternity which can be seen by the increased number of applications every year. The number of applications received by our college are comparatively high than other colleges in the near vicinity. The college boasts of having state of the art computer laboratories equipped with latest hardware and software. Thus, the college is capable of offering itself to conduct examination on behalf of the University of Mumbai every year since its inception.
- Increasing industrial needs for academically trained manpower in the upcoming areas of accountancy, advertising, film making, media, financial markets and Information Technology motivated the college authorities to think about expansion in these areas.
- An Under-Graduate Program, B.A. (Films, Television and New Media Production) was introduced in September 2016 for providing an alternative program to more focus and career minded students with aspiration in Media and Advertising.
- A Post-Graduate program, M.A. (Entertainment Media and Advertising) was started in September 2016 with an objective of providing an academic extension for graduates.
- Another Post-Graduate program M.Com in Business Management was introduced in September 2016 for academic extension in Management field.
- The management of SVKM encouraged this initiative of the college and materialized the concept of value added certificate courses in accordance with industry needs and requirements. The management also provided support in terms of channelizing the necessary resources for these courses.

- The institution has little role in the formation of the curriculum. However, as stated earlier, teachers and students provide important feedbacks on curriculum to sister concerned colleges and board of studies members. Also the college endeavours to equip the students to compete in the outside world.
- **Quality Enhancement Measures:**
  - The faculty members from various departments are encouraged to participate in inter-collegiate workshops related to syllabi revision.
  - Industry experts are invited to share their views on the identifying gaps and suggesting measures to supplement the syllabus so as to make the students employable.
  - Collaboration with industries through MOUs provides industry-academia interface.
  - Industrial visits and field trips are conducted to provide students an industry exposure and promote experiential learning.
  - Visit to RBI (Reserve Bank of India), JNPT and NSE/BSE gives insights to the students regarding their day-to-day functioning.
  - Departmental meetings are held to discuss strategy to teach revised syllabi in synchronization with our Educational Institution's objective.
  - Members from various committees regularly deliberate and discuss measures to improve and enhance the methods of teaching learning processes. The requirements and inputs are then passed on to the head of the institution and management for approval.
  - Teachers are encouraged to attend conferences, seminars, workshops and meetings related to curricular, co-curricular and extracurricular activities.
  - Students are provided counselling at the time of Admission to make the right choice for the Regular, Professional and value added certificate courses.
  - The latest prescribed books and journals along with the revised curricula are purchased and made available in the library. Faculty and Students have access to online research journals through OPAC.
  - The Members of the Board of Studies, senior subject teachers from other institutions are invited to guide students and orient the teachers.
  - Students are encouraged to use Library which is enriched with high quality books and research journals.
  - The entire college campus is Wi-Fi enabled and each student and faculty are provided logins to access internet facility which augments a conducive learning environment.

**Other Highlights:**

Other records related to Curriculum Planning and Implementation maintained in SAP are as follows:

**➤ Faculty related**

- Semester-wise total number of lectures conducted.
- Subject-wise total number of lectures conducted.

**➤ Student related**

- Year-wise student enrolment record
- Attendance record
- Examination record

Based on interactions with various stakeholders and demand of Post Graduate courses amongst students, authorities felt the need to start Post Graduate courses in the field of Mass Media, Commerce and Management and also increase the capacity of Post Graduate course in the subject of Information Technology.

The most unique feature of Usha Pravin Gandhi is that it is one of its kind under-graduate degree college that offers professional programs under the category of self financing courses under the University of Mumbai.

Despite not having a junior college attached to the institution, the college has been able to stand out on its own by attracting students from far off suburbs of Mumbai city as well as many states, national and international boundaries.

Since its inception year the college holds a unique feature of being the first college under the umbrella of University of Mumbai which got permission to start two divisions in Bachelor of Science in Information Technology with the total capacity of 120 students. Similarly the college was subsequently granted permission to enroll 120 students for its other courses in Bachelor of Management Studies and Mass Media. Very few colleges can take pride in this feat and this has largely been possible due to the support of the SVKM management. The college does not receive any grants from any funding agency, yet the services, state-of-the-art infrastructure, academic and non-academic support are extended by the SVKM management.

The logo of SVKM's UPG College is a shield-shaped emblem. At the top is a lamp with a flame, surrounded by the motto 'TRUTH ALONE TRIUMPHS'. Below this, the text 'SVKM'S' is written in a smaller font, followed by 'UPG' in large, bold, capital letters. Underneath 'UPG' is the text 'SVKM'S PRAYAG UNIVERSITY' and 'COLLEGE'. At the bottom of the shield, it says 'ESTD-2003'. A banner at the very bottom of the emblem contains the motto 'UNIVERSITY OF PROGRESS AND GROWTH'.

**CRITERION II: Teaching-Learning and  
Evaluation**

**'Tell me and I forget. Teach me and I  
remember. Involve me and I learn.'**

**– Benjamin Franklin**

## 2.1 Student Enrolment and Profile

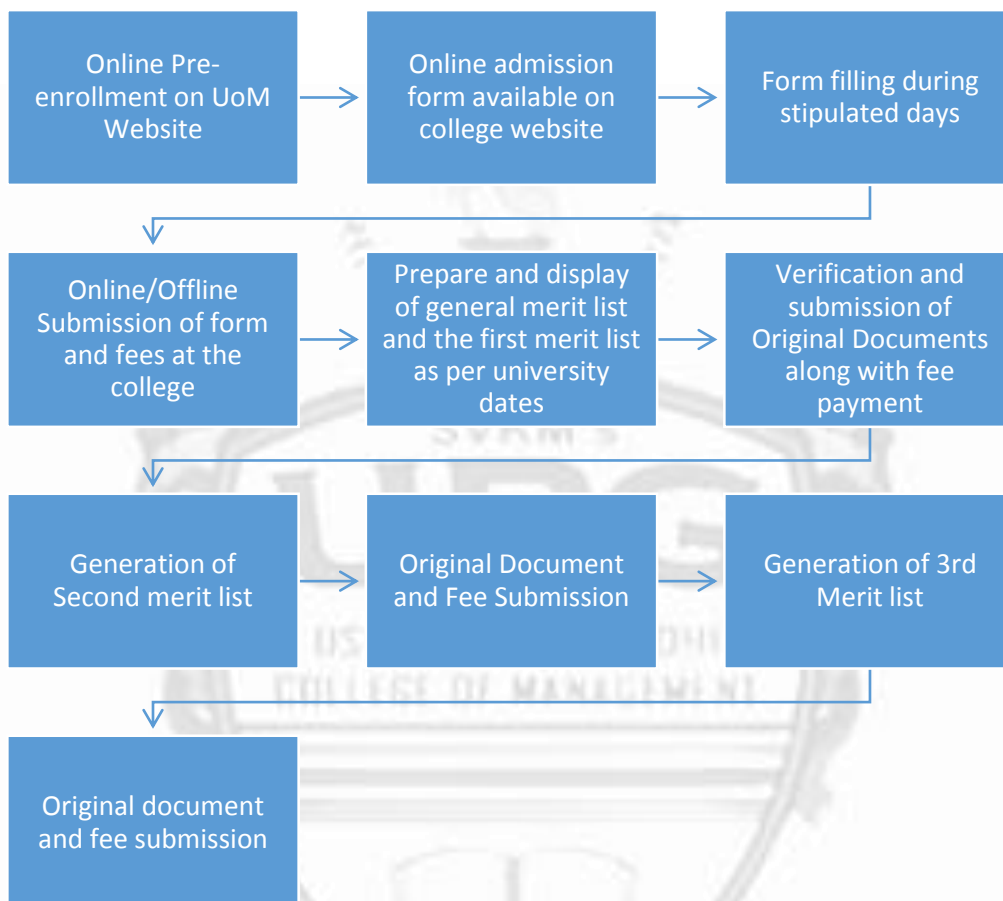
### 2.1.1 How does the college ensure publicity and transparency in the admission process?

The institution ensures wide publicity and transparency in the admission process in the following manner-

- **Prospectus:**
  - Before the commencement of the new academic session the prospectus is made available to the students during the first year admission process.
  - The relevant information regarding the course structure, admission guidelines, ordinances and regulations, fee chart (including refund of fees), list of committees, teaching and non-teaching staff, various activities of the college, achievements of the students in academic as well as sports and other activities is conveyed through the prospectus.
- **Institutional website:**
  - The college has its own website ([www.upgcm.ac.in](http://www.upgcm.ac.in)) from where students can gather information regarding the college about admission, academics, administration, library, events and alumni. E-mail queries, if any, are also responded. The college also provides for a Help desk.
- **Notice board:**
  - Information regarding the entire admission schedule i.e. merit list display, payment of fees, freeship, scholarship rules along with date and time is displayed prominently on the college notice board and also on flex banners during the admission process.
- **Transparency in the admission process:**
  - The admission committee is composed of the Principal, Registrar, two teachers and student representatives.
  - The college has implemented SAP for the same which eliminates possible human errors and intervention.
  - The forms are filled online and a merit list is generated through SAP which ensures transparency in the entire admission process.
  - The college follows all the norms prescribed by the University of Mumbai regarding the admission process.
  - It must be noted that right from the notification stage till the completion of the admission process it is completely online thereby making it convenient for the student.

**2.1.2 Explain in detail the criteria adopted and process of admission.**

After the announcement of the admission schedule by the University of Mumbai the following procedure is implemented:



The criteria and process of admission for the first year students of undergraduate courses is as follows:

- All the admission related notices are available on college website and notice boards.
- As per the directives of the University, instructions regarding the admission process which includes the date for filling up forms, last date of submission of forms is notified on the notice board. The entire schedule and the process is uploaded on the website.
- Application forms are issued online and on-the-spot inquiries are attended by the admission committee.



- Moreover arrangement is made in the Lab for students desiring assistance in filling the forms. Student volunteers along with admission committee make themselves available to assist students.
- The selection of students is done through an online procedure.
- The students are required to fill up their personal details, their HSC results on the digital portal of the University.
- The student details are viewed in the college digital portal and accordingly the merit list is prepared through SAP.
- The merit list is prepared as per the guidelines of the University of Mumbai and put up on the notice board as well as on the website on the dates prescribed by the University.
- After the completion of the admission process, there is an orientation programme specially organized for the F.Y. students and their parents.

This program orients them regarding the course structure and pattern, requirements of attendance, the new semester system of education and a brief introduction about the college.

**2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programs offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.**

The cut off % varies from year to year depending on the XII board results and the demand for the various courses. The cut offs at our institution is given as below:-

Course	Category	2010-2011		2011-2012		2012-2013	
		Max	Min	Max	Min	Max	Min
B.M.S.	<b>Open Category</b>						
	Commerce	91.20%	81.17%	92.20%	80.17%	94.17%	83.50%
	Arts	83.33%	58.33%	85.00%	59.17%	82.83%	60.00%
	Science	90.83%	69.17%	85.75%	67.00%	92.20%	72.50%
	Others/Diploma	88.79%	73.33%	92.17%	73.81%	95.00%	86.67%
	Minority	92.40%	78.33%	89.17%	78.33%	93.50%	79.33%
	<b>Reservation</b>						
	Sports etc.	83.00%	70.83%	83.20%	80.00%	82.67%	79.50%
	Physically hand.						
N.R.I.	79.03%	58.52%			85.20%	76.67%	

Course	Category	2013-2014		2014-2015		2015-2016		2016-2017	
		Max	Min	Max	Min	Max	Min	Max	Min
B.M.S.	<b><u>Open Category</u></b>								
	Commerce	94.50%	86.00%	98.08%	89.39%	97.68%	90.15%	93.00%	90.31%
	Arts	90.80%	70.00%	91.40%	70.92%	93.60%	79.08%	80.77%	76.31%
	Science	83.50%	70.67%	88.60%	77.20%	86.80%	76.15%	82.62%	76.62%
	Others/Diploma	92.83%	79.50%	89.83%	85.72%	92.00%	92.00%	93.33%	87.17%
	Minority	90.20%	79.83%	96.17%	83.54%	93.40%	86.00%	88.15%	86.62%
	<b><u>Reservation</u></b>								
	Sports etc.	86.60%	80.50%	92.40%	84.92%	92.60%	86.00%	91.20%	80.31%
	Physically hand.			87.20%	72.77%	91.80%	82.92%	81.80%	80.31%
	N.R.I.	90.08%	70.06%	80.37%	63.00%	80.80%	73.00%	80.80%	67.00%

YEAR	Course	Category	2010 - 2011		2011-2012		2012-2013	
			Max	Min	Max	min	Max	Min
B.M.M.	<b><u>Open Category</u></b>							
	COMMERCE	96.50%	77.83%	93.20%	81.20%	91%	80.40%	
	ARTS	90.91%	73.00%	85.67%	70.67%	89.40%	71.17%	
	SCIENCE	90.50%	73%	89.50%	72.67%	92.00%	69.17%	
	OTHERS/DIPLOMA							
	Minority	87.17%	74.80%	87.20%	74.83%	93.50%	72.33%	
	<b><u>Reservation</u></b>							
	Sports, etc	81.80%	74.83%	82.83%	78.00%	91.80%	70.00%	
	Physically Hand.							
N.R.I.								

YEAR	Course	Category	2013-2014		2014-2015		2015-2016		2016-2017	
			Max	Min	Max	Min	Max	Min	Max	Min
B.M.M.	<b><u>Open category</u></b>									
	COMMERCE	94.80%	81.17%	94.25%	83.20%	96.60%	84.40%	89.80%	86.20%	
	ARTS	92.20%	74.67%	95.80%	76.15%	95.56%	76.46%	86.77%	80.77%	
	SCIENCE	86.80%	68.67%	88.60%	72.00%	95.60%	73.23%	83.50%	77.17%	
	OTHERS/DIPLOMA									
	Minority	91.33%	75.83%	93.00%	77.69%	91.39%	78.15%	82.62%	79.85%	
	<b><u>Reservation</u></b>									
	Sports, etc	85.33%	75.33%	81.00%	72.15%	92.80%	74.40%	82.00%	72.15%	
	Physically Hand.			76.92%	63.69%	92.40%	78.46%	76.31%	76.00%	
	N.R.I.	89.10%	65.17%	83.40%	65.20%	85.80%	68.00%	68.00%	62.60%	
J&K							68.67%	68.67%		



Course	Category	2010-2011		2011-2012		2012-2013		2013-2014		2014-2015		2015-2016		2016-2017	
		Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min
B.Sc. (I.T.)	<b>Open category</b>														
	Commerce	99	58	98	49	96	46	91	48	99	45	91	50	71	55
	Arts														
	Science														
	Minority	98	61	96	56	96	46	94	51	99	45	97	51	71	56
	<b>Reservation</b>														
	Sports etc.	78	60	78	59	76	47	89	89	88	51	79	35	41	38
	Physically hand.									60	53	76	76	49	35
N.R.I.						74.00%		77.40%						36	

Course	Category	2010-2011		2011-2012		2012-2013	
		Max	Min	Max	Min	Max	Min
M.Sc. I.T.)	<b>Open category</b>						
	Science	74.97%	60.00%	76.00%	65.23%	76.25%	60.52%

Course	Category	2013-2014		2014-2015		2015-2016		2016-2017	
		Max	Min	Max	Min	Max	Min	Max	Min
M.Sc. I.T.)	<b>Open category</b>								
	Science	75.63%	59.23%	88.75%	60.25%	77.93%	64.22%	87.49%	61.38%

**2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort; and how has it contributed towards the improvement of the processes?**

- The college is following centralized admission process with the help of the SAP software system.
- The overall process is strictly followed as per guidelines prescribed by University of Mumbai.
- In addition to that College also provides computer laboratories and internet connection facility to help student to complete the online admission process.
- Help-desk facility is made available.
- The overall admission process is monitored by admission committee comprised of the teaching faculty. A review meeting is conducted after the completion of the process.
- For instance, students initially were not well acquainted with the online admission process and encountered various issues while filling up the form, the admission committee identified these issues and recommended facilitation of filling forms by providing an equipped lab and the support of student volunteers and faculty members.

**2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate /reflect the National commitment to diversity and inclusion**

- The college is a linguistic minority institute. However the college policy caters to students from all section of society and diverse geographical areas.

	SC	ST	VJNT	OBC	TOTAL
2010-11	--	1	--	5	6
2011-12	--	--	--	--	--
2012-13	--	--	--	--	--
2013-14	1	--	---	03	04
2014-15	1	--	---	08	19
2015-16	1	---	---	5	6
2016-17	3	---	---	06	09
<b>GRAND TOTAL</b>	<b>06</b>	<b>01</b>	<b>---</b>	<b>27</b>	<b>44</b>

When eligible minority, SC/ST or backward community students apply for scholarship/freeship, their application is forwarded by the institution to the Government for consideration. Additionally the college has extended support to economically disadvantage students by finding sponsors to extend financial assistance and mentoring these students

**2.1.6 Provide the following details for various programs offered by the institution during the last four years and comment on the trends. i.e. reasons for increase/decrease and actions initiated for improvement.**

Programs	2010-2011			2011-2012			2012-2013		
	Number of application	Number of students admitted	Demand Ratio	Number of application	Number of students admitted	Demand Ratio	Number of application	Number of students admitted	Demand Ratio
<b>FYBMS</b>	1391	118	01:11	1037	118	01:08	1166	117	01:09
<b>FYBMM</b>	1064	117	01:08	948	117	01:08	588	118	01:05
<b>FYBSc(IT)</b>	788	97	01:06	617	108	01:05	304	99	01:02
<b>MSc(IT)</b>	40	20	01:02	64	20	01:03	41	20	01:02
	<b>3283</b>	<b>352</b>		<b>2666</b>	<b>363</b>		<b>2099</b>	<b>354</b>	

Programs	2013-2014			2014-2015		
	Number of application	Number of students admitted	Demand Ratio	Number of application	Number of students admitted	Demand Ratio
<b>F.Y.B.M.S.</b>	1035	121	01:08	1491	125	01:12
<b>F.Y.B.M.M</b>	619	117	01:05	721	123	01:06
<b>F.Y.B.Sc(IT).</b>	293	101	01:02	323	112	01:02
<b>M.Sc.(I.T.)</b>	54	19	01:02	38	20	01:01
	<b>2001</b>	<b>358</b>		<b>2573</b>	<b>380</b>	

Programs	2015-16			2016-17		
	Number of application	Number of students admitted	Demand Ratio	Number of application	Number of students admitted	Demand Ratio
<b>F.Y.B.M.S.</b>	1650	122	01:13	1881	122	01:15
<b>F.Y.B.M.M</b>	780	119	01:06	951	117	01:08
<b>F.Y.B.Sc(IT).</b>	346	118	01:02	547	119	01:04
<b>M.Sc.(I.T.)</b>	38	19	01:02	45	30	01:01
	<b>2814</b>	<b>378</b>		<b>3424</b>	<b>388</b>	

The Institution got permission to state new courses (B.A, M.A, M.Com and additional division of M.Sc.(I.T) in the month of September 2016.

Course	Number of Students
<b>F.Y.B.A. (Film, Television And New Media Production)</b>	21
<b>M.Com. (Business Management)</b>	48
<b>M.A. (Entertainment Media And Advertising)</b>	10

#### **Observations and reasons for variations in applications for BMM, BMS and BSc IT:**

Taking into consideration the rising demand for self financing courses, colleges across Mumbai have obtained permission from the University for additional divisions. Thus reducing marginally the number of applications received by the college.

## 2.2 Catering to Student Diversity

### 2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

- The Staff of the institution is extremely supportive and sensitive towards the needs of differently abled students.
- The students with learning disabilities are given special attention in regular lectures for the subjects that they find challenging or difficult. For example Accounts, Statistics, Maths, Financial Management, Mass Media Research etc. Remedial coaching is conducted by faculty members.
- Special arrangements are made for students during examinations for instance they are given extra time to write the paper. There is also facility to print question papers in larger font size and even writers are arranged for those needing any.
- In order to enable easy access to the building, the college has made infrastructural changes. Wheelchairs are made available on demand along with the existence of Hand railings for all the staircases. Elevator facility is also provided to such students. Students are made sensitive to the needs to of the differently-abled. There is a doctor available on campus.
- The staff is available for interaction or any guidance to parents regarding their wards academic progress and other related issues.

### 2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the program? If 'yes', give details on the process.

- In the orientation lectures conducted at entry level, faculty members interact with students and try to gauge their interests, hobbies, skills and inclinations are noted.
- The Faculty members are continuously assessing the skill sets and expertise of the students in their regular lectures.
- These students are then encouraged to participate in related activities. Inputs are also taken from the information in the application form for the same.
- For the BMS course the student's aptitude is gauged before they decide on the electives for eg. Finance, Marketing or HR. For the BMM course the students are guided for their specialization subject of either Advertising or Journalism. For BSc IT and MSc IT students are guided to choose their electives.
- The meritorious students are encouraged and oriented to apply for post graduation.

**2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/Add-on/Enrichment Courses, etc.) to enable them to cope with the program of their choice?**

Many strategies are used by the college as per student and subject requirements.

- Remedial coaching is offered. Students who are weak in mathematics, programming are identified and extra time is given to them for eg. students from commerce background are oriented and mentored in subjects like mathematics and statistics. The faculty members here strive to expose them to the latest technological developments in the world.
- Keeping pace with the demand for career-oriented courses at undergraduate level, apart from the simple graduation ones various Value-added certificate courses are introduced in college like Digital Marketing and Photography. The workshop on ethical hacking, networking etc. is also conducted to enhance the technical skills of students.
- Academic Enrichment Programs are designed to cultivate research skills in students. Students assist faculty members involved in research in literature review, data collection and interpretation. This has injected enthusiasm towards research resulting in the formation of a research cell in college. There are sessions on leadership, teamwork, communication skills, self-awareness, conflict management etc.

**2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?**

- The college has exclusive cells and committees for sensitizing both staff and students towards gender issues, society, environment viz., WDC, RCUPG, RAW and Extension Activity like NSS, DLLE. These committees organize events like interactive talks, lecture, demonstrations, poster competitions, drama competition etc. For example: the WDC has organized a gender sensitization workshop for students by inviting eminent guest speakers like Professor Vijendra (Member of CWDC, Univeristy of Mumbai) and Mr. Kamaini Mahabal, human right activist and lawyer.
- The college displays contact details of staff members heading the WDC and Anti-Ragging Committee and rules and regulations regarding the same.

**2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?**

- The advanced learners are identified through class interaction/performance. The respective subject teacher takes special measures to enhance the potential of advanced learners.
- Faculty regularly inform them about intra and intercollegiate competitions and seminars, where they participate and their abilities are exhibited and enhanced.
- Teachers challenge and motivate these students to go beyond the course work, and the placement cell forwards leads to the students about summer training, and internships offered by various companies.
- Advanced learners on the basis of academic performance also assist the weaker students. It helps sensitize them to the learning difficulties of those who are either not academically inclined or are not interested.
- Some teachers help students to prepare for entrance exams for post graduate schools, and for UPSC examinations.
- Advanced learners who want to pursue education abroad and need guidance for specializations are counselled.
- Photography exhibitions, screenings by aspiring media students and fairs by aspiring entrepreneurs were organized in college. Also visits to institutions like RBI, MOS (Mail Order Solutions), etc. give students an opportunity to expand their horizons.

**2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the program duration) of the students at risk of dropout (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?**

- Risk of drop out can be anticipated by poor performance in exams, tests, assignments and class interactions. Further very poor attendance is also another indicator. Students performing poorly are counselled by the teachers and they are also referred to the professional counselor on campus.
- Letters are mailed to parents regarding their ward's attendance status.
- Students under risk like economically weaker students approached to faculty members and are given financial aids.
- Slow learners and students with medical or cognitive problems are identified on the basis of their poor performance at the examination, class interactions, internal tests, tutorials and terminal examinations.
- Students suffering from Dyslexia, Dysgraphia, Dyscalculia etc. are given extra time for examination as per university norms. Such students are given support in the form of extra attention in the regular lectures/tutorials/ practical by the respective subject teachers.
- The campus has been made friendly for the differently-abled students.



## 2.3 Teaching-Learning Process

### 2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc)



- **Academic Calendar:** The Annual Calendar consisting of the details of the academic, co-curricular and extra- curricular activities is prepared at the end of current academic year and uploaded on the college website and prospectus.
- **Teaching Plan:**
  - Departments hold meetings to decide distribution of topics and lectures, and discuss the teaching plan. A register is maintained by each teacher to record the daily lecture.
  - Co-ordinators monitor the completion of the syllabus and ensure the overall pattern of the examination; question papers and weightage of topics are as per the recommendations of the University.
- **Planning of examination schedule:**
  - The college plans the examination calendar. The grades for evaluation are based on the guidelines of the university and the students are oriented about it.
  - The Examination Committee in consultation with the Principal and attendance committee displays the schedule in advance. The examinations are conducted as per the University norms.
- **Evaluation:** Faculty participate in the Centralized Assessment Program. The model answers are submitted before the assessment of papers. After the completion of assessment, answer papers are moderated by the subject experts from other institutions. The external moderator gives a report on the marking scheme and question paper. Along with the results, a notice regarding verification procedure is displayed. There exists a redressal mechanism for verification of marks which includes photocopying of the answer papers and revaluation as per University norms.
- College conducts preliminary examinations for the third year students.



**2.3.2 How does IQAC contribute to improve the teaching-learning process?**

The college is presently undergoing its first cycle of NAAC. However, the college has constituted IQIC (Internal Quality Improvement Circle).

**2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?**

The college library is a rich repository of resources. It is equipped with a number of reference books, text books, Indian & International journals for the use of faculty and students. The library also has a user friendly software system to quickly search available books using various options like topic, title, author name etc. The college organises book exhibitions occasionally. E-database is available in college library and Ebrary access is available to students and teachers. The library provides periodicals and newspapers for encouraging students to be updated on current affairs. The library keeps the staff and students updated on new titles and volumes from time to time. It provides internet access to the students for facilitating effective learning and holistic development of the students. The college emphasizes on active and interactive learning.

Teaching-learning is made student-centric by giving our students every opportunity for independent as well as collaborative learning.

Specific methods include the following:

- Assigning group projects (*Collaborative Learning*)
- Problem solving sessions - independently as well as in groups (*Independent/Collaborative Learning*)
- Creating interactive sessions in class through discussion, debates, role play, quizzes, and tutorials (*Participative Learning*)
- Screening of movies, discussion on books, games, real time projects and field trips (*Experiential Learning*)
- Participation of students in seminars, festivals, annual exhibitions (*Collaborative and Experiential Learning*)
- Facilitating students to learn at their own pace and space through e-resources, connected classrooms (*e-learning*)

**Support systems available:**

- Library with student friendly resources, departmental libraries, access to internet, Multimedia resources, Interactive CDs
- Every Department is provided with a laptop for teaching- learning.
- Software like Matlab, Corel-draw
- LCD Projectors
- Interactive projectors in a each classrooms
- Wi-Fi connectivity, Library internet connectivity

**Independent Learning:**

- The students are given exposure to experiential learning through seminars, conferences, internship and projects.
- Functional learning, participating in debates, drama, elocution, music, organizing departmental functions, conferences, workshops and in national and international cultural activities.
- Various co-curricular and extra-curricular activities are organised to strengthen team work and self-confidence. Events like Aahan, annual day, Mauj-e- munch, teacher's day etc. enhances their organizational, marketing, administrative, advertising and creative skills.

**Interactive Learning:**

Learning is made student-centric through interactive learning. The innovative teaching methods such as group discussions, presentations, role play, quizzes and case studies are employed. Workshops and guest lectures provide opportunities for students to interact and network with well-known personalities from different fields. The teachers ensure discussions on current issues in India and the world in order to create awareness amongst the students.

**Collaborative Learning:**

- Industry experts from the field of technology, media and management, and also alumni are invited to deliver lectures on various subjects/ topics and to share their experience.
- This provides deeper understanding of the dynamics of the industry.
- The faculty members arrange seminars and workshops at college level to motivate the students.
- The institute organizes industrial visits for all the departments every year.
- The faculty members and students plan and arrange visits to different kinds of industries, literature and theatre festivals depending on the course profile.

#### **2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?**

- The students' analytical and critical thinking, creativity and scientific temper are nurtured through discussions in the class rooms.
- Teamwork and leadership skills are instilled and scope for creativity is provided when group projects are assigned.
- Workshops and guest lectures provide opportunities for students to interact with well known personalities from different fields. The industrial visits to institutions like the Reserve Bank of India, Film Schools like Flame in Pune and Whistling Woods provide students a glimpse of the industry.
- The co-curricular and extra-curricular activities develop organizational and leadership skills which prepare them to work in a multi-cultural scenario.

#### **2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Program on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.**

The college uses ICT tools which has a positive effect on student learning. Apart from the normal teaching methods used, following techniques are also in practice:

- LCDs are extensively used by the lecturers on a daily basis to make the session more effective.
- E-books and e-journals are made available to teachers & students in the library.
- ICT is extensively used by students for preparation of projects and presentations especially for the live project of TYBSc(IT) and also for other subjects across courses.
- Computer related subjects in all courses include hands on practical sessions apart from the theory sessions.
- Students are encouraged to read on topics discussed in class by providing a reference list.
- Assignments, presentations and projects are regular features of all courses. Apart from the major project, minor projects are given to the students to develop their skills pertaining to that subject.
- Animated educational videos are used during lectures to provide better understanding of the topics.
- The college campus is wi-fi enabled.

- The faculty make use of various social media platforms to interact with students for academic purposes. For example the faculty share links and important information related to respective subjects.

The library has an excellent collection of CDs and DVDs and other online resources that make learning easier.

The college offers e-resources/databases information to all potential users like students and faculty members. The e-book database covers 70000+ full text individual titles on all subjects. The newly added titles include books by publishers like Brill Academic Publishers, Harvard University Press, Oxford University Press, Tata McGraw-Hill etc.

Some of the technologies/facilities used by faculty for effective teaching are

- Use of softwares like eclipse to illustrate graphs use case diagrams etc.
- Laptops & LCDs.
- Effective teaching-learning from helpful sites like:
  - MIT Open Courseware
  - Khan Academy
  - w3schools.com
  - tutorialpoints.com
  - netbeanstutorial.org
  - YouTube for example TED Talks, animated videos
  - Language labs

### 2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

#### **Faculty:**

- The faculty is encouraged to participate in various Orientation/Refresher programs, conferences, seminars, workshop etc. at State/National/International level.
- Some of the faculty members have been resource persons in their respective subjects/topics.
- Some of the faculty members are also engaged in research.
- The college encourages the faculty to pursue research and regularly conducts Faculty Development Programs.
- The college supports the faculty by granting duty leave to participate in seminars and workshops.

**Students:**

- Students are encouraged to participate in seminars and workshops.
- They are also shown live market websites in the class such as www.nsenidia.com, www.bseindia.com, www.moneycontrol.com, etc.in order to explain live trading and functioning of capital markets.
- Departments organize seminars and guest lectures to acquaint them with current industry trends.
- Blended learning is enabled by exposing them to TED lectures.
- Students attend and participate in intercollegiate seminars, festivals to widen their horizon.

**2.3.7 Detail (process and the number of students benefited) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advice) provided to students?**

- The College has a full-time counsellor on campus to address the grievances of students on a regular basis.
- The College also has 2 doctors to take care of any health emergency.
- To increase employability of graduates, soft skills training is provided across all streams. This program aims to improve a whole range of skills, like assertiveness, negotiation skills, communication skills and the skills to establish and maintain interpersonal relationships.
- Mastermind, an annual career fair, offers academic guidance
- Ambulance services as well sick bay facility is available.
- There is a peer mentorship program to guide the first year students about Time Management and exam preparation. One student mentor is allocated around 10 first year students. Peer mentorship program organizes numerous activities blending the curricular and co-curricular aspects like quizzes, debates, elocution and career counselling workshops.
- Experts from industry as well as academicians are called to interact on various subjects.

**No. of students benefited from Counselling**

Year	Personal Counselling
2013-2014	21
2014-2015	10
2015-2016	21



**2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?**

The College faculties adopt and implement newer teaching techniques. Some of them are listed below mentioning their due importance:

1. **Z TO A approach:** This approach attempts to explain the application part of a particular concept first. The teacher explains the application of a particular concept first followed by the effects of such applications. For example to explain the concept of motivation the faculty first explains the benefits of using some techniques like promotions and awards. So here the benefit of promotion is explained first and later students would get interested in knowing about promotions and awards. Than later teacher explains what is promotion and explains what motivation theory in management is.
  - **Impact:** This innovative technique helps to simplify concepts thereby making it easily comprehensible. Moreover as the practical aspect of the concept is dealt with, it makes the class interaction enriching.
2. **Role playing and scenario analysis based teaching:** In this, students are given a scenario and other options to solve a particular issue, then the students are exposed to decision making in a given environment. For example, while teaching accounting, the role of accountant is explained by role playing technique. Invoices and bills are given to students and they are asked to assume the role of an accountant. Here the real entries pertaining to transactions are made by the students and this is more practical approach to teaching where theory is supplemented by proper practical knowledge. In case of I.T students, the concept of networking is best explained by making them establish LAN connection in laboratories.
  - **Impact:** Such practices result in enthusiastic learning and interaction by the students while participating in the learning process.
3. **Use of multimedia tools:** The teaching learning activity employs the use of LCD and other audio-visual aids in class-rooms to augment the teaching learning process. Another advantage of creating multimedia projects in the classroom setting is that when students create multimedia projects, they tend to do this in a group environment. By working in a group, the students learn to work cooperatively and collaboratively using their group skills leading to accomplish the project's overall objectives. With the Internet, students are shown live news, current newspaper articles and expert discussions and talks from various shows.

- **Impact:** The use of ICT leads to enhanced involvement as the audio-visual aids attract the students attention.
- 4. **Seminars and workshops:** Faculties are encouraged to attend workshops and seminars in order to update their skills-set. College also organizes seminars and career fairs to make students aware about higher education prospects both nationally and internationally. In addition the college also offers short term courses such as “Digital marketing” for media related students, “Ethical hacking”, “Computer assembly” for I.T. students. College had organized a Syllabus Revision workshop for M.Sc(I.T.) faculty in 2013.
  - **Impact:** The impact of this approach is that it acquaints students with the latest trends in the industry and at the same time allows close interaction with experts.

### 2.3.9 How are library resources used to augment the teaching-learning process?

- The college library is a rich repository of resources. It is equipped with a number of reference books, text books, Indian & International journals, CDs and DVDs for the use of faculty and students
- Two computers are exclusively assigned for student use.
- The library is supported with strong Wi-Fi connectivity with passwords provided to students.
- Free internet access has been provided to the students and the faculty.
- The Library Committee allocates the budget for each department to purchase books during the academic year.
- The college provides books for competitive exams like CAT, GMAT, etc.
- The college also collaborates with other institutional members like American Library at Bandra-Kurla Complex to augment its resources.
- The question paper sets and copies of syllabi prescribed by the university, with question-wise division of marks, are also made available to the students in the library for ready reference.
- Online Public Access Catalogue (OPAC) is made available on the college website portal so as to facilitate easy accessibility. The students can also avail inter library loan through which students can refer books from various other library within SVKM
- The college offers e-resources/databases information to all potential users like students and faculty members. The e-book database covers 70000+ full text individual titles on all subjects. The newly added titles include books by publishers like Brill Academic Publishers, Harvard University Press, Oxford University Press, Tata McGraw-Hill etc.

**2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.**

- The Institution adheres to the time-frame specified in the syllabus prescribed by the University and efforts are taken to follow it.
- A Teaching Plan is submitted at the beginning of the academic year by all the faculty members with details of topics and modules to be covered in a particular month.
- The challenges are cited below
  - When any faculty goes on an unplanned leave due to emergency conditions such as ill health.
  - Due to the dynamic nature of the University exam timetable, it is difficult to adhere to the teaching plans designed at the beginning of the semester. In such cases the curriculum is completed by taking extra lectures.
- For any planned leave such as attending of seminars, workshops, meeting, events in college, Industrial visits, field visits etc. the faculty members covers up by adjusting with other faculties and ensures that syllabus is completed on schedule.

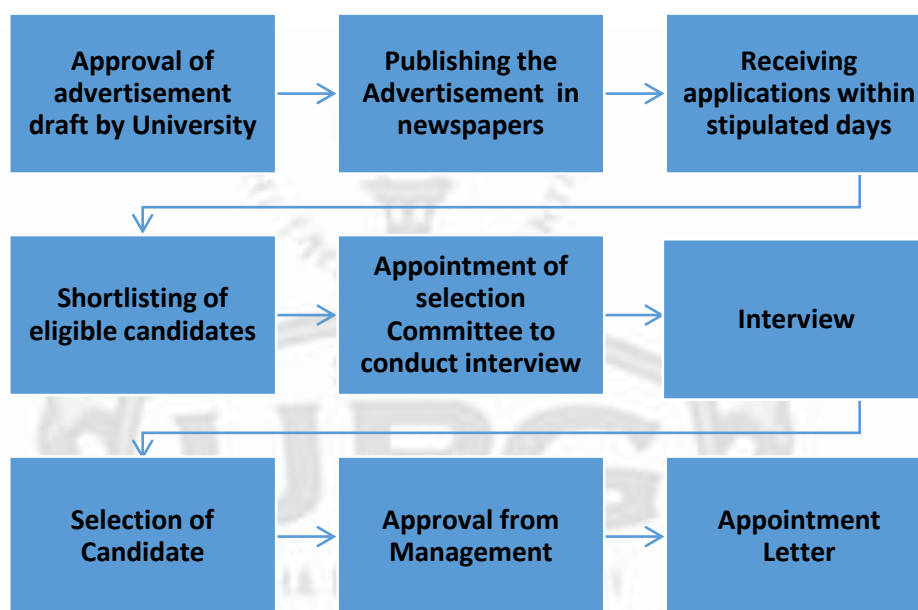
**2.3.11 How does the institute monitor and evaluate the quality of teaching-learning?**

- Completion of syllabus as per the Teaching plans is monitored by Coordinators.
- Best practices in teaching learning are shared and institutionalized.
- The college has introduced a feedback system via Blackboard technology from academic year 2015-16. It is an online feedback form which includes various aspects of teaching standards, such as subject knowledge, communication skills, class interaction, class control, approachability etc. is given to students of all courses every semester. Student is allowed maintain anonymity in terms of the feedback stated.
- The feedback from third year students and the placement cell suggested that the prospective employers noticed lack of certain skills. Taking this into consideration the College has started the Soft Skill training programme. There has been considerable improvement in the placements after the introduction of Soft skills programme.
- The feedback is analysed and then the Principal confidentially appraises the teachers of their performance. This helps the teachers improve their performance and refine their teaching skills.
- The improvement in results is a key indicator of our quality of teaching.
- The Principal visits all the classrooms periodically to understand the requirements of the students.
- Suggestion Box is kept near college office.



## 2.4 Teacher Quality

**2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.**



➤ **Recruitment strategy:**

- Applications are invited after obtaining no objection certificate from the office of the Higher Education, through advertisements in leading newspapers.
- The candidates are selected on the basis of merit as per the norms of the UGC, state government and the University of Mumbai.
- There is a rich database that has been generated over last few years which is utilized for assigning specialized subject to visiting faculty.
- Whenever a vacancy arises efforts are made to get approvals from the University, NOC from the Government, advertisement etc. for the appointment of the respective candidate. In case there is any delay, adhoc appointments are also made by the management.
- 77% of the faculty is qualified. The faculty members are constantly engaged in academic pursuits. 63% have acquired additional Masters, Diploma, and M.Phil. or Ph.D degree or are in the process of completing the same.

- **Retaining Strategies:** The following strategies are employed:
- Sixth pay commission has been implemented. Timely DA increments are also implemented.
  - Pay, remuneration & leave is granted as per government and university guidelines.
  - Important committees like Grievance cell, Local Managing Committee (LMC), which influence teachers' working conditions, play an active role.
  - Healthy practices like FDP and Teachers' day celebration create an environment of camaraderie among the faculty. Star performers are appreciated for their regularity.
  - Mediclaim is provided to all the faculty members and their family.
  - Wards of Staff members are provided concession in fees
  - Opportunities for professional growth are provided to faculty members.
  - The faculty is qualified as per UGC norms. They are regularly deputed for orientation, refresher and soft skills courses organized by the UGC. Moreover duty leave, special leave to attend conferences and present papers are also sanctioned.
  - Wi-Fi connectivity for online research, access to e-journals, OPAC LIBRARY is available.

Highest qualification	Professor		Associate professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
<b>Permanent Teachers</b>	---	---	---	---	---	---	---
<b>Ph.D</b>	---	---	---	1	---	1	2
<b>M.Phil</b>	---	---	---	---	1	1	2
<b>Post Graduate</b>	---	---	---	---	8	3	11
<b>Temporary Teachers</b>	---	---	---	---	---	---	---
<b>Ph.D</b>	---	---	---	---	---	---	---
<b>M.Phil</b>	---	---	---	---	---	1	1
<b>PG</b>	---	---	---	---	2	3	5
<b>Visiting /part time teacher</b>	---	---	---	---	---	---	---
<b>Ph.D</b>	---	---	---	---	---	---	---
<b>M.Phil</b>	---	---	---	---	---	---	---
<b>PG</b>	---	---	---	---	08	14	---

**2.4.2 How does the institution cope with the growing demand / scarcity of qualified senior faculty to teach new programs / modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the out comeduring the last three years.**

The vacancies are filled with mostly NET/SET qualified candidates and candidates having professional qualifications such as MBA and PG Diplomas. The visiting faculty for specialized papers are from the corporate sector. The faculties are encouraged to upgrade their knowledge through training programs like Statistical Analysis System (SAS) and Systems, Applications, products (SAP) sponsored by the management.

- Before appointing visiting faculty their detailed resumes are obtained and scrutinized.
- There are demo lectures conducted before finalizing their appointments.

**2.4.3 Provide details on staff development programs during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.**

(a) Nomination to staff development Programs

Academic Staff Development Programs	Number of faculties nominated
	2010-11 to 2015-16
Refresher Course	4
Orientation Programs	2

(b) Faculty training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

- Guidance lectures on writing research papers are delivered by eminent academicians.
- Workshops conducted on framing syllabus, handling new curriculum and content/knowledge management.

**(c) Percentage of faculty**

Particulars	Percentage of faculty members
	<b>2010-11 to 2015-16</b>
<b>Invited as resource persons in Workshops/ Seminars / Conferences/resource person/guest lecturer organized by external professional agencies</b>	62%
<b>Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies</b>	100%
<b>Presented papers in Workshops/ Seminars/ Conferences conducted or recognized by professional agencies.</b>	95%

**Strategies adopted by the institution in enhancing the teacher quality.**

- The College provides Interactive & instructional techniques like audio-visual mode of teaching, ICT based learning.
- The college organizes Workshops/ Seminars/ Conferences for enhancing teacher quality.
- Staff members are given financial assistance to participate in conferences and also granted duty leave.
- The students and the faculty keep pace with recent developments in their disciplines by perusing research journals, latest reference books, participating in national seminars/ workshops/ symposium/ summer school/refresher courses/internet browsing and interactions with experts.
- The temporary/ad hoc staff is groomed by the senior faculty in the department for teaching and evaluation.

**2.4.4 What policies / systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programs industrial engagement etc.)**

- The institution extends full support for the professional development of the faculty. The faculties are encouraged to pursue their M. Phil. and Ph.D. For instance the college provides increments after completion of Ph.D. and M.Phil. It also considers adjustments in timetable in order to relieve the faculty for research work on written request.

- The library staff provides the faculty assistance in their research endeavours.
- The college also conducts Faculty Development Program to motivate and recharge the faculty members.
- The college has its own in-house publication journal "Chronicle"(ISBN no 978-81-926291-0-0) wherein faculty members and students are encouraged to publish their research papers.
- The college had also organized an International Conference in 2012-13(ISBN no 13:978-93-5110-046-1) wherein all the faculty members were part of the organizing committee.
- The institution deposes its teachers to attend Refresher/Orientation programs, conferences, seminars and training programs organized by other institutes, universities and research organizations.
- The institution also conducts number of seminars, workshops and guest lectures for the benefit of its faculties and students.
- The Institute grants duty leaves as a matter of institutional policy to attend various seminars, workshops and conduct research.
- The faculty members are also reimbursed their participation fee for research conferences and seminars where they present papers.

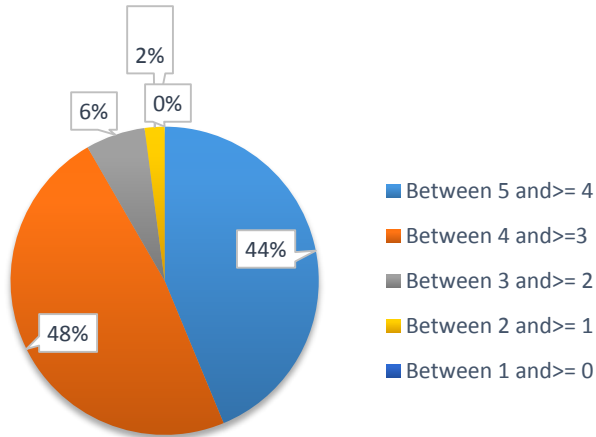
**2.4.5 Give the number of faculty who received awards/recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture & environment contributed to such performance /achievement of the faculty.**

- Dr. Navita Kulkarni received national level "Excellence award 2011" for merit in media services by Bhartiya Samaj Vikas Academy.
- Dr. Geetha Mohan(Ex-Principal from 2007-13) received the "Bharat Vidya Shiromani Award" and a "Certificate of Excellence" for outstanding achievements and remarkable role in the field of Education by Indian Solidarity Council, New Delhi on 9th June, 2011.

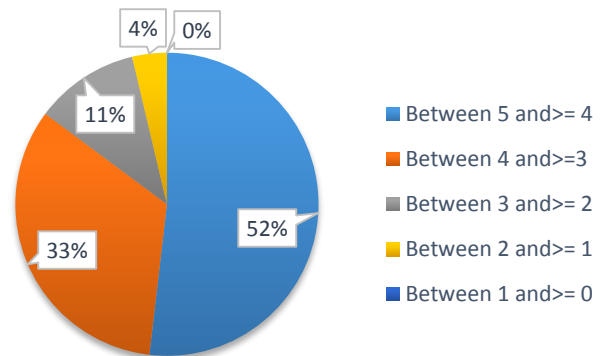
**2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

- Yes, College has adopted evaluation system of teachers in the form of online feedback through the blackboard system. In this, students are given feedback form with questionnaire on various aspect of teaching for each semester.
- External moderators are called to evaluate the assessment work of teachers and give any suggestion after assessment at the semester end examination.

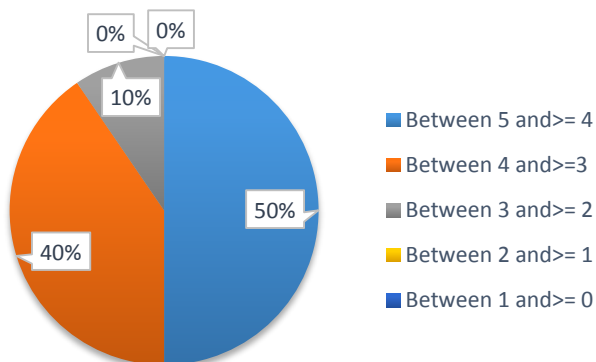
**Student's feedback  
Academic Year 2011-2012**



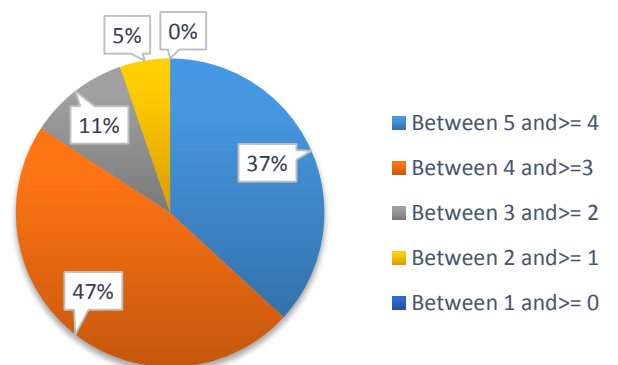
**Student's feedback  
Academic Year 2012-2013**

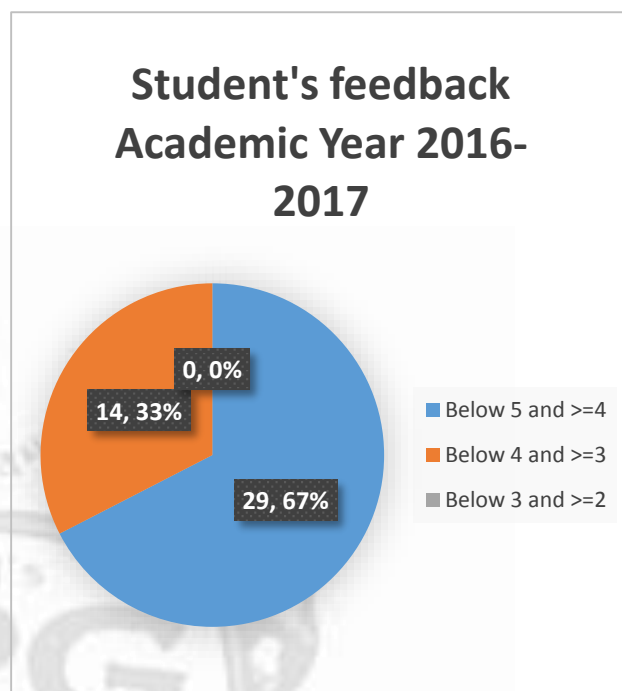
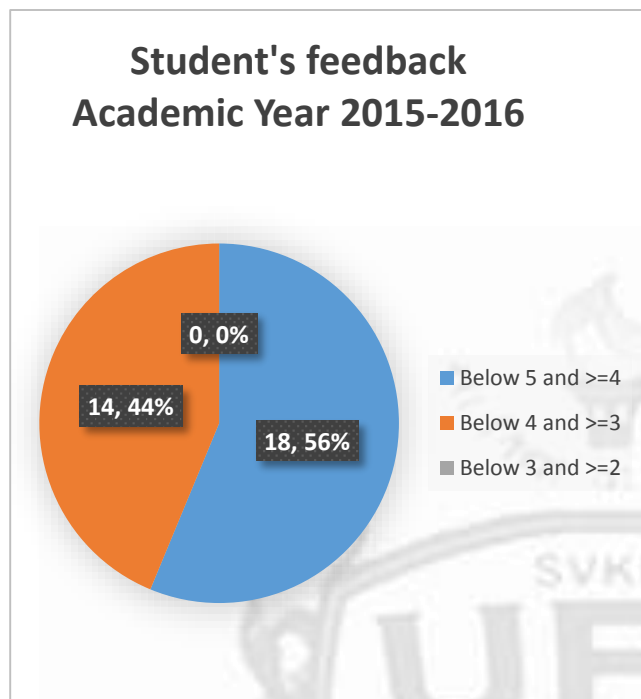


**Student's feedback  
Academic Year 2013-2014**



**Student's feedback  
Academic Year 2014-2015**





## 2.5 Evaluation Process and Reforms

### 2.5.1 How does the institution ensure that the stake holders of the institution especially students and faculty are aware of the evaluation processes?

- During the Orientation Program the students and their parents are apprised of the rules and regulations of conducting examinations , tentative examination schedule, passing standards and eligibility criteria, tentative schedule for holding of Repeat and ATKT examination, conduct of students during examinations, punitive action for unfair means during examination.
- The Institution ensures that all information regarding evaluation methods is communicated to the students of all courses well in advance.
- The Coordinators and Faculty of the respective departments on continuous basis solve doubts and orient the students regarding the upcoming exams and their process and system.
- Notices with respect to all the examinations (internal, external, practical or preliminary) are displayed on the notice board well in advance.
- Coordinators or a faculty is deputed by the college to attend workshops organized by the University for discussing syllabus reframing, evaluation system, question paper pattern and this is eventually conveyed to the entire department and faculty members by conducting periodic department and exam committee meetings.



- The examination committee displays the guidelines for teachers with respect to supervision, assessment and moderation.
- The college has an Exam committee headed by the Chairperson and representatives from each departments, who are responsible for the smooth functioning of the evaluation process from collection of question papers, conducting of the exam, correction and assessment of papers through CAP, compiling of the result, applying gracing and ordinances and later on Moderation and revaluation if any and finally declaration of result.

**2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?**

- The University of Mumbai decided to develop Credit Based Semester and Grading System (CBSGS) in tune with global trends and the adoption of sound grading system. Accordingly the college implemented the same from the academic year 2011-2012 for entry level students.
- The reforms are made by University, and are conveyed by the university circulars to colleges and also available on university website. These reforms are followed by college which are as follows -
  - Separate examination committee is formed for printing of question papers confidentially. Unique codes are given to all question papers for confidentiality. All the answer papers are bundled and sealed.
  - During CAP, examiner takes the bundle one by one, puts serial numbers on the answer papers and assesses the bundle, seals and returns to the CAP in-charge.
  - The College has an unfair means enquiry committee setup according to University of Mumbai guidelines to deal with unfair means resorted by the students during or after the examinations. If found that the student has resorted to the use of unfair means during or after the examinations they are punished as per the University of Mumbai guidelines to maintain the sanctity of examination system. The committee takes action according to the University rules.
- Supplementary examination is conducted for the students who cannot appear for the examination due to their participation in college/university sponsored cultural program and on medical ground.



**2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

- The examination committee draws out an examination notices and displays it on the notice boards.
- The faculty is provided with required ICT for preparing the question papers.
- The non-teaching staff is trained to adapt to the changes in the system such as bundling and CAP.
- University guidelines are followed by junior/senior supervisors, understudy supervisors, examiners and moderators for the smooth functioning of the system.
- The college is a lead CAP centre for assessment of answer papers for the University Examination.
- Examinations are held as per the schedule and answer books are moderated by external peers if the number of students exceeds 100. The examination committee analyses the results and ensures that the results are declared on time.

**2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.**

- **Formative assessment** of the students consists of internal tests, assignments, projects, presentations and participation in class /college activities.
- During the learning process student learning is monitored by conducting internal test. It helps in identifying students' strengths and weaknesses and target areas that need work.
- The faculty uses a variety of methods like asking questions, asking students to summarize the topic in a few lines, quizzes, ungraded tests etc.
- This formative method helps the teacher gather feedback on the common misconceptions and the level of student understanding. Students are given a topic and are asked to give a presentation.
- **Summative assessment** of the students consists of the semester end examinations. The formative and summative approaches helps the students leading to success at university examinations.
- Based on the results students are provided remedial coaching and guidance.

**2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioural aspects, independent learning, communication skills etc.)**

➤ **Transparency:**

- During the college orientation students and parents are made aware of the examination pattern, evaluation methods and passing standards. In addition, short sessions are held by the faculty for different groups in their classroom, to clear doubts and explain finer points.
- Internal Assessment of the students is conducted as per University requirements.
- The table of evaluation for the semester-end exams, and the table for presentations and assignments during the continuous internal assessment, are displayed and explained.
- Class to class announcements, SMS/email alerts, notice boards & class forums, Class Representative (CR) involvement are all used to communicate deadlines. The teachers make the announcements of the internal assessment time to time specially to the students with less attendance. Since the credit based system is evolving there are many changes and the stakeholders are updated regularly about the same.

➤ **Rigor:**

- The internal assessment (25 marks) has been broken down to specific heads to make it more rigorous (class participation, overall conduct, tests and assignments).
- Individual assignments emphasize independent learning. This is assessed through written and oral modes of communication. These either assess behavioural aspects/independent learning /communication skills individually or all the three together. The examples are report writing, essay, critique, demonstration of an experiment or role play, film screening and analysis, exhibits like charts, posters, documentaries, viva, class presentations, paper reading in student seminars, problem solving and case studies.
- From the year 2014-15 onwards, the internal assessment component has been reduced to 25 marks with 5 marks for class participation and overall conduct.

**2.5.6 What are the graduate attributes specified by the college / affiliating University? How does the college ensure the attainment of these by the students?**

- Employability, enterprise, decision making skills, value based life style are the main graduate attributes. We at UPGCM have high aspiration for our graduates and while we ensure academic excellence at the same time we constantly endeavour to hone their corporate provide them employment-related skills, life skills, and nurture attitudes and dispositions through curricular and co-curricular activities.
- A scientific spirit of inquiry is encouraged.
- Regular student feedback helps the college on the changing needs of the students. For example feedback for soft skills sessions and the growing demand for courses like digital marketing has proven that the students have immensely benefitted.
- In keeping with our vision of providing world class education, a highly qualified faculty strives to promote global competencies and research culture in the students.
- The vision of the college is to empower students with knowledge and skills in their chosen field and to provide opportunities for them to realize their full potential thereby shaping them into future leaders.
- The college also intends to equip students with ingenuity to facilitate better career choices.

**2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?**

- There exists a redressal mechanism as per rules prescribed by the University. The time limit for the revaluation and verification are communicated to the students through notices displayed on the examination notice board along with the result summary.
- The answer book verification is done on two aspects. Firstly whether all answers attempted are assessed and secondly to check for any totalling errors.
- In case of revaluation, the answer book is re-assessed by another external examiner after masking the marks and the changed marks (if any) are officially conveyed to the applicant.
- The result of verification, reassessment is conveyed and the students are issued new mark sheets wherever necessary.
- For all examinations (college/University), the student can get a photocopy of the answer sheet as per university norms after which a student can apply for re-evaluation of the paper.

## 2.6 Student Performance and Learning Outcomes

### 2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

- Orientation program at the beginning of each academic year for first year students explains about learning outcomes of each course as well as career options.
- The learning objectives are clearly defined in the syllabus of each course. The faculty only takes it as a broad guideline while preparing teaching plan and ensures that the right balance is achieved.
- Faculty development program (FDP) is arranged on regular basis during which faculties are trained.
- The improvement in results is a key indicator for our teaching learning.
- Feedback is evaluated and elaborately discussed by the head of institution.
- The college has clearly stated vision as follows:
- 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 into future leaders.

### 2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course / program?

1. The internal and external assessment outcomes are declared through a consolidated mark sheet that is displayed on the notice board and individual mark sheet which is handed over to the student.
2. Each department monitors students' progress after tests/projects etc at regular intervals.
3. The mechanism of informal communication and feedback available from the assignments/class tests is communicated to individual students in the classroom.
4. Subject specific counselling to the students regarding their performance, the grading and examination systems are provided by teachers.
5. Remedial measures are taken to address shortfall and improve the performance.
6. Through the mechanism of regular monitoring and communication of attendance status to the parents via email a need for a Parent Teacher Meeting (PTM) was felt. From the academic year 2015-2016 a PTM has been formed with an objective to facilitate an interaction with the parents.

### **2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?**

The institution believes in teaching, learning & assessment to be a continuous process that is not restricted to the confines of a classroom. Hence there is a fair blend of industry-academia interface. The college designs and structures the academic calendar, teaching plans, departmental meetings, and exam calendar keeping in mind this interface. There is an emphasis on academic activities, co-curricular activities and field activities.

#### **Strategies:**

- Teaching strategies: Syllabus framed by the University of Mumbai is periodically upgraded. Knowledge is disseminated through lectures, group activities, independent learning, collaborative learning and use of ICT.
- Guest lectures, industrial visits, internships aim to take the teaching beyond the class room and syllabus. Strategies like remedial teaching, tutorials and peer mentoring are aimed at inclusive teaching practices.
- The quality objectives of the college are fulfilled by organizing guest lectures, workshops and seminars organized for students on curricular and extra-curricular topics provide them the opportunity to hear and interact with personalities from different walks of life.
- Industrial visits are arranged for all the streams where they visit industrial/manufacturing units/plants, service sector organisations, financial/management institutions etc. in different parts of the country.

### **2.6.4 What are the measures / initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?**

- Interactive sessions /discussions on subject- related topics and case-studies in classrooms help students get a better overview of current and relevant issues. Industrial visits are arranged for all the streams where they visit industrial/manufacturing units, service sector organisations, financial/ management institutions, media houses etc. in different parts of the country. Students visit industries, financial institutions, Corporates, NGOs & banks, theatre as a part of their project work.
- There is a dedicated placement cell that works round the clock to facilitate placement opportunities for students. It also conducts mock interviews, CV writing and group discussions to develop employability skills amongst them.



- The facilities such as summer placements and internships are made available to the students by the placement cell. Campus interviews for various courses by Wipro, TCS, WNS, J.P.Morgan, Axis bank, Bajaj Finance Limited etc. are organised every year. The College tie up with Patni Computers helped students acquaint themselves with the workplace environment and newer technologies.
- The institution encourages student research skills. The research work is presented at national, international and University level research competitions.

The various co-curricular and the extracurricular societies help to develop soft skills, life skills, organizational and management skills and talent. WDC, NSS, DLLE and RCUPG help develop the skills for community engagement.

#### **2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?**

- After every examination result analysis is undertaken to review the performance of the students and the same is reviewed in the Local Managing Committee meeting.
- The faculty conducts subject wise analysis for any improvement or decline in the respective subject and corrective action is taken.
- The students' participation in the class and the marks scored in tutorials, assignments reflects the progress of the students. Faculty closely monitor improvements in student's projects across semesters.
- The students with learning disabilities are given special attention in regular lectures for the subjects that they find challenging or difficult. For example Accounts, Statistics, Maths, Financial Management, Mass Media Research etc.
- The slow learners based on the academic performance are taken care of by the faculty. Remedial coaching is given to slow learners by involving meritorious students.
- Staff members often review the learning process via tests that are taken at the completion of each unit. Such tests enable assurance of learning.
- The college effectively executes several co-curricular activities. These help the students to learn beyond the textbooks.
- The achievements of learning outcomes are monitored by keeping a record of internal evaluation and university/college examination results of the students
- Student's feedback provides suggestions and that in turn, helps to overcome shortcomings in the teaching learning process.
- The students can approach the academic counsellor for career guidance and also take help from the fulltime counsellor for their personal issues. These steps help students overcome barriers of learning.

**2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?**

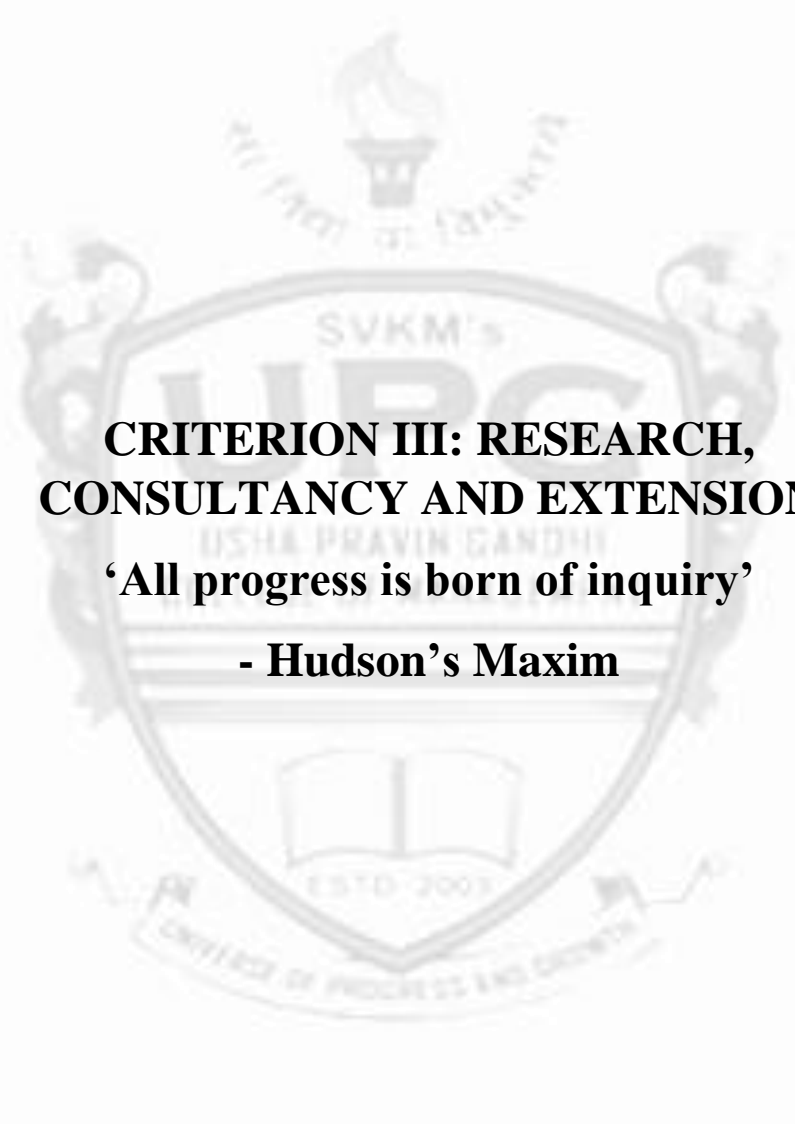
The College inculcates values of being responsible citizens among student. This is done on the basis of the attainment of knowledge gathered by the students during these courses. The formative and summative approach to evaluation enhances the students' holistic learning and academic performance.

The College encourages interactions with the Alumni and has an active Alumni Association. Alumni who are well placed in respective fields are invited as guest speakers.

**2.6.7 Does the institution and individual teachers use assessment/evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.**

Yes, the institution uses the above mentioned aspects. Details of the process and examples are stated below:

- The student performance is continuously monitored by means of internal assessment, classroom participation, practical's assessment and external assessment.
- Advance learners based on academic performance from all three course [B.M.S., B.M.M., B.Sc.(I.T.)] are identified and guided for securing merit positions at University.
- There is remedial coaching conducted on a regular basis for weaker students to improve their academic performance.
- The following learning outcomes were achieved:
  - Ms. Nidhi Argade (B.M.S.) secured admission at IIM Indore in 2015.
  - The Vice-Chancellor of University of Mumbai felicitated following students on 23<sup>rd</sup> December, 2014 at 11.00 a.m. at Sir Cowasjee Jahangir Hall, University of Mumbai, Fort, for meritorious performance at the examination held in April, 2014.
    - Veena Bannur – B.M.M.
    - Sheetal Parmar – B.Sc.(I.T.)
  - Ms. Sheetal Ninne (B.M.S.) secured admission at IIM Lucknow in 2013.
  - Ms. Ragini Sabnavis (B.M.M) and Mr Gautam Ravichandran (B.M.S.) secured admission at MICA in 2013.
  - College has felicitated Ms. Kushvi Gandhi (B.M.M.), for her success at Civil Services Exam, 2011 for being selected for Indian Revenue Services on 15<sup>th</sup> December, 2012



**CRITERION III: RESEARCH,  
CONSULTANCY AND EXTENSION**  
**‘All progress is born of inquiry’**  
**- Hudson’s Maxim**



### 3.1 Promotion of Research

#### 3.1.1 Does the Institution have recognized research centers of the affiliating University or any other agency/organization?

At the present juncture, the college does not have a recognized research center but in the future course the college is committed to set up a recognized research center.

#### 3.1.2 Does the institution have a research committee to monitor and address the issues of research? If so, What is its composition? Mention a few recommendations made by the committee for implementation and their impact?

The College has constituted a Research committee to facilitate research in the college comprising the following members:

BMS	BMM	BSc IT
Mr. Lohrasp Sadri	Dr. Navita Kulkarni	Mr. Bhupendra Kesaria
	Mr. Ashish Mehta	

Also there are two student representatives from each department who facilitate the working of the research committee

Recommendations of Research Committee:-

- Encourage faculty member's participation in research.
- Faculty members should be motivated to register for Ph.D. degree. Due to the initiative and encouragement received from the Principal and Management of the institution, many of our staff members have registered for Ph.D.
- Faculty while preparing research papers and preparing their Ph.D. synopsis should make use of the library centre in the college which has been stocked with relevant research books, journals, magazines and periodicals.
- Faculty Members should be encouraged to participate and present their research papers at various conference for which they are provided with duty leave and financial assistance.
- The college has come out with its in-house research journal "Chronicle" in 2015 wherein the faculty members are encouraged to present research papers.

Impact of Research Cell:

Staff & students have participated in various research conferences and have also gained various practical insights about different aspects of research through the activities organized by the research cell.

- Due to the initiative and encouragement received from the Principal and Management of the institution, many of our staff members have registered for Ph.D.

### **3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?**

- To facilitate smooth progress and implementation of research schemes/projects, the institute encourages teachers to attend research related programmes conducted in other institutes.
- The college grants duty leave for presenting research paper or attending workshops, seminars, conferences, training, etc.
- Financial reimbursement is provided by the college to compensate the expenses towards participation fees.
- The college library is the major source wherein books, journals, magazines, periodicals are provided for research activities.
- The Institution provides IT facilities, internet, and Wi-Fi connectivity to carry out research work.
- The college is also supported with E-brary facility which includes e-books, e-journals, databases, etc. acting as facilitator for research which can be accessed at any point of time through an online portal.

### **3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?**

The faculty members of the institution encourage students to carry out research projects which is the part of the syllabus. For the students, research projects carry 10-20 marks in each semester in all respective subjects. The college promotes participation of students in research activities. The students participate in Quiz, debates, elocution competitions organized by various other colleges.

In order to supplement and carry out research work, the college has well stocked library equipped with free internet facility for staff and students with sufficient books and research journals to carry out research in an effective manner.

Assignments and projects which are a part of the University curriculum help to inculcate special attitude of research and reasoning among the students. The teachers take viva-voce to gauge how much the students have understood about the same.

Through the research committee, the students are encouraged to participate in publication and research workshops. The college plans to come out with a separate journal of research articles by and for the students called "Amateurs". This journal aims at encouraging students to publish papers that will help to enhance research culture and aptitude among students.

In addition to this, the Research cell conducts activities to encourage teachers to develop scientific temper and research culture among the students.

**3.1.5 Give details of the faculty involvement in active research (Guiding students research, leading Research Projects, engaged in individual/collaborative research) activity etc.?**

The faculty members are engaged in active research through Ph.D.

Teachers pursuing Ph.D degree: (Registered )

B.M.M	B.M.S	B.Sc.I.T.
<b>Prof.Madhuvanti</b> Date (Vedic Management)	<b>Prof. Mayur Vyas</b> (Advertising)	<b>Prof.Smruti Nanavaty</b> (Computer Science)
	<b>Prof. Sriram</b> <b>Deshpande</b> (Business Administration)	<b>Prof. Swapnali</b> <b>Lotlikar</b> (Computer Science)
	<b>Prof. Lohrasp Sadri</b> (Business Policy and Administration)	<b>Prof. Bhupendra</b> <b>Kesaria</b> (Computer Science)
	<b>Prof. Naresh Sukhani</b> (Commerce)	<b>Prof. Babita Kachroo</b> (Electronic Science)

In addition to this, Prof Navita Kulkarni has also been involved in guiding prospective candidates for Ph.D.

**3.1.6 Give details of workshops/training programmes/sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students?**

The Institute has conducted a **two day International conference** in the year 2012-13, with the theme of **“Spirituality at Workplace”** wherein faculties and students of **76** Colleges participated and **58** selected papers were published in a Journal with **ISBN Number 13:978-93-5110-046-1.**

Also, the institution makes continuous efforts to conduct workshops, as well as inform the teachers and students about various national and international conferences/seminars and FDPs through the Research Cell. It also conducts various seminars on research methodology to equip the staff members and students to effectively carry out their respective research.

Our faculty members had attended and taken part in presenting papers in workshops organised by other institutes of SVKM like Manshodhan organised by Mithibai College.

### **3.1.7 Provide details of prioritized research areas and the expertise available with the Institution?**

With the constitution of the research committee, the college is looking forward to prioritize and facilitate research by organizing workshops and motivating staff members to present and publish research papers at various conferences, seminars, etc.

The college had organised a guest lecture on Research Methodology by Dr. Makarand Rege CEO of Siddhartha Learning Systems, Mumbai to help students understand various aspects and concepts about research and encourage research skills amongst them. A guest lecture on “How to write Research paper” by Dr. Seema Shah, Associate Professor of Mukesh Patel School of Engineering.

The following are the thrust areas in the field of research carried out by the faculty members and students:

- Finance (Stock Market)
- Renewable energy (Generation and Sustenance)
- Advertising
- Green Marketing
- E-Waste and its impact on environment
- Business Administration – HRM
- E-Learning (Innovative Models)

### **3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?**

The college organizes guest lectures inviting subject experts for motivating students to imbibe and enhance the subject knowledge. The college provides library facilities, IT facilities, Wi-Fi, and internet facility to the researchers. The institution has invited various members from the research fraternity to guide the teachers and students.

In 2016, the college has conducted a seminar on ‘Research Methodology’ which was hosted by Dr. Makrand Rege and a seminar was also conducted by Dr. Seema Shah on ‘How to write research paper’.

Our college Principal had taken the initiative and organised a research meet to supervise the research work carried out by our faculty members and provided necessary suggestions to enhance the quality of their research.

**3.1.9 What percentage of the faculty has utilized sabbatical leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?**

Faculty members have been pursuing research along with their duties without applying for any sabbatical leave.

Several faculty members are currently pursuing Doctoral studies and the resultant effect of pursuing research is reflected in terms of:

1. Greater participation in workshops/FDPs,
2. Presentation of research papers,
3. Publication of research articles,
4. Increase in participation at research conferences,
5. Publication of text books,
6. Urge to enhance qualifications,
7. Greater involvement in the process of sharing knowledge by being invited to lecture in several other undergraduate and post graduate programmes,
8. Being invited as member of Board of Studies by University of Mumbai

**3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)?**

- The students of Information Technology learn how to develop websites from the institution and the same is used by them in the outside world to develop websites for companies and for the personal business as well.
- The management is very supportive and encourages faculty to pursue further research interests. Researchers are encouraged by the institute to interact with the academia and industry and present their views on different platforms.
- The management and faculty encourage active student's participation in research oriented activities to foster a culture of research among them.
- The faculty members also share their expertise not only with the colleagues in the college but also a wide range of peer group. The Management is very supportive and encourages faculty to pursue further research interests. Researchers are encouraged by the institute to interact with the academia and industry and present their views in different platforms.
- Kunal Jethwani designed an application software for SVKM (Parent Trust) in Infrastructure Resource Automation.



### 3.2 Resource Mobilization for Research

#### 3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization?

The college provides for expenses such as participation fees to the faculty members and financial reimbursement for presenting their research papers in conferences within India as well as internationally. The college provides other facilities like duty leave, library facilities, IT facilities and encouragement of their research pursuits and achievements.

The budget for last 4 years utilised towards research related activities is shown below:

Year	BUDGET (Rs.)	TOTAL EXPENSE (Rs.)
2011-12	2,000	2,000
2012-13	9,00,000	8,96,219
2013-14	10,000	9,200
2014-15	20,000	16,900
2015-16	25,000	21,300

In addition to this, the college has decided to allocate Rs. 5000 every semester towards Student Research Cell.

#### 3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last 4 years?

At present, there is no provision for seed money to the faculty for research.

#### 3.2.3 What are the financial provisions made available to support student research projects by students?

Funding is provided as and when necessary to participate in research activities in the form of fee waiver for promoting students research and publishing few good research papers in institutes own **Journal Amateurs** and **Flourishing Minds**.

Every faculty is reimbursed with the remuneration or fees or charges of National / International or regional Conference / Seminars / Wokshops participation.

The Institution supports students' research projects by providing all kinds of help including study materials such as books, journals, magazines, internet facilities, IT facilities, etc.

The institution in addition also provides the students with computer facilities, Wi-Fi, network and internet facilities free of cost to facilitate their project and research activities.

**3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research?**

The college in its endeavour of encouraging inter disciplinary research started a journal called “**Chronicle**” (ISBN-978-81-926291-0-0) in 2015 wherein faculty members from different streams contributed their research papers. The college research cell facilitated the review of all the papers by senior renowned researchers who peer reviewed the papers. The entire process was time consuming yet resulted in a rich volume of interdisciplinary research papers. The institute is already working on the next volume. Volume 2 - “**Chronicle**” to be published.

**3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?**

The college is also supported and subscribed with E-brary facility which includes e-books, e-journals, etc. acting as facilitator for research which can be accessed at any point of time through an online portal Eg: NMIMS e brary.

The college makes use of Blackboard Learning Management system to enhance student faculty interaction and also helps in PLAGIARISM check through a software called ‘Turnitin’ procured by SVKM.

**3.2.6 Has the institution received any special grants or finance from the industry or other beneficiary agency for developing research facility?**

So far the institution has not received any special grant from industry or other beneficiary agencies for developing research facilities.

However, the college is making efforts to raise funds for the projects in the field of Information Technology.

**3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agency, industry and other organizations. Provide details of ongoing and completed project and grants received during the last 4 years.**

The institution has yet to avail any Grant for research from any agency.



### **3.3    Research Facilities**

#### **3.3.1    What are the research facilities available to the students and research scholars within the campus?**

The college offers all resources like library, computer lab, internet facilities for research and project work of the students. The institution provides Internet connectivity and Wi-Fi facility for the faculty and students to enable them to review their academics as well as their research work. The library has large number of books and e-journals (National and International) and DVDs which are made available for the students and faculty members. The college also has collaborations with American Library. In addition, the faculty members guide students to solve any research related queries by in-house guidance and also arranging seminars related to research methodology by Dr. Makrand Rege and Dr. Seema Shah.

#### **3.3.2    What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?**

Library resource is the main resource of our college. It provides books, journals, internet facilities for researchers. The faculty members are encouraged for their research participation by granting duty leave. The college and the management encourage the faculty members to submit, undertake, organize and present papers at National and International seminars and conferences. The institution provides computers with broadband internet connectivity separately for students and staff to encourage and carry out research work. A special library section has been created on the 3rd floor for research purpose. The college has institutional membership with American Centre Library. The institute makes use of Blackboard Learning Management System provides access to various remote databases which can be used for research oriented activities. The institute encourages virtual classrooms and a couple of lectures via virtual classrooms were conducted in NMIMS and the same has been recorded.

#### **3.3.3    Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If yes what are the instruments/facilities created during the last 4 years?**

The institution has not received any Grants for research from any agency. However, the college does have future plans for the same to find more financial support to develop research facilities.

**3.3.4 What are the research facilities made available to the students and research scholars outside the campus/other research laboratories?**

1. The college avails facilities of libraries of nearby colleges like e-library (ILL) of NMIMS and D. J. Sanghvi College of Engineering.
2. E-access (global access) is provided to students and faculty members to facilitate and encourage research.
3. Research scholars are using other campus facilities like IEEE access at Poornima University Jaipur, TISS Mumbai, IIT Powai, etc.

**3.3.5 Provide details on the library/information resource centre or any other facilities available specifically for the researchers?**

The library has reference books, online journals, magazines, newspapers facilities available for staff members and students. The library has free internet facility available for students and faculty members. A separate section is made available in the library which the researchers can use. The college also avails facilities of libraries of nearby colleges like e-library of NMIMS. The college library also offers extended issue period for books and reference help from librarian. In addition, a separate research section has been created on the 3<sup>rd</sup> floor.

**3.3.6 What is the collaborative research facility developed/created by the research institutes in the college? For example laboratories, library, instruments, computers, new technology, etc?**

The college has created computer labs with necessary software like capital line for research purpose. The college has a well-equipped library with internet facilities and separate seating arrangement for staff members reading and research work. The institution encourages the faculty to establish collaborative research work with research institutions and Department of Universities. The college staff members also have access to borrow books from neighbouring libraries such as Mithibai College , NMIMS etc. The library also provides access to various e-journals.

The college has access to SAS Software and Servers which are procured by NMIMS and the facility is extended to all SVKM institutes.

### **3.4 Research Publications and Awards**

#### **3.4.1 Highlight the major research achievements of the staff and students:**

The college is in its infant stages and a research culture has just started to flourish among the staff and students. However, in the near future the college is committed to achieve research awards.

- Dr. Geetha Mohan former Principal received “Bharat Vidya Shiromani” Award and a “Certificate of Excellence” for outstanding achievements and remarkable role in the field of education by Indian Solidarity Council New Delhi in June 2011.
- Dr. Geetha Mohan former Principal presented a paper at Athens International Conference.
- Dr. Navita Kulkarni received National Level “Excellence Award 2011” for the outstanding achievements and distinguished services rendered to the Indian Society by Bhartiya Samaj Vikas Academy Mumbai.
- One of our student, Helly Mehta presented a research paper at the United Nations Conference.

#### **3.4.2 Does the Institute publish or partner in publication of research journals? If yes, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?**

The Institute has conducted an International conference in the year 2012-13, with the theme of “Spirituality at Workplace” wherein faculties and students of 76 Colleges participated and 58 selected papers were published in a Journal with ISBN No: 13:978-93-5110-046-1.

The college has come out with its in-house publication “Chronicle” (ISBN-978-81-926291-0-0) in 2015 wherein the staff members have published their research work. College had received total 14 research papers out of which 12 papers were published after peer review by senior renowned researchers.

The college has also come out with a separate journal in 2014, “Flourishing Minds” for students with ISBN number 978-93-5110-046-1-7 to develop and flourish an attitude of research culture among them. This journal is a collection of short stories and poems written by BMM students.

**3.4.3 Give details of publications by the faculty and students:-**

**Publication per faculty:**

**Number of papers published by faculty and students in peer reviewed journals (national/international):**

2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
7	8	10	16	18	21	5

For list of papers published by faculty members with impact factor kindly refer to Annexure – A.

**3.4.4 Provide details (if any) of**

**Research awards received by the faculty**

Prof. Zinat Aboli won 1<sup>st</sup> place for paper presentation – Manshodhan organized by SVKM at Mithibai College in 2010.

Prof. Shubhangi Nargund won 3<sup>rd</sup> place for paper presentation – Manshodhan organized by SVKM at Mithibai College in 2012.

**2. Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**

Dr. Geetha Mohan former Principal received “Bharat Vidya Shiromani” Award and a “Certificate of Excellence” for outstanding achievements and remarkable role in the field of education by Indian Solidarity Council New Delhi in June 2011.

Dr. Navita Kulkarni received National Level “Excellence Award 2011” for the outstanding achievements and distinguished services rendered to the Indian Society by Bhartiya Samaj Vikas Academy Mumbai

**3. Incentives given to faculty for receiving state, national and international recognitions for research contribution**

The Management provides appreciation letters to faculty members for achievements and contributions in the field of research.

### **3.5 Consultancy**

#### **3.5.1 Give details of the system and strategies for establishing institute – industry interface?**

The college placement cell enables interaction of students with the industrial experts on the pragmatic aspects of business. Many industrial experts are called from each discipline for a seminar after which the students are allowed to interact.

The college festival Aahan also provides a platform for the students to interact with the corporate world to attract sponsors and also design and develop strategies for the betterment of the festival.

In addition to this, our college has an entrepreneurship cell wherein students with high business acumen are given a chance to exhibit their entrepreneurial skills. A Memorandum of Understanding was signed in 2009-2012 with Patni Computers to establish and encourage Student – Industry interface. The staff from Patni computers conducted two lectures called, “Campus to Company” to equip students with requisite skills.

#### **3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?**

The college has still to facilitate a revenue sharing mechanism that will encourage the faculty members to take up consultancy projects.

The college encourages experts in career guidance to brief the students and parents regarding various career avenues and opportunities. For example, the college Principal who is a professional and trained psychotherapist is available as an honorary consultant to students and parents for academic, vocational and emotional problems.

Similarly, on the suggestion of Parent-Teacher Meet, the college invited Dr. Pratibha Jain, an advisory to several colleges in the city of Mumbai such as H.R College of Commerce and Economics, Jai Hind College to name a few to assess and assist students in career choices, especially if looking at International higher educational institutions.

#### **3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?**

The institution is working towards implementing consultancy services in the near future.



**3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last 4 years.**

All the consultancy services are offered by the below mentioned faculties on Non Remunerative basis:

1. Bhupendra Kesaria – Successful implementation of 33KW Solar Plant at Vasan Motors, Vasai in 2013
2. Bhupendra Kesaria – Successful implementation of 6KVA Solar Plant at Victory Lumaniries, Vasai in 2014
3. Sriram Deshpande – Ideal Edu System Private Limited – NET Exam Commerce (Course Design)
4. Lokesh Tardalkar – Forest Department of Maharashtra - Bird Survey of SGNP (Assistance in survey for Statistical Data Collection in Bisect Survey)
5. Mayur Vyas – Professional Consultancy for setting up a recording Studio
6. Abhijeet Mohite – Website Development to E Commerce vendors for selling Online Products

**3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved, Institution) and its use for institutional development?**

The college is in its infant stage and offers non-remunerative consultancy and is looking for prospective clients. This would ensure revenue generation for the institution as well as improve liasoning with Industry.

**3.6 Extension Activities and Institutional Social Responsibility (ISR)**

**3.6.1 How does the institution promote institution-neighborhood community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

The institute has played an important role in campus-community connection and welfare of its neighbourhood by pavement dwellers by initiating a number of community developmental activities like health and hygiene awareness, etc. which in turn helps students to be responsible citizens of tomorrow. The Institution also arranges for community lunch, blood donation camps, etc. through the activities of NSS. The institute also has an active WDC along with Rotract club which contributes to holistic development of students.

In addition to this, the college invites eminent personalities for Annual Day function to felicitate students who excelled in academic, co-curricular and extracurricular activities so as to motivate the students to carry out their good work.

The college has planned to carry out an eco-tour to Bani Village which would contribute to service orientation and holistic development of students.

**3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?**

The College motivates the students to actively participate in community services. The Women development Cell has also undertaken various initiatives to empower and sensitize the youth. The Institution encourages students to participate in the intercollegiate events based on social plays. For instance, our Aahan team has performed a social awareness play on World Tourism Day which promotes responsible citizenship.

**3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?**

For understanding the stakeholder's perceptions, the college solicits through formal and informal feedback of the stakeholder. The college conducts meetings such as Parent Teacher Meeting, Students Council Meeting, Staff Meeting, Local Managing Committee Meeting wherein suggestions are taken into consideration and necessary steps are taken for Improvements for the overall development of the performance and quality of the institution. Feedback is taken from moderators to monitor the quality of paper setting and mode of evaluation.

**3.6.4 How does the institution plan and organize its extension and outreach programmes? Provide the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students?**

The institution plans and carries out its extension and outreach programmes through NSS and DLLE. The budgetary details are provided as follows:

**NSS**

Year	Budgeted Amount (Rs.)
2011-12	35,000/-
2012-13	59,000/-
2013-14	44,000/-
2014-15	53,000/-
2015-16	47000/-

**DLLE**

Year	Budgeted Amount (Rs.)
2011-12	5,200/-
2012-13	8,000/-
2013-14	11,800/-
2014-15	19,800/-
2015-16	19,200/-



The students benefit through the activities of NSS and DLLE by inculcating social values, art of discipline, independence and virtue of patience. They get exposed to challenges by living in a different environment. Eg: Seven day visit to Wada Village, Thane organised by NSS.

Students learn how to explore and maximise their potential through community oriented projects organised by DLLE such as street plays, poster making competition, and others.

**3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?**

- The college undertakes wide spread cross-curricular enrichment activities through NSS and other community development activities.
- The Student Council of the college also creates awareness about various extension activities which are highlighted in the college prospectus.
- Students are also encouraged by the Principal to join such committees during the orientation programme.

**3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?**

Surveys and activities conducted by WDC and NSS helps the college to ensure social justice and empower students from under-privileged and vulnerable sections of the society.

The college students participate in activities organised by the Rotaract Club such as calling orphan students to perform music on the eve of Christmas. This helps to empower students to help under-privilege sections of the society.

The institution carries out its extension programs through DLLE which contributes to the overall development of the society.

**3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated?**

The extension activities of the institution play a vital role in shaping the students cognitive skills. The exposure in various extension activities helps the students to relate themselves to the society and have a holistic education, transforming them into socially responsible citizens. The extension activities also help the students to broaden their horizon and learn the virtue of patience, value of ethics in this modern dynamic society and the art of tolerance. Other activities like community services makes the students more socially responsible. All these help in the overall development of the students.

**3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?**

The college organizes various community development services through regular and special camps every year with the help of the student volunteers. The students have so far organized various programmes like cleaning the beach which helps preserve the ecological environment, blood donation drives, visiting and staying in rural villages which helps them get exposed to challenges by living in a different environment. Eg: Seven day visit to Tribal School, Shirpur to educate the tribal students.

**3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities?**

The college has an active Rotoract Club under which they carry out activities to educate children from under-privileged sections of the society. Last year, the institution felicitated traffic policemen towards his contribution to the society.

The institution is in the process of joining/inviting other institutes to take up collaborative activities.

**3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years?**

The institution has contributed to extension activities through various achievements by NSS:

<b>NSS 2013-14</b>	Indradhanushya, NSS festival of Dahanukar College: 3rd Position – Street play on social issues
	1st Position – Slogan Writing Competition
	Indian Development Foundation (IDF) Supporter award
	Indian Development Foundation Social Ambassador Award
	4th Position – Street play on “Mera Haq, Mera Vote”
<b>NSS 2014-15</b>	1st Position – PowerPoint presentation on Women Empowerment
	2nd Position – Street play on Social issues
	3rd Position – Essay competition on “Youth for Celebration of Environment Ganesh Festival”
	Indradhanushya, NSS festival of Dahanukar College: 2nd Position – Street play on Social issues
	Greenesha – United Way
	2nd Position – Elocution
	3rd Position – Quiz Competition
	3rd Position – Presentation Competition for Awareness on “ECO-FRIENDLY GANESH FESTIVAL”
	Janeev, NSS festival of Sathaye College 1st Position – Dance Competition on “PATRIOTISM”
	Consolation Prize in essay writing competition
	Indian Development Foundation (IDF) Supporter award
	Indian Development Foundation Best NSS Leader award
	Article regarding UPG NSS Blood Donation published in the weekly issue of “Mumbai Matters”
<b>NSS 2015-16</b>	Indradhanushya, NSS festival of Dahanukar College: ToyBank Appreciation Certificate
	3rd Position – Just A Minute

The institution has contributed to extension activities through various achievements by DLLE:

<b>DLLE 2013-14</b>	<b>UDAAN The flight of extension. 2<sup>nd</sup> Prize in Street play Competition.</b>
<b>DLLE 2015-16</b>	UDAAN The flight of extension. 3 <sup>rd</sup> Prize in Street play Competition.

### 3.7 Collaboration

**3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.**

At present, there is no collaboration with any Research Lab.

**3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.**

The college has a collaborative tie up resulting in MoU with the following companies:

- Patni Computers Ltd. (2009-2012)
- C-DAC Juhu (2009-2011)
- Infracol Services (2015-Present)
- Ohio University, USA (2016-Present)
- P.H.Teknow Pvt Ltd.(2016-Present)

The constant interaction of our faculty and students with the various collaborative agencies stimulates their intellect.

**3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.**

The College placement cell creates a platform for the students to interact with the industrial experts.

Students are taken for Industrial Visits so that they can get practical knowledge of various industries. We also conduct lectures on communication skills, preparation for competitive examinations, preparation for interviews, preparing resumes, etc through Soft skills training. We provide our students complete information about job opportunities through detailed job descriptions

mailed to the students well in advance and they prepare themselves for the interview to get themselves placed.

Guest speakers are invited from various fraternity in the field of Mass Media, Management and Technology to interact and equip the students with the understanding and functioning of the corporate world.

Institute also invites consultants to make our students aware about various studying options abroad and in India.

Thus, the classroom learning is supplemented by practical exposure so as to make students aware of the functioning of the corporate world.

**3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.**

An international conference was organised on “**Spirituality at workplace**” in February 2013. List of eminent personalitites invited for the conference are:

<b>Guest</b>	<b>Designation</b>
Dr. M. N. Welling	<b>Pro-vice chancellor – NMIMS, Mumbai</b>
Dr. Nigel Laurie	<b>International Management Consultant, University of London</b>
Dr. Z. R. Turel	<b>Professor, Mithibai College, Mumbai</b>
Dr. Jaya Row	<b>Trustee of Vedanta Trust</b>

List of eminent personalitites invited for Annual day functions and college festival are:

<b>Guest</b>	<b>College</b>	<b>Year</b>
Dr. M. N. Welling	<b>Pro-vice chancellor – NMIMS, Mumbai</b>	<b>2013</b>
Principal Manju Nichani	<b>K.C College, Mumbai</b>	<b>2014</b>
Dr. Snehalata Deshmukh	<b>Former Vice-Chancellor, University of Mumbai</b>	<b>2015</b>
Mr. Neelay Bhat	<b>International TedX Speaker</b>	<b>2016</b>

### **3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements?**

The college has a collaborative tie up resulting in MoU with the following companies:

- Patni Computers Ltd. (2009-2012)
- C-DAC Juhu (2009-2011)
- Infrasel Services (2015-Present)
- Ohio University, USA (2016-Present)

### **3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.**

The college ensures that all the collaborations are effective and are evaluated based on the learning outcomes of each program. Our institution has formed collaborative linkages with very reputed institutions like Ohio University.

The process of collaboration and linkages takes place in the following way:

- The representative of the industry interacts with the Head of the Institute.
- Industry requirements and student benefits are decided/ listed and mutually agreed.
- With the mutual agreement, MoU is signed.
- Industry representatives are invited to select prospective candidates through suitable selection mechanisms.
- Students get benefited by selection and get placed in the industry.
- Internal feedback through students and staff is also collected to ensure effective implementation of the program.



**CRITERIA IV: INFRASTRUCTURE AND  
LEARNING RESOURCES**

**‘Leadership and Learning are indispensable  
to each other’**

**– John F. Kennedy**



#### 4.1 PHYSICAL FACILITIES

##### 4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

- The College strives to provide the best infrastructural facilities to the students by constantly reviewing, updating and maintaining its infrastructural facilities.
- The classrooms, administrative office, staff room, laboratories and library are fully air conditioned.
- All the classrooms are equipped with ICT facilities to make the Teaching and Learning process more effective and interesting
- The College Library and Computer Labs are equipped with Internet available to students and Faculty through LAN and WiFi facility and maintains most of its records in the electronic mode.
- The College Library/ E-brary is connected to the other institutions in the SVKM group which facilities an access to a wide variety of Books, Journals, Databases and Other Study , reference and research material.
- A learning Management System, Blackboard is used by teachers for uploading learning resources in different forms like Audio, Video, Discussion Threads, Documents etc which can be seen & downloaded by student on global access.
- Language Lab is used for enhancing the communication skills.

##### 4.1.2. Detail the facilities available for

**a. Curricular and co-curricular activities –classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, animal house, specialized facilities and equipment for teaching, learning and research etc.**

- The Institution has a policy of continuous upgradation through periodic maintenance check system. Therefore the infrastructure of the College is regularly upgraded, renovated and refurbished. Presently, all the classrooms are air-conditioned and equipped with ICT facilities like LCD projectors etc.
- The College Library is equipped with OPAC system, Internet facility available to students and Faculty through LAN and Wi-fi, maintenance of records in the electronic mode.

- One of the unique feature is the Integrated Library system which connects the College Library/ E-brary to the other institutions in the SVKM group which facilitates an access to a wide variety of Books, Journals and Other Study, reference and research material. The laboratories are well equipped with latest technological requirements and there is ample space for in-house faculty and students. There are 2 computer labs & one Electronic lab with average capacity of 35 computers.
  - The Laboratories & NMIMS Campus also equipped with Virtual Classroom Facility which is used regularly for Sports management lectures which are delivered from all corners of the world.
  - Though the college avails the SVKM facilities like Bhaidas auditorium, Juhu Jagruti hall, Santokba hall etc.
  - The seminars are usually held in the Juhu Jagruti Hall and Seminar Hall which have a seating capacity of 110 persons and facilities such as audio visual aids, advanced technology where several guest lectures, debates, Pre- placements talks, opening ceremonies of various associations.
  - These halls have facilities like a podium and good acoustics that provide a conducive ambience. Events such as faculty development programmes, college festivals like Aahan are held at these venues.
  - College has recently setup a well-equipped media room especially for new courses such as B.A. in Film, television and New Media Production which has facilities such as recording, voice-over, video-shooting and editing.
- b. Extra-curricular activities—sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.**
- The College recognizes the need and importance of Extra- Curricular for the Overall development of students:
  - There are several committees/Associations / Clubs which are pro-active in organizing the extra-curricular Activities. Kindly refer to Annexure – B for committee-wise details.
  - 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, Peer Mentorship Program. etc
  - The college can also avail of an open air auditorium called Jashoda Rang Mandir and Santokaba hall that is under the banner of SVKM. Several college festivals are held at this venue. Besides the college can also book

the Bhaidas Hall which is a large auditorium with a seating capacity of around 1100. The college holds its annual day at this venue.

- Timeslots for selection trials and practice sessions are booked in different grounds for events such as Football, Cricket, Badminton. For indoor games such as Chess, table-Tennis and Carrom in-house space is provided.
- NSS holds blood donation camps once in every semester ,along with Thalassemia Checkup
- The fifth floor foyer is used for practice of cultural activities such as dance drama, street play, fashion show etc.
- The college has a facility of subsidised ambulance service and tie-up with Nanavati hospital and College also has a full time doctors on campus.
- The college appoints housekeeping staff from reputed agencies to ensure a hygienic environment.
- Yoga workshop is organized on World Yoga day.

**4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed / augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).**

- The institution not only procures but ensures proper maintenance of the infrastructure at frequent intervals.
- The basic infrastructure required to run the institution is continuously upgraded depending upon the requirements.
- A full time electrician is employed to look after the electrical fixtures of the college.
- For M.A and B.A courses dedicated recording studio and pre-production shooting studio were required for which institute has made budget for procurement(For Financial year 2016-17 : 30 lakhs).

Amount utilized for Last Four Years with for Infrastructure Items & Amount Utilised

YEAR	Expenditure
2015-16	240000
2014-15	552904
2013-14	12903
2012-13	18240

Please refer to Annexure – C for floor-wise master plan.

**4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?**

- The college ensures the right of equality and just treatment to all the students and has facilities for the benefit of the differently-abled students.
- Wheelchair/ramp facility is available on campus
- Washroom that is user-friendly for the differently-able students which is located on ground floor of the college.
- Lift Preference is given to students with Physical disabilities.

**4.1.5 Give Details on the residential facility and various provisions available within them**

- **Hostel Facility–Accommodation available**
- **Recreational facilities, gymnasium, yoga centre, etc.**
- **Computer facility including access to internet in hostel**
- **Facilities for medical emergencies**
- **Library facility in the hostels**
- **Internet and WiFi facility**
- **Recreational facility – common room with audio-visual equipment**
- **Available residential facility for the staff and occupancy constant supply of safe drinking water**
- **Security**
  - SVKM trust has hostel facilities that cater to students in all institutions under SVKM and that can be availed by outstation students.
  - Constant supply of Safe drinking water is provided on each floor of college.
  - Security guards are hired by college from Super Protection Security Services who looks after Gate, Parking lot, Library & each college floor.
  - First Aid box is available in college premises at two places (1 College Office 2 Staff Room)
  - There is full time doctor on call available in campus.

**4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?**

- The Institution strives to provide a clean and hygienic environment to its students and staff.
- The college appoints housekeeping staff from reputed agencies to ensure a hygienic environment.
- The Institution has a full time doctor on campus to meet medical emergencies.
- First Aid Kits are available in Staff rooms as well as in Administrative Office.
- Various health awareness programmes are conducted by various committees such as Thalassemia tests, thyroid tests, Blood Sugar tests, Nutrition counselling, Skin counselling etc.
- Financial assistance is provided by management for critical illness.
- Management has provided insurance policy to staff & their family members worth INR 1 lakh per family from New India Assurance .

**4.1.7 Give details of the Common Facilities available on the campus–spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.**

- A designated NAAC room is equipped with Computers and Internet facility.
- Grievance redressal unit conducts meetings in the conference room.
- A small area of the library has been designated as a counselling centre.
- The training and placements cell has a specially assigned office in the campus.
- Third floor foyer is used for Gymkhana activities such as Carom, Chess, and Table tennis.
- A canteen on the ground floor provides hygienic and healthy food at subsidized rates
- The canteen area is spacious and provides space for students and staff.
- Several promotional activities and movie launches are organized near canteen area.
- The institution conducts water inspection and maintenance of the water coolers on a regular basis to provide safe drinking water.
- The Juhu Jagruti Hall, Bhaidas hall, Santokba hall, Jashoda Rang Mandir and Seminar hall are utilized for various activities.

## 4.2 Library as a Learning Resource

### 4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

- Yes, the library has an advisory committee comprising of faculty and librarian. The names of the committee members for the academic year 2015-2016 are mentioned below –

- 1) Mrs. Suruchi Bhandodkar - Librarian
- 2) Mrs. Madhuvanti Date - B.M.M. faculty
- 3) Mr. Prashant Chaudhary - B.Sc.(I.T.) faculty
- 4) Mr. Sriram Deshpande - B.M.S. faculty

- The significant initiatives implemented by the advisory committee are as follows –

- Weightage on purchase of Audio Visual.
- OPAC orientation to all teachers.
- Wi-Fi connectivity to students.
- Creating Institutional Repository for our college.
- Blackboard Learning Management system to enhance student faculty interaction.
- Library facility to ex-students.

### 2 Provide details of the following:

- **Total area of the library** : 317 sq.mt. ( 3420 sq. ft.)
- **Total seating capacity** : 140 Readers
- **Working hours:**
  - On working days : 08.00 a.m. - 05.00p.m.
  - On holidays and Sundays : Closed
  - During examination : 8.00 am-5.00pm  
(Study room facility is made available on request.)
- **Layout of the library:**
  - Library baggage counter
  - Seating arrangement for Library Staff
  - Issue-Return Counter (Circulation Desk)
  - Course/Category wise section for books
  - Audio-visual section
  - Newspapers & Periodicals Section
  - Reading Room
  - Computer Section with Internet facility
  - Faculty Research Section with Internet facility

**4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.**

The college makes budgetary allocation of Rs. 3 lakhs for procuring new books. There are three ways of procuring books for the library:

- Books on recommendation:  
Teachers recommend books and also suggest number of copies required of the particular title. These books are purchased after getting approval of Course Co-ordinator and Principal.
- Books on approval:  
Various regular book vendors bring latest books on approval basis. These books are shown to the teachers concerned. Selected books are purchased after getting approval of Course coordinator and Principal.
- Book Exhibitions:  
Books are purchased in the exhibitions organised by our college and the colleges in vicinity as well.

**The amount spent on procuring new books, journals and e-resources during the last four years:**

Library holdings	2012-13		2013-14		2014-15		2015-16	
	Number	Total Cost	Number	Total Cost	Number	Total Cost	Number	Total Cost
<b>Textbooks</b>	037	14,455.50	053	9,849.25	068	12,460.00	146	29,729.00
<b>Reference books</b>	161	83,030.50	145	81,607.75	128	74,878.00	139	67,377.75
<b>Journals/ Periodicals</b>	028	27,132.00	026	27,226.00	027	35,985.00	027	28,953.00
<b>E-Resources</b>	Available through SVKM /NMIMS consortia							
<b>CDs/DVDs &amp; Films</b>	77	17,224.00	05	5,399.00	20	8,499.00	71	20,062.00



#### 4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- **OPAC:**
  - Online Public Access Catalogue is available for users.
  - Web OPAC: A link of OPAC is also available on College website.
  - It also serves as an Union OPAC where users can search books available in the libraries of SVKM and NMIMS institutions.
- **Electronic Resource Management package for e-journals:**
  - E-resources are available to users through SVKM/NMIMS consortia.
  - User manual of e- resources is available in the library.
- **Library website:** Library web page as a main menu on College Website which is updated periodically.
- **In-house/remote access to e-publications:** Global access is available through EZPROXY.
- **Library automation:**
  - Library Automation has been completed with the help of LIBSYS 7 software.
  - Following four modules are used: -  
Acquisition, Cataloguing, Circulation and OPAC.
  - Bar-coding of all books have been done.
- **Total number of computers for general access** : 04
- **Total numbers of printers for general access** : 01 (only for staff)
- **Internet bandwidth/speed** : 65 Mbps
- **Institution repository:** On the library page of Blackboard, where research papers of the faculty members are uploaded.
- **Content management system for e-learning** : Blackboard.

#### 4.2.5 Provide details on the following items:

- **Average number of walk-ins:**
  - 28 (during regular days)
  - 56 (during examination days)
- **Average number of books issued/returned:**
  - Home Issue : 12 (during regular days)  
25 (during exam days)
  - Return : 07 (during regular days)  
20 (during exam days)
- **Ratio of library books to student enrolled:** 4:1
- **Average number of books added during the last four years :** 197 per annum.

- **Average number of login to OPAC** : Data available through EZPROXY.
- **Average number of login to e-resources** : Data available through EZPROXY.
- **Number of IT (Information Technology) literacy trainings organized:** 03 (Three)

#### 4.2.6 Give details of the specialized services provided by the library

- **Reference** : Reference service is given by library staff.
- **Reprography** : Available in College campus.
- **ILL** : Facility available on request. Students and staff can borrow books from all SVKM and NMIMS institutes.
- **Information deployment and notification:**
  - Notice boards at appropriate locations.
  - Library page on the college website.
  - Library page on the Blackboard.
- **Download** : Facility available.
- **Printing** : Facility only for Teaching & Non-teaching staff.
- **Reading list/ bibliography:** It will be made available on request.
- **In house/Remote Access to e-resources:** Available through EZPROXY
- **User Orientation and Awareness:** Library conducts user orientation session in the first half of every academic year for first year students.
- **Assistance in Searching Database:** Users are assisted to search information from online databases.

#### 4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

- Library Staff helps students and teachers in locating books, periodicals, newspapers and any other reference material.
- It helps the users in “how to search a book in OPAC”.
- It also helps them in using various e- resources.
- Two computers are kept for students to search library OPAC and e-resources. They can also do their projects and assignments using internet facility.
- Two computers are kept for faculty using which they can prepare for their lectures, make assignments for their students and research work as well.
- Passwords for Wi- Fi connectivity are made available at the circulation desk.
- Assistance is given to users if any technical problem occurs, if not solved IT team person helps to solve the problem.
- Inter library loan facility is made available on request.
- Demand slips are made also available to reserve a particular book.
- Students are allowed to watch CDs/ DVDs in college premises.
- Students can photocopy syllabus and previous year's question papers.

**4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.**

The College provides special facilities for physically challenged students not only for inhouse students but also for students from other institutes. One such case is of Ms Aruna Dubey who was allowed to use our library every Monday as she was preparing for IAS exams. Library staff made comfortable seating arrangement and provided IAS exam books and CSR (Competition Success Review) magazine for reference. Our faculty Prof. Sriram Deshpande imparted his guidance in preparing for her exams.

Also, the college has made a provision of NVDA (Non Visual Desktop Access) software for visually challenged persons.

**4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)**

- Library suggestion box is available near the baggage counter. Students can give their feedback in form of complaints, suggestions or requests.
- Also verbal requests regarding any matter of the library are well attended by the library staff.

### 4.3 IT Infrastructure

#### 4.3.1 Give details on the computing facility available (hardware and software) at the institution.

Number of computers with Configuration (provide actual number with exact configuration of each available system)

	Desktop Computers	Computer Labs	Computer with Internet Facility	Laptops
Total	144	83+17(Electronics Lab)	129	5

- **Configuration Of Computers:**
  - 500 Gb Hard-disk
  - 4 and 8 Gb Ram
  - I3 Processor
- **Technology upgradation:** RAM, hard-disk .

	Total Computers	Up gradation
Upgraded	80	RAM upgradation to 4 GB

- Computer-student ratio - 1:1
- Stand alone facility – All Computers are connected on network.
- LAN facility-1Gbps Full duplex Speed
- Wifi facility-WiFi Facility available in College campus
- Licensed software available.

Softwares	
Windows 8.1	Adobe Photoshop
Microsoft Office 2013 or 2007	Adobe Primer
Symantec Endpoint Protection Antivirus	Adobe Illustrator

#### 4.3.2 Detail on the computer and internet facility made available to the faculty and student on the campus and off-campus?

- We have six computers in staff room for teachers , 2 computers reserve for teachers in library and 3 laptops which enables portability, one for each department used for lectures, seminars and workshops.
- There are two computer laboratories well equipped with 41 computers to accommodate the batch size of 30 students during practical sessions.
- The electronics lab is equipped with 20 computers exclusively for M.Sc.(I.T.) students.
- All computers are connected using LAN with internet facility.
- There are separate profiles created for students , non-teaching staff and teaching staff.
- All classrooms and laboratories have ceiling mounted LCD projectors with a dedicated computer system.

- To cater to the needs of students the language lab has been made available to enhance their communication skills.

#### **4.3.3 What are the institutional plans and strategies for developing and upgrading the IT infrastructure and associated facilities?**

- The college have the policy of upgrading computers/LCD projectors/Laptops every 5 years.
- Licenses are procured for all software's installed in the laboratory. The renewal procedure for the same is also undertaken as per requirements of the syllabus.
- The college also maintains ready stock of 15 I/O cables for LCD projectors installed in the classroom.

#### **4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, development and maintenance of the computers and their accessories in the institution (Year wise for last four years)**

<b>YEAR</b>	<b>Budget</b>	<b>Budget Utilised</b>
<b>2015-16</b>	<b>164000</b>	<b>279785</b>
<b>2014-15</b>	<b>220500</b>	<b>99156</b>
<b>2013-14</b>	<b>12000</b>	<b>231998</b>
<b>2012-13</b>	<b>100000</b>	<b>96075</b>

#### **4.3.5 How does the Institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?**

- All classrooms are well equipped with LCD projectors and computer systems which enables use of audio-visual aids and ICT tools for teaching learning.
- Wi-fi connectivity is provided in college premises and separate logins are available to staff and students.
- The library provides access to e-resources like OPAC, electronic journals, e-books and various other research databases. The updated brochure of the same is made available to every student and staff and the beginning of the academic year.
- Students have access to Learning Management System (LMS) Blackboard which enables them to use online resources provided by the teachers and get updates regarding new books and publications in the library. Training sessions are also held for Faculties and students for various levels and utilisation advance level different Blackboard tools.
- E books available with Institution for access - 125000

**4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching- learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the Institution, place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.**

- Students have access to Learning Management System (LMS) which enables them to use online resources provided by the teachers and get updates regarding new books and publications in the library.
- Teachers use audio visual aids and ICT tools to conduct lectures.
- The Black Board application is available for download on mobile phones.
- ICT facilitates effective interaction between students and teachers during
  - Lecture sessions
  - Group discussions
  - Case study presentations
  - Role play

**4.3.7. Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

- The College makes extensive use of the Maharashtra Knowledge Corporation Limited (MKCL) launched by was promoted by the Department of Higher and Technical Education, Government of Maharashtra for several administrative and academic purposes.
- The MKCL is used during the admission process for receiving application forms.
- The details of students for enrolment for examinations, confirmation of eligibility of the students for several examinations and courses and issuing of hall tickets along with personal registration numbers (PRN) is ensured through the use of this network.
- The examination Hall Tickets for university examinations of the students are printed through this network. (Digital University Website of University of Mumbai) ( [www.digitaluniversity.ac](http://www.digitaluniversity.ac) )
- The Statistical Data with respect to students course-wise, gender-wise, category-wise is obtained for submissions to various statutory bodies.
- The Transfer Certificate of students is generated through this network.
- The results of the students are also printed through this network.

## 4.4 MAINTENANCE OF CAMPUS FACILITIES

**4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?**

- The institution gives a lot of importance to the maintenance and upkeep of its infrastructure. The college renovates and upgrades its facilities as when required for the convenience of all the stakeholders.
- A provision has been made for requisite funds for infrastructural maintenance and upkeep so as to provide a safe, clean and hygienic environment.
- The funds are used for the maintenance of Lifts, Water coolers, Plumbing, pest control, air condition repairs, fire safety and general repairs.
- Special non-teaching staff is appointed for the maintenance work along with housekeeping & security agencies take care of safety, cleanliness and utility of the College infrastructure. They report directly to the Registrar. Housekeeping and security staff who are appointed through agencies to ensure the smooth running and maintenance of the infrastructural facilities.
- The housekeeping staff work in two shifts for cleaning class-rooms, laboratories, staircases, wash rooms, passages, staff common room, office, gymkhana, foyer, lifts, college compound, seminar hall and all the cabins to maintain the cleanliness.
- Regularly annual maintenance contracts are done to maintain elevators, water coolers, air conditions, water purifier and water tanks with related companies by central authority.
- The regular functioning of computers, Laptops, LCDs, lighting units and elevators is ensured by the in-house maintenance department and the IT department.
- 24 hrs. security is available to take care of stakeholders and infrastructures.
- AMC for 5 years Data
- Following are the details of the expenditure incurred during last four years.

		2015-16	2014-15	2013-14	2012-13	2011-12
a.	Building	141697	18405	---	---	---
b.	Furniture	35893	64122	42590	73766	45723
c.	Equipment	491451	265493	1157616	258820	204977
d.	Computers	---	---	---	---	20087
e.	Vehicles	---	---	---	---	---
f.	Any other	583472	206387	283231	190225	302746



**4.4.2 What are the Institutional mechanisms for maintenance and upkeep of the infrastructural facilities and equipment of the College?**

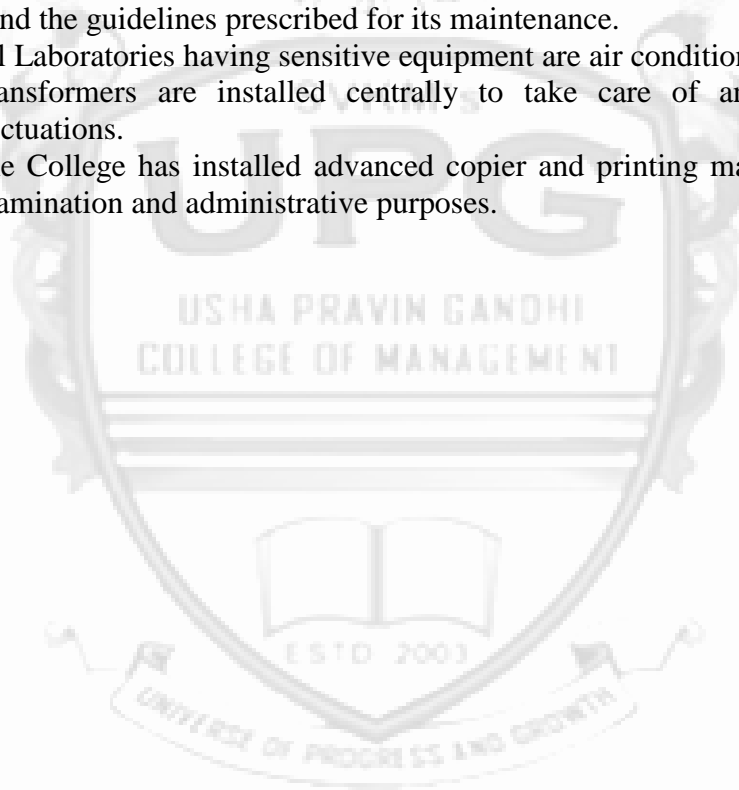
- From time to time and as per the requirement the staff appointed to look after the maintenance informs the plumbers, electrician who are available at the central office of the management to maintain cleanliness & a germ free environment.
- Periodically under the supervision of maintenance staff in-house electrician is asked to take care of maintenance of electrical equipment & switches in working conditions; other major problems are resolved by taking help from the central office of the management.
- Laboratory assistants are trained to repair and maintain the laboratory equipment.
- Each floor has floor peons to check the opening and locking of doors, windows, LCD projectors facility etc. and to switch off all electrical points at the beginning and end of a work day.
- Faculty and laboratory assistants are involved in the calibration and precision measures of the equipment and instruments whenever required. .
- Regular audit of equipment is carried out to upgrade instruments and to write off and discard those that are not functional.
- Apart from the maintenance and upkeep of regular infrastructural facilities the Institution also takes extra effort to further enhance the infrastructural facilities and effectiveness of its teaching learning resources.
- Fire extinguishers have been installed on each floor, in the laboratories, office, staff rooms, stores and elevators and adequate training has been given to the teaching and non- teaching staff.
- Evacuation plan has been displayed.
- Annual maintenance contract for Pest control is done and carried out on a regular basis.
- C.C.T.V. cameras are installed on each floor corridor, staircase, laboratories, library, staff room and administrative office for the safety of students and other immovable infrastructure.
- Staff for housekeeping, floor staff and security staff are provided by SVKM.
- Firewall details :  
Firewall Fortigate for blocking social networking sites
- Antivirus Details : Symnatec Nortan Security Antivirus install on 143 computers.

**4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipments and instruments?**

- Maintenance of the equipment is carried out to upgrade instruments and discard those which are not functional.
- Corroded instruments are replaced to maintain safety and efficiency.

**4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (Voltage fluctuations, constant supply of water etc)?**

- The Institution strictly adheres to the specific guidelines formulated by reputed agencies for the upkeep of its sensitive equipment.
- The placement and location of equipments is determined keeping in mind the guidelines prescribed for its maintenance.
- All Laboratories having sensitive equipment are air conditioned.
- Transformers are installed centrally to take care of any voltage fluctuations.
- The College has installed advanced copier and printing machines for examination and administrative purposes.





**CRITERION V: STUDENT SUPPORT AND  
PROGRESSION**

**‘Education is the manifestation of the  
perfection already in man’**

**– Swami Vivekanand**

## 5.1 Student Mentoring and Support

### 5.1.1 Does the institution publish its updated prospectus/hand book annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes, the institution publishes a prospectus every year in the month of May.

The prospectus provides the following information:

- Vision and Mission of the Institution.
- Messages from the President of Shri Vile Parle Kelavani Mandal and the college Principal.
- Institutional and Management profile.
- Courses offered and subjects offered in each semester.
- Admission rules and Fee structure.
- Curricular and extracurricular activities of the college for the previous academic year.
- Ordinances and regulations laid down by University of Mumbai.
- College regulations related to discipline.
- Anti-ragging policy.
- Academic Calendar.
- Detailed list of the college committees.
- Any last minute circulars or updates received from the University of Mumbai are incorporated.
- The college website [www.upgcm.svkm.ac.in](http://www.upgcm.svkm.ac.in) also contains the soft copy of the prospectus.
- The College magazine 'Uth EYE' publishes annual reports of departments, activities, achievements and articles of faculty and students.

**The institute ensures the commitment and accountability by taking the following measures:**

- Institution displays all University related notifications on the notice board to ensure timely communication.
- Notifications related to admission procedures are displayed on the college notice board and college website time to time.
- Faculty members provide **pre-admission and post-admission counselling** to the students on personal basis.
- **Orientation program** is held for the first year students to provide them with the details of the course and CBSGS system. Details about the college infrastructure, extra-curricular activities and introduction to faculty members is provided.
- **Mastermind**, an annual career fair, offers academic guidance. College also organizes seminars and career fairs to make students aware about higher education prospects both nationally and internationally.

- The college also intends to equip students with ingenuity to facilitate better career choice. The students can approach the academic counsellor for career guidance and also take help from the fulltime counsellor for their personal issues. These steps help students overcome barriers of learning. (Ms. Sumati Oza - Personal Counsellor - 99203 17173, Second floor, BNCP).
- **Peer Mentoring program** organizes numerous activities blending the curricular and co-curricular aspects like quizzes, debates, elocution and career counselling workshops.

### 5.1.2 Specify the type, number and amount of institutional scholarships/freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The college provides scholarship to the students who score the highest marks in the Third Year at the University examination. The college also recognizes the overall achievements of the students by giving awards and certificates.

The details are as follows:

- C. T. Sanghvi scholarship of Rs.3000 is given to the Third year University toppers (B.M.M., B.M.S. and B.Sc.I.T.) on Annual day.
- Best Student Award for the exemplified achievement and performance over three years in college (non-financial).
- Good conduct Award and recognition for consistent good academic and co-curricular achievement (non-financial).
- Fee waiver for students from economically disadvantaged background.
- Loyalty Bonus Scheme is offered by SVKM to all employees wherein the criterion for rewarding is based on their performance in their respective fields throughout the year.
- Children of staff members admitted to SVKM institutes can avail the concession in fees as per the policy framed by SVKM.

Year	Scholarships	Awards
2014-15	4	15
2013-14	4	15
2012-13	4	13
2011-12	4	10
2010-11	4	10

*(College is on permanently no-grant basis and therefore doesn't get much of the financial support and aid from University)*

### 5.1.3 What percentage of students receive financial assistance from state government, central government and other national agencies?

The college has provided financial assistance to approximately 0.38% students from academic year 2010-11 till date. The details are as follows:

Year	Central Sector Scheme Of Scholarship For College And University Students (Government Of India)	Financial Aid For Higher Studies (University Of Mumbai)	Minority Central Scheme	Financial Aid Under "Goodness Ripple Project" (Private Agency)
2010-2011	--	--	--	--
2011-2012	--	--	02	--
2012-2013	--	--	01	--
2013-2014	01	--	03	--
2014-2015	--	01	01	--
2015-2016	--	--	08	02
2016-2017	--	--	06	02

### 5.1.4 What are the specific support services/facilities available for:

- **Students from SC/ST, OBC and economically weaker sections**  
The college is a Gujarati minority institute and hence Government reservation policy is not applicable, however, institution **does offer** admission to SC/ST/OBC/EBC students on the basis of merit.
  - Financial aid is provided for needy and deserving students.
  - Facility of Fee payment in **instalments** is provided to deserving students in second year and third year.
  - Free internet facility and use of computers in college is provided.
  - Students avail reference books from the Departmental libraries.
  - Free of charge remedial coaching is undertaken, if needed.
- **Students with physical disabilities:**
  - College campus is friendly to differently abled students with facilities like multiple elevators, wheel chair and entrance with ramp and rest rooms for differently abled students are commissioned near the canteen area.
  - During examination, special seating arrangement is made for such students and additional time is granted as per University norms, if required.
- **Overseas students:**
  - Seats reserved for overseas (Foreign and NRI) students during admission as per University norms.
  - Hostel facilities are provided by SVKM, subject to availability.
  - Regular reporting to University and local police station regarding their attendance, progress and achievements.

➤ **Students to participate in various competitions/National and International:**

The students are encouraged to participate in various curricular, co-curricular and extra-curricular activities. The facilities extended to participating students are as follows:

- A separate budget is allocated for cultural and sports activities for participation in zonal, state, national and international competitions.
- They are provided exemption from attending lectures on the day of the events.
- Additional examinations are conducted in case students miss their regular examination.
- The cultural committee conducts talent hunt at the beginning of the academic year to identify potential students.
- The faculty members guide the students and prepare them for various events like Debate, Elocution, short film making, story writing etc.
- Other support like professional guidance from choreographers, directors, tutors, coaches and accompanists is provided.

➤ **Medical assistance to students: health center, health insurance, etc.:**

- SVKM has a common Health Centre on the premises for all its institutes with two resident Doctors available during the working hours.
- First Aid Box is available for students and staff in staffroom.
- SVKM has a tie up with Nanavati Hospital and an ambulance is also available in case of any emergency.
- Students are covered under Group Insurance Scheme as per University of Mumbai guidelines.
- Free Thalassemia check-up and counselling is provided.
- Counselling and healthy diet advice through interactive sessions is provided.

➤ **Organizing coaching classes for competitive exams:**

- The college conducts a value added course to prepare students for the M.C.A. entrance examination.
- Faculty members encourage students to take up competitive exams and provide guidance for UPSC, NET/SLET and other entrance Examinations like CAT, CET, NMAT, TOFEL, GMAT etc.

➤ **Skill development (spoken English, computer literacy, etc.)**

- Soft-skill sessions are a part of the regular time table.
- To enhance the communication skills the institution provides “Language Laboratory” access in our computer laboratory.
- Well-equipped computer laboratory and better computer-student ratio helps in effective learning.
- The institute has collaborated with IIT, Mumbai, in its initiative to promote IT literacy through the program called “Spoken Tutorials”.



- **Support for “slow learners”**
  - Identifying slow learners and weak students through periodic class tests.
  - The students are referred to professional counsellors whenever required.
  - Designing different methods of teaching and evaluating slow and advanced learners.
  - Extra time, support and guidance for students with Learning Challenges like dyslexia, dysgraphia etc. during examination is provided.
- **Exposures of students to other institution of higher learning/corporate/business house, etc.:**
  - Placement Cell regularly conducts pre-placement talks, Group discussions and personal interview to abreast students about the industry needs and help them prepare better for their career.
  - Career counselling in selecting elective papers, advanced courses and career progression via one-to-one interaction with faculty members.
  - Dr. Pratibha Jain from Education Abroad Counsellor regularly briefs students regarding education opportunities abroad.
  - Guest lectures are organized on regular basis with speakers from Industry, Entrepreneurs and Alumni.
  - Visits to Factories, Industries and Institutes help the students to get an insight of the corporate world.
- **Publication of student magazines:**
  - Annual Student magazine “Uth-Eye”; edited by teacher and student editing team, covers highlights of the year and articles on current and cultural topics by staff and students.

#### **5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.**

- The college festival ‘Aahan’ is organized entirely by the students under the guidance of faculty members. The students independently arrange for sponsors, manage finances, and handle the logistics, co-ordinate with other colleges for participation, PR activities, marketing, security and other aspects of the festival. This inculcates skills like event management, entrepreneurship, leadership and interpersonal skills. The list of celebrities who have graced ‘Aahan’ with their presence are Aamir Khan, Madhuri Dixit, Shabana Azmi, Zoya Akhtar, Rohit Shetty, Tony D’souza, Sharman Joshi, Shaan, Sonam Kapoor etc.
- The college has set up an E-Cell for budding Entrepreneurs.
- Close encounters with young entrepreneurs through interactive sessions and guest lectures are regularly conducted.

- Alumni entrepreneurs are invited to share their experiences with current students.
- Enterprising projects and activities like Bazaar-e-UPG (an event organised every year that provides a platform for all the BMS students to identify the hidden entrepreneur within them.)

**5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, quiz competitions, debate and discussions, cultural activities, etc.**

- Intra-collegiate competitions to promote participation in quiz, debate and elocution competitions.
- Attendance is granted for attending sports, cultural and other extracurricular activities.
- Additional academic support, flexibility in examinations.
- Special dietary requirements, sports uniform and materials are taken care of.
- Coaches, hiring playground and other facilities are provided.
- Choreographers and peers guide the students for the events.
- The N.S.S. (National Service Scheme) unit of our college was founded in 2010 as per University guidelines with the aim to sensitize students towards community service, social awareness and environmental issues. The N.S.S. unit conducts various activities throughout the year like Blood donation camps, tree plantation, malaria awareness drive, AIDS awareness program, street plays to highlight social issues, disaster management etc. (The details of all the activities are represented in Criteria 3.6)
- The DLLE (Department of Lifelong Learning and Extension) students undertake projects on varied subjects, organize exhibitions on environmental issues etc. and perform street plays on social issues. (The details of all the activities are represented in Criteria 3.6)

**5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, ATE/CAT/GRE/TOFEL/GMAT/ Central/State services, Defence, Civil Services, etc.**

- The college conducts a course to prepare students for Maharashtra level entrance examination for Masters Programme in Computer Application (M.C.A.).
- Faculty members encourage students to take up competitive exams and provide guidance for UPSC, NET/SLET and other entrance Examinations like CAT, CET, NMAT, TOFEL, GMAT etc.

- The college has a well-equipped library with latest books, periodicals, journals, magazines, newsletters, newspapers, CD's etc. The librarian and the library staff are very supportive and provide all relevant information. Some additional facilities are as follows:
  - Online Public Access Catalogue (OPAC) is available for users.
  - Web OPAC: A link of OPAC is also available on College website.
  - Union OPAC is also available where users can search books available in all SVKM libraries.
  - e-resources are available to users.
  - User manual of e- resources is available in the library.

#### **5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social, etc.)**

- SVKM has appointed a trained pastoral counsellor to deal with personal, emotional and psycho-social issues of students. The counsellor is available on the campus between 9:00 am to 4:00 pm on all working days. (Ms. Sumati Oza - **Personal** Counsellor - 99203 17173, Second floor, BNCP) Psycho-social counselling through a resident professional counsellor.
- Our college has also appointed an academic/ career counsellor on the suggestion made during PTM (Parent Teacher Meet) for guiding students in making appropriate career choices.
- “Mastermind” a career fair organized by SVKM annually provides guidance and exposure to the various courses offered under its umbrella. Academic and personal counselling through teachers.
- Career counselling through placement cell, soft skill trainers, teachers and outside agencies.
- Academic counsellor Dr. Pratibha Jain from Education Abroad regularly briefs students regarding education opportunities abroad.
- Career counselling in selecting elective papers, advanced courses and career progression via one-to-one interaction with departmental faculty members.

#### **5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If ‘yes’, detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).**

Yes, SVKM management acknowledges the need and importance of placement and career guidance and as a consequence an active placement and training cell is formed. The placement and training cell is continuously involved in the following activities:

**Career guidance:**

- The training and placement cell informs and orients the students regarding several career alternatives in their respective stream
- The soft skill trainers organise mock interview sessions for honing their interpersonal skills and group discussions to enhance their communication and confidence
- SVKM organises 'Mastermind', an annual career fair held in the month of April wherein Principals and senior faculty members disseminate the basic information to the students and parents regarding various courses run by different institutions for making effective career choices. This event is very popular amongst students and parents
- Career counsellors are invited to guide students on the opportunities of higher studies abroad.

**Training and Placement**

- The placement cell provides internships and final placement to the students
- Full time placement coordinators and student coordinators ensure the smooth functioning of the placement activities.
- Pre placement talks are held to prepare third year students for aptitude tests and interviews.
- Students are required to register for the placement process. The registered students are provided with around 30 hours of soft skill training by training and placement staff.
- UPG students have been successfully placed in renowned companies like Infosys, Wipro, Patni computers, TCS, Edelweiss, J.P.Morgan, A.C. Neilson, O & M, Zee TV (Essel Group) etc.
- Placement information:

Year	Number of companies visited the campus	Number of students placed	Minimum Salary offered	Maximum Salary offered
2015-16	92	70	1.8 Lacs P.A.	7.5 Lacs P.A.
2014-15	70	55	1.25Lacs P.A.	5.18 Lacs P.A.
2013-14	51	49	1.38Lacs P.A.	4.2 Lacs P.A.
2012-13	35	26*	1.2 Lacs P.A.	4 Lacs P.A.
2011-12	38	42	1.2 Lacs P.A.	5.2 Lacs P.A.
2010-11	62	56	1.2 Lacs P.A.	3.6 Lacs P.A.

\*Economic recession and downsizing by employers

Kindly refer to Annexure – D for program-wise list of employers.

**5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.**

Yes. The college has an active grievance redressal cell comprising of senior faculty members and student representatives.

- Suggestion boxes are installed at appropriate locations
- Suggestion boxes are opened periodically and valuable suggestions are taken into consideration for implementation
- Parent Teacher Meet (PTM) also provides a platform for voicing the grievances of students & Parents.
- Parent Teacher Meets are conducted periodically and regularly to address student issues and devise the mechanism to resolve the same

No major complaints have been received by the grievance redressal cell in the last four years. Some of the complaints received were immediately resolved by the members of the cell. A few of such complaints are listed below:

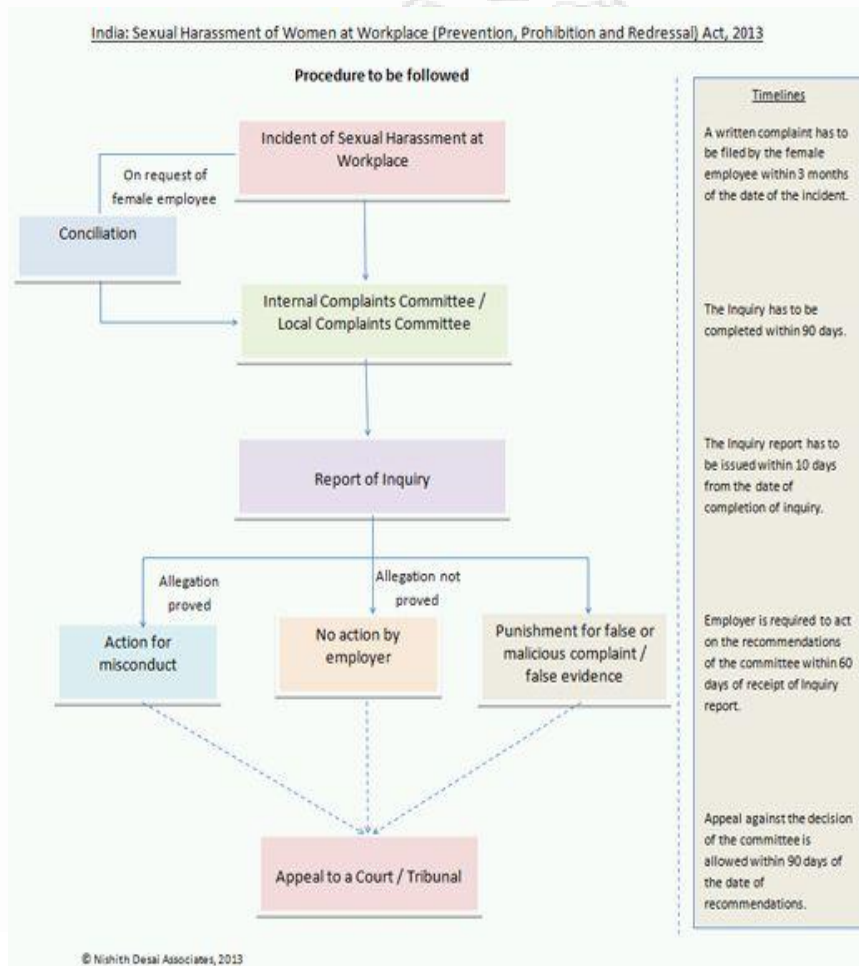
- Students suggested that during the rainy season more comfortable attire like three fourth should be allowed. This suggestion was reviewed by the members and a collective decision was taken not to violate the dress code of the college.
- A complaint was received regarding the early morning lecture timing of the college (7:00 am). The members deliberated on this complaint and subsequently the lecture timing was changed to 7:30 am in the next academic year.

**5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?**

The Institution has a duly constituted College Women Development Cell (CWDC) wherein the members of the cell comprise of teaching, non-teaching, one male member and a representative from an NGO. NSS unit also ensures the safety of girl students through various awareness programs and vigilance team.

- Seminars and workshops on sexual harassment are conducted
- Workshops on training the girl students in self-defence are conducted
- Teachers are actively involved in counselling whenever needed
- Seminars on gender sensitization are organized
- An appropriate dress code for the students is strictly followed
- College has installed CCTV based surveillance system in the campus as a preventive measure

- Skits, street plays and group discussions related to sexual harassment are organized on regular basis
- In addition, the faculty members sensitize students during interactive sessions
- SAKSHAM - Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses is communicated through college website
- Model designed on the basis of the Supreme Court guidelines given in Vishakha v/s state government of Rajasthan to deal with sexual harassment of women at workplace is followed as per the flow chart given below.





**5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?**

Yes. The college has constituted an anti-ragging committee consisting of senior faculty members. Strict rules are in place to ensure that no ragging takes place on the college campus.

- Anti-ragging rules and guidelines are displayed on the notice board & Display boards.
- The contact details of the faculty members of anti-ragging cell are displayed at prominent places on every floor.
- Student members of Students' Council, NSS and Peer Mentoring Program are instrumental in spreading awareness regarding the existence and functioning of Anti-ragging cell.
- Not a single case of ragging has been reported in last four years.

**5.1.13 Enumerate the welfare schemes made available to students by the institution.**

1. The college provides Group Insurance scheme for students.
2. Merit based scholarships are awarded on the Annual day to the students.
3. A highly hygienic and nutritious food at subsidized prices is made available in the spacious college canteen.
4. A full time counsellor is available for the students.
5. A resident doctor is available on campus for any medical emergency.
6. Facility of payment of fees in instalments is available for students requiring financial assistance.
7. Free and secured Wi-Fi access is available in college campus.
8. NSS Unit in college organizes Blood donation camps twice in a year during which students do avail free Thalassemia check.
9. Circulars & regular updates related to job opportunities and internships are displayed on the Placement notice board.
10. Placement assistance and information is provided to every student free of cost.
11. Self-defence workshop is conducted for the girl students.
12. SVKM has appointed two full-time Food Inspectors to ensure the quality control and standard of food offered in canteens on campus.
13. All UPG Students can get free & secured global access to all e- resources using this link. <http://ezproxy.svkm.ac.in:2048/login>.
14. Blackboard LMS is used to enhance student-faculty interaction. Student has free access to teaching learning resources at their convenience.



**5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?**

The College has a registered and an active Alumni Association. It includes students from the first batch of the college since its inception. The alumni association conducts activities like get-together, symposiums, cultural activities and themed discussions for the social enrichment of ex-students. It is also a good platform for ex-students to socialize and network amongst themselves. The bonding amongst them stays strong and sustained due to the activities of Alumni Association.

Activities of Alumni Association

- Re-union every year.
- Friendship day celebrations for Alumni.
- Alumni actively participating in regular college events like annual day celebration, College festival Aahan and Convocation Day.

Few of our prominent alumni are:

Name of the student	Achievement
<b>Arman Malik</b>	Recipient of the R.D.Burman at Filmfare 2016
<b>Deepali</b>	Finalist and host of Indian Idol
<b>Aastha Singla</b>	Start-up: D-Crypt
<b>Yesha Gala and Bharat Kothari</b>	Start-up: Curiosity Holidays
<b>Abhijit Shetty</b>	Hotelier
<b>Yash Mehta</b>	State level distributor for Toyota
<b>Palak Jain</b>	Model and TV actress
<b>Nabeel Mirajkar</b>	Model and TV actor
<b>Raj Pandit</b>	Playback Singer
<b>Parth Gandhi</b>	Entrepreneur

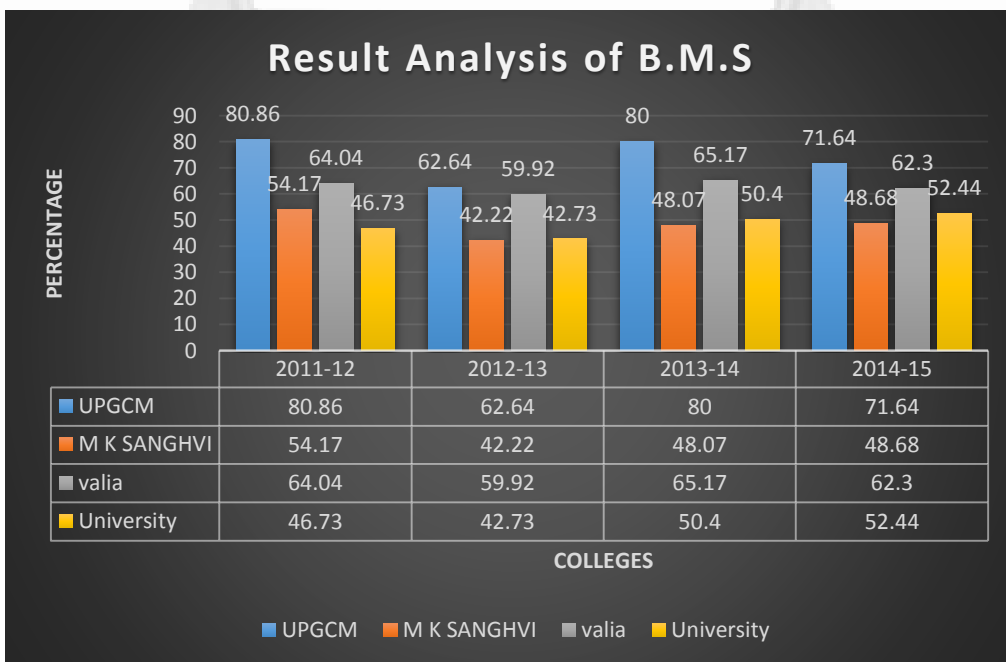
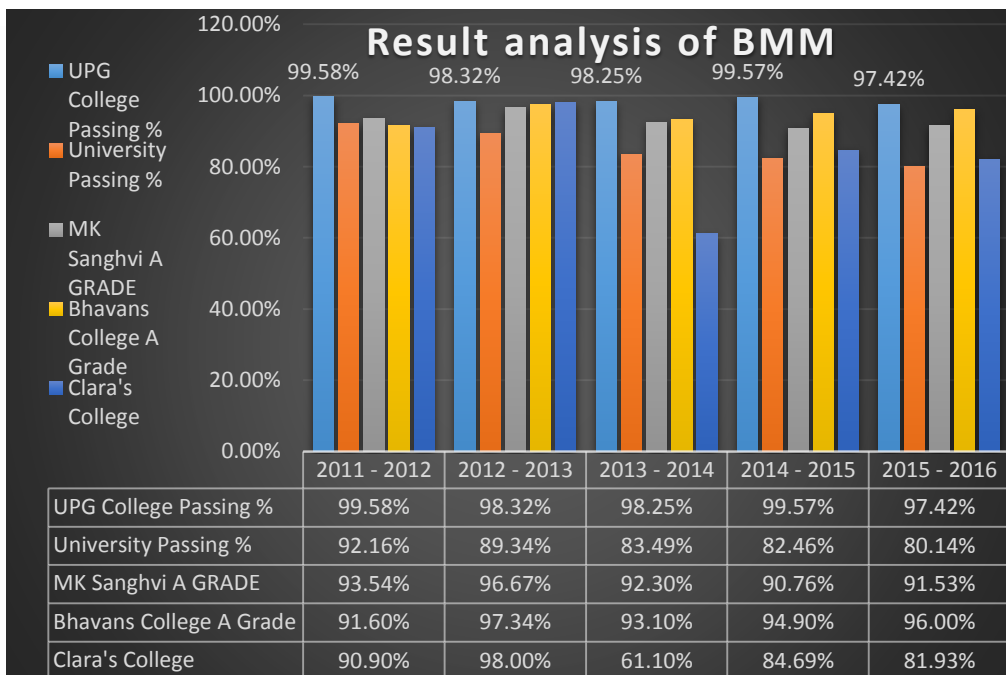
## 5.2 Student Progression

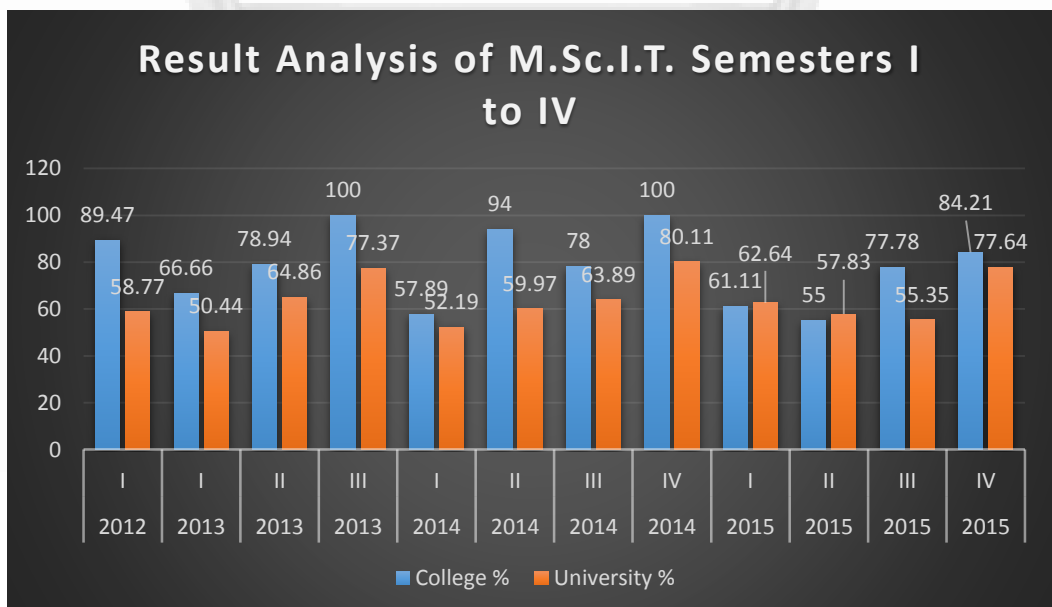
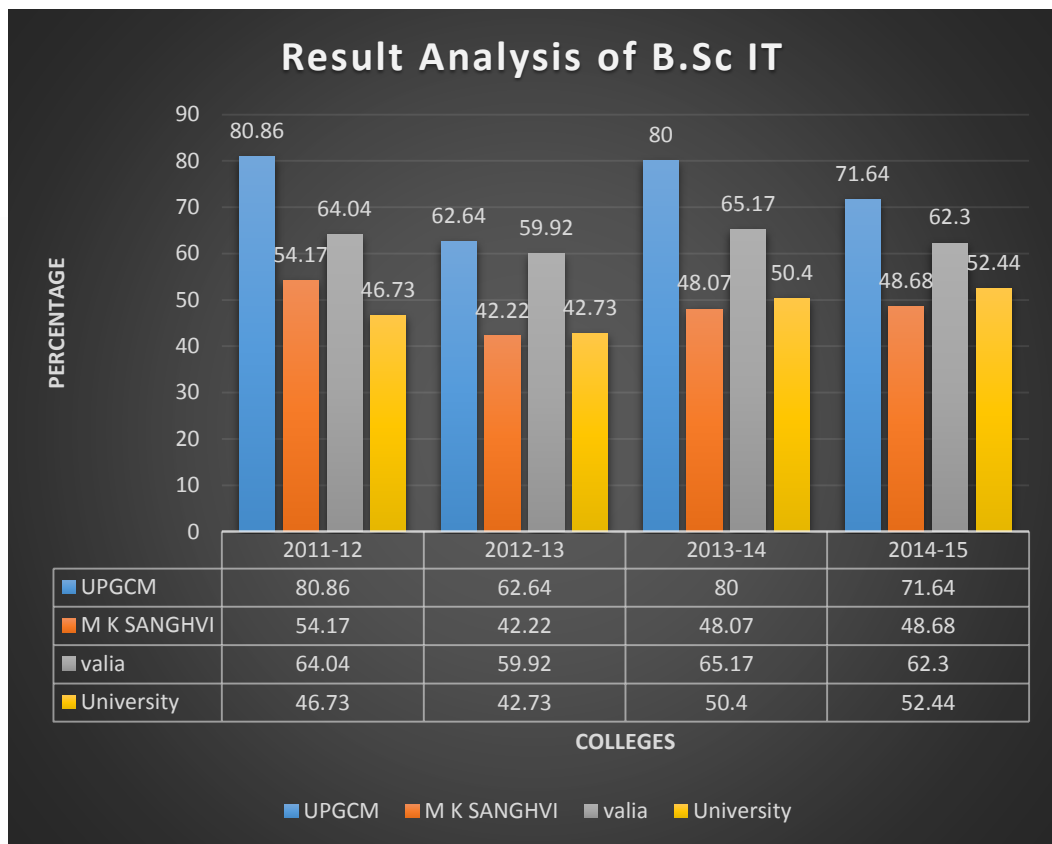
5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Student Progression	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
UG to PG	75%	70%	75%	80%	75%	78%
PG to M.Phil.	-	-	-	-	-	-
PG to Ph.D.	-	-	-	-	-	-
Employed Campus selection Other than campus recruitment	56 (campus placement)	42 (campus placement)	26 (campus placement)	49 (campus placement)	59 (campus placement)	70 (campus placement)



**5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.**





### 5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

1. UPG College has initiated the PG Courses like M.A (60 Seats), M.Com (60 Seats) & M.Sc IT (Additional Intake – 20) which enables students to continue their PG Studies at the same institution.
2. Also Dr. Pratibha Jain a foreign Education Counsellor regularly briefs students regarding education opportunities in other countries.

Thus Majority of the students pursue higher studies in India as well as foreign universities. Some of the students who have completed their masters are:

Name of the student	Year	Name of the Institute	Course
<b>Prathmesh Modi</b>	2010	Aston University, UK	Masters in International Business
<b>Srishti Shetty</b>	2011	University of Manchester, UK	Masters in Marketing
<b>Aastha Singhla</b>	2012	University of Westminster, UK	M.Sc.in Multimedia
<b>Sheetal Ninne</b>	2013	IIM Lucknow	MBA
<b>Gautam Ravichandran</b>	2013	MICA, Ahmedabad	Masters in Advertising
<b>Nidhi Argade</b>	2015	IIM Indore	MBA

- The placement cell provides employment opportunities.
- Faculties provide recommendation letters to students who wish to pursue higher studies. Faculties also upload online references for students applying to foreign universities.
- Each department invites their accomplished Alumni to share their experiences and inspire the students.
- Career counselling is provided through regular activities of placement cell.
- Preparing students for competitive exams etc.

**5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?**

1. The faculty constantly monitors the performance of weak students and provides them with personal guidance and counselling.
2. Bright students assist the faculty to improve the students who are under performers.
3. Remedial coaching is provided to under performers and their improvement is measured through periodic tests and assignments.
4. College has a full-fledged Peer Mentoring program wherein senior students provide guidance to the academically weak students.
5. At times, counselling with parents of the under performer is organized.
6. The PTM also helps in identifying such students and their special requirements which are addressed appropriately.
7. The dropout rate in the institution is negligible.

**5.3 Student Participation and Activities****5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.**

- All Indoor and Outdoor games offered by Sports Department of University of Mumbai.
- Participating in all Literary Art, Fine Art and Performing Art competitions of Youth Festival annually organized by the DSW of University of Mumbai.
- The college follows programme calendar for sports activities provided by the University of Mumbai.

**5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.**

**Cultural Achievements 2010 - 2016**

Year	University/College	Name Of The Event	Name Of The Student	Position
2010-11	Youth Festival University Of Mumbai	Story Writing Gr 'B'	Srinath Rao	I
		Story Writing Gr 'A'	Kanta Wandrekar	II
		Folk Dance	1) Shruti Anchan 2) Tejinder Kaur Bajwa 3) Nikita Jawle 4) Priyanka Paranjape 5) Ankita Mestry 6) Neeti Jha 7) Shivani Agnihotri 8) Shikha Dayani 9) Dish Shah 10) Shraddha Rao	II
		Rangoli	Rangoli Team	1 <sup>st</sup> At Zonal Level
		Elocution Group B – English	Elocution Group B Team	1 <sup>st</sup> At Zonal Level
		Folk Dance	Folk Dance Team	3 <sup>rd</sup> At Zonal Level
		Poster Making	Poster Making Team	3 <sup>rd</sup> At Zonal Level
		Indian Light Vocal	Indian Light Vocal Team	Consolation At Zonal Level
	Mood-Indigo: I.I.T. Powai- National Level Festival	Drama	Neha Mistry Karishma	Qualified For Final
		Fine Arts	Neha Mistry Bhavi Joshi	Qualified For Final



		Rangoli, Wax Moulding Competition	Juhi Shah	
		Literary Arts Wordsworthy	Nidhi Mehta Trishna Mehta	Qualified For Final
		Informals Talent Search Competition	Sagar Gada	Qualified For Final
Spring Fest – I.I.T., Kharagpur : National Level Festival		Karaoke	Kanhaiya Maheshwari.	1 <sup>st</sup> Rank Cash Voucher Of Rs. 2000/-
			Ishita Dave	Consolation Prize & Goodie Bags
		UPG – Group Singing		T-Shirt 2 <sup>nd</sup> Prize
		Jam	Phiroze Marolia	2 <sup>nd</sup> Prize Out Of 108 Students
		Duo Dance	Janki Mehta	Miss Beautiful Award & 1500/- Cash Prize
		Literary Event	1. Upg – Group Activity	Qualified Among Top 10
		Street Play	Team of 8 Students	3 <sup>rd</sup> Prize
		Fulzari	Team of 3 Girls	5 <sup>th</sup> Prize
<b>2011-12</b>	Umang N.M.College	Overall	Winning Team	1 <sup>st</sup> Position
	Lakshya M.K.Sanghavi	Overall	Winning Team	1 <sup>st</sup> Position Best College Trophy
	Kshitij	Overall	Winning Team	1 <sup>st</sup> Runner-Up Position
	Vaayu NMIMS University	Overall	Winning Team	1 <sup>st</sup> Position
	Zodiac Rajiv Gandhi Institute Of Technology	Overall	Winning Team	1 <sup>st</sup> Position Best College Trophy

<b>2012-13</b>	Youth Festival University Of Mumbai	Folk Dance	Folk Dance Team	1 <sup>st</sup> Position
		On The Spot Photography	Mitsun Soni	2 <sup>nd</sup> Prize
		Solo Singing	Jui Shah	1 <sup>st</sup> Position
	O2 Bhavan's College	Overall	Winning Team	1 <sup>st</sup> Position
	Vaayu NMIMS University	Overall	Winning Team	1 <sup>st</sup> Position
	Lakshya- M.K.Sanghavi	Overall	Winning Team	1 <sup>st</sup> Position Best College Trophy
	Kshitij	Overall	Winning Team	1 <sup>st</sup> Runner- Up Position
	Vividh Pravin Gandhi Law College	Overall	Winning Team	1 <sup>st</sup> Runner- Up Position
Enigma Poddar College	Overall	Winning Team	1 <sup>st</sup> Runner- Up Position	
<b>2013-14</b>	Youth Festival University Of Mumbai	Collage	Dhwani Acharya	3 <sup>rd</sup> Position
		Singing	Arman Malik	1 <sup>st</sup> Position
	Kshitij	Overall	Winning Team	1 <sup>st</sup> Position
	Mirage Nagindas Khandwala College	Overall	Winning Team	1 <sup>st</sup> Position
	Crescendo M.K.Sanghavi	Overall	Winning Team	1 <sup>st</sup> Position
	Drishti NM College	Overall	Winning Team	2 <sup>nd</sup> Position
	Vividh Pravin Gandhi Law College	Overall	Winning Team	2 <sup>nd</sup> Position

<b>2014-15</b>	Youth Festival University Of Mumbai	Clay Modelling	Hetal Mehta	2 <sup>nd</sup> Position
		Spot Photography	Asha Thakkar	3 <sup>rd</sup> Position
		Western Solo Dance	Muskkhan Jaferi	3 <sup>rd</sup> Position
		Folk Dance	Folk Dance Team	Qualified For Final
	O2 Bhavan's College	Overall	Winning Team	1 <sup>st</sup> Position
	Kshitij	Overall	Winning Team	2 <sup>nd</sup> Position
	Vaayu NMIMS University	Overall	Winning Team	1 <sup>st</sup> Position
	Blitzkrieg K. C. College	Overall	Winning Team	1 <sup>st</sup> Position
Enigma Poddar College	Overall	Winning Team	1 <sup>st</sup> Position	
<b>2015-16</b>	Youth Festival University Of Mumbai	Spot Photography	Asha Thakkar	2 <sup>nd</sup> Position
		Enigma Poddar College	Overall	Winning Team
	Umang N.M.College	Overall	Winning Team	1 <sup>st</sup> Position
	Kshitij	Overall	Winning Team	1 <sup>st</sup> Runner- up
	Vaayu NMIMS University	Overall	Winning Team	1 <sup>st</sup> Position
	Mirage Nagindas Khandwala College,	Overall	Winning Team	1 <sup>st</sup> Position
<b>2016-17</b>	Enigma Poddar College	Overall	Winning Team	1 <sup>st</sup> Position
	Umang N.M.College	Overall	Winning Team	1 <sup>st</sup> Position

**SPORTS ACHIEVERS 2010 – 2016**

Year	Name of the Student	Name of the Event	Represented at	Position
2010-2011	Yesha Gala	Swimming	University of Mumbai	Bronze Medal
2014-2015	Akshi Sancheti	Table Tennis	University of Mumbai	Bronze Medal
2015-2016	Vedant Lalwani	Karate	International level (World Championship)	Bronze Medal
2016-2017	Geetank Mehta	Lawn Tennis	University of Mumbai	Silver Medal
	Nikhil Passi	Lawn Tennis	University of Mumbai	Silver Medal

**5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?**

- The institute regularly takes feedback from Alumni & the employers to work towards quality improvement of Graduates passing out from our College.
- Feedback from employers is collected during campus placements
- Professional organizations like Rotary club also provide the institution with valuable feedback.
- The value added certificate courses conducted by the institution are a result of feedback received from the industry and the stakeholders.

**5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.**

- College has started a student research cell to motivate and guide students to write research papers in a journal titled “**Amateurs**”.
- Student editing team in association with teacher editors come out every year with annual magazine “**Uth-Eye**”
- PR and publishing work during college festival “**Aahan**”
- Creative writing assignments and collection of stories written by students titled as “**Flourishing Minds**”
- Journalism students write for local newspapers and magazines.

**5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.**

Yes. The Students' Council is constituted as per the directives of the University of Mumbai and as prescribed in section 40 of the Maharashtra Universities Act (1994).

- Students' Council members elect the General Secretary, Cultural Secretary and Sports Secretary
- Students' Council is funded by college
- Students' Council organizes several social awareness programs
- Students' Council organizes the Annual Day every year
- Students' Council members work in close association with teacher in-charge of various committees like sports, cultural, magazine, N.S.S.

**5.3.6 Give details of various academic and administrative bodies that have student representatives on them.**

Students are very important stake holder and hence they are actively involved in all college activities, committees and societies. They conduct various co-curricular and extra-curricular activities, each committee is headed by a faculty member to provide with necessary guidance. The students are actively involved in planning, organizing and executing various activities which are beyond the classroom.

The academic and administrative bodies that have student representatives on them are:

- Students' Council
- Alumni Association
- 'Aahan' (College festival)
- Peer Mentoring Program
- NSS
- DLLE
- CWDC
- RCUPG
- RAW
- Montage
- Magazine
- Entrepreneur Cell
- Research Cell
- Cultural Committee
- Sports Committee

**5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.**

Alumni association is formed and regular events are held to interact with them and share ideas that can enhance the growth of the institution. College also keeps in touch with its Alumni through social networking sites. Alumni are also invited for workshops and lectures to motivate students. Many of the former faculty members are invited for guest lectures to share their experience and knowledge.

**Any other relevant information regarding Student Support and Progression which the college would like to include.**

- Students are counselled at the time of admission about the choice of core options.
- In the Arts stream, flexibility is given to the students by allowing them to attend lectures of the various optional subjects for a few days and then permitted to make their choices.
- There is a very active placement cell and students avail of its services.
- The College has a much higher pass percentage than the university pass percentage and there are many students on the university merit list in various subjects.
- Students are given plenty of opportunities to showcase their talent whether it is in performing or fine arts and for participating in sports activities through the various societies / cells / forums.

Most departments take their students on industrial visits. Not all students can afford to pay for the same, but no student is deprived of this opportunity and the department supports them.

The background features a large, faint watermark of the SVKM's UPG logo. The logo is a shield-shaped emblem with a lamp at the top, the text 'SVKM's UPG' in the center, and 'ESTD 2003' at the bottom. The shield is flanked by two figures and has a banner at the base with the motto 'UNIVERSITY OF PROGRESS AND GROWTH'.

**CRITERION VI: GOVERNANCE  
LEADERSHIP AND MANAGEMENT**

**‘Management is doing things right; leadership  
is doing the right things’**

**- Peter Drucker**



## **6.1 INSTITUTIONAL VISION AND LEADERSHIP**

**6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?**

### **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 inquiry in the young minds.

### **Objectives**

- To sharpen students' focus and inculcate research culture thereby helping them to achieve academic excellence.
- To empower them for lifelong learning by fostering rational and independent thinking.
- To sensitise the students towards the neighbouring environment and society at large.
- To stimulate students' inborn talent and skill by understanding their aptitude and capability and to mould their passion into profession.

**6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?**

The Principal and Staff members jointly outline the quality policy which is discussed and approved by the top management.

### **Quality Policy**

- Ensuring the support of all stakeholders enabling the college to improve the services offered to the learners.
- Effective utilization of human and other resources to enhance the quality of education.
- Providing state-of-the-art infrastructure and ICT facilities to augment the teaching-learning process.
- Fostering competencies to equip learners to face demands of the changing world.
- Inculcating a sense of social and moral responsibilities towards society and the environment.

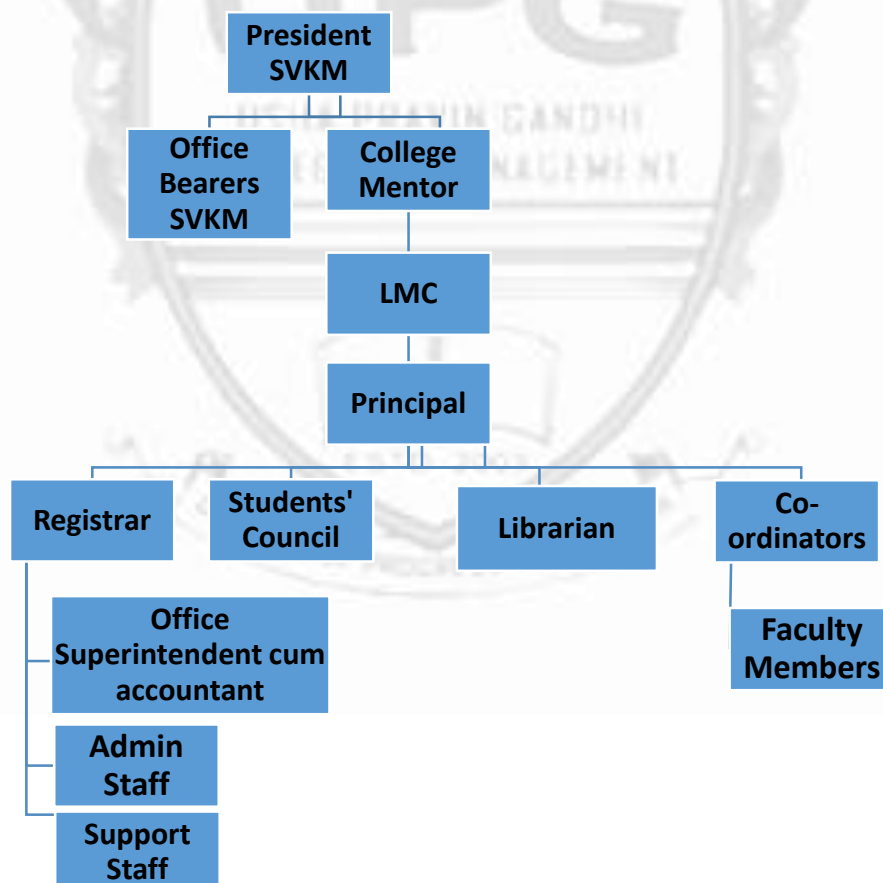
The managing trust SVKM, appoints a member of its managing committee as the in-charge of the college. This trustee acts as a liaison between the management and the college in order to communicate policies and plans to the college authorities.

Also, there is a Local Managing Committee of the college which has the following composition

- College Principal, Chairperson
- CEO of SVKM Trust
- Other members of SVKM Trust
- Representatives of teaching staff
- Representatives of non-teaching staff

The Local Managing Committee meets twice every year, once at the end of every semester term to review the overall functioning of the institution. Some of the issues discussed in the meeting are related to following:

- Academic and administrative report
- Staff activities
- Students activities
- Extracurricular activities
  - Placement activities etc.



**6.1.3 What is the involvement of the leadership in ensuring:**

- **The policy statements and action plans for fulfillment of the stated mission**
  - **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
  - **Interaction with stakeholders**
  - **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**
  - **Reinforcing the culture of excellence**
  - **Champion organizational change**
- **Ensuring the policy statements and action plans for fulfillment of the stated mission:**
- The head of the institution conducts meeting with the teaching staff at the beginning of every semester of academic year to discuss and decide the action plan for the fulfillment of the stated mission.
  - The responsibilities of teaching staff are then well distributed through the committee system which clarifies the functional limits of all the teaching staff members respectively. At the end of every semester, Local Management Committee meets to review the functioning of the institution which includes the assessment of efforts to fulfill the stated mission.
  - Also, the head of the institution conducts regular departmental meetings to review the mission oriented functioning.
- **Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:**
- To ensure that all operations of the institution are well conducted, there is a committee system in place in the organization.
  - The operations such as admissions, examinations, sports, cultural activities etc. are managed by respective committees headed by the chairperson who formulates the action plan for the academic year at the beginning of the academic year.
  - However, in case of admissions the planning begins well in advance as the people involved in admission task need extensive training for an automated process.
  - The major function of teaching remains to be the departmental responsibility under which every teacher prepares a teaching plan at the beginning of every semester.
  - The composition of committees and the academic calendar are incorporated in the college prospectus every year..

➤ **Interaction with stakeholders:**

- At the beginning of the academic year an orientation program is organized for first year students along with their parents to acquaint them with the policy of the institution, rules, regulations etc.
- College has a website which is accessible to all the stakeholders.
- The admission process is online and all the announcements and notices regarding admission process are uploaded on the website for prospective students as well as general public.
- On the website the contact details are also displayed.
- Regular feedbacks are collected from students for teacher evaluation. For this, now, there is a provision to register the feedback online with the use of blackboard technology.
- Regular parent-teacher meetings are conducted to discuss matters such as attendance record and academic performance.
- A suggestion box is located outside the administrative office for students to give their suggestions for improvements.
- Media is invited to the college festival to ensure that the institution receives general publicity.
- Regular interaction with the university takes place on administrative, admission, attendance, sports matters. Necessary government permissions are obtained before conducting various events in the organization.
- Local Management Committee meets twice a year to review the overall functioning of the institution.
- Placement Cell of the college ensures that corporate organizations visit the college campus for recruitment.

➤ **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders:**

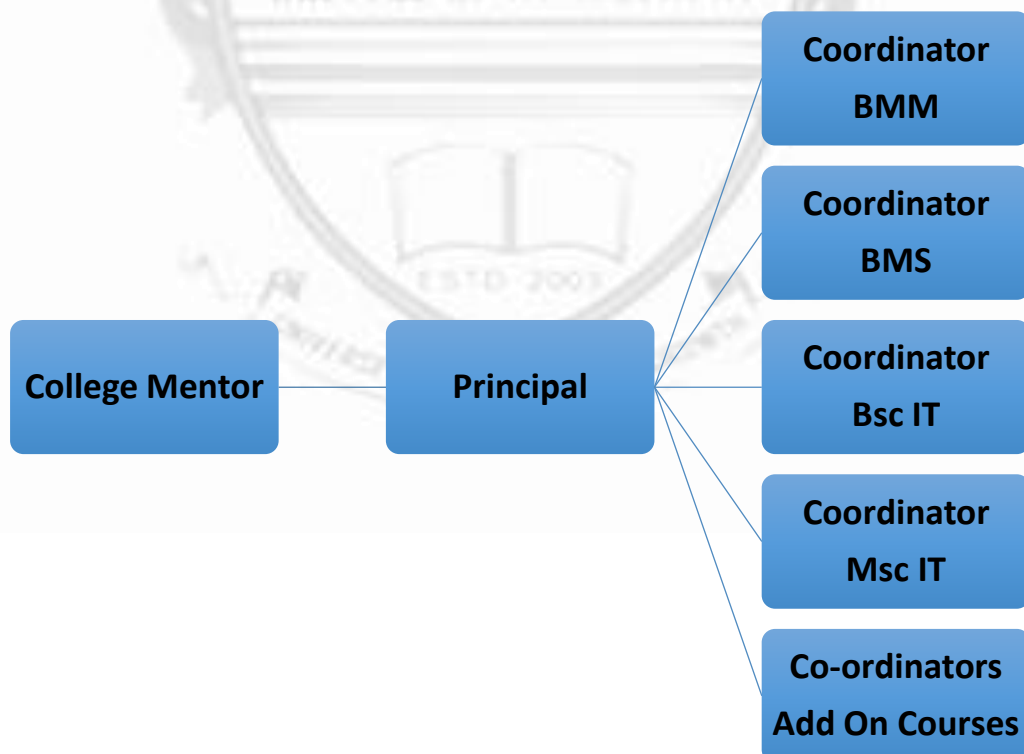
- The college believes in a systematic approach for setting prioritized plans for future action.
- Formal and informal interactions with the various stakeholders' viz. students, alumni, parents etc. help to put in place mechanisms that ensure the implementation of the mission and the objectives of the college.
- Institutional feedback is obtained from stakeholders such as students, parents, employer etc and the same is assessed to make necessary changes, if required.

- **Reinforcing the culture of excellence:**
  - Taking efforts to maintain the excellence level of culture is the primary responsibility of head of the institution. Constant efforts are made to recruit first-rated teachers who are continuously encouraged to attend orientation and refresher courses organized by the University. Various faculty development programs are also organized for teaching staff members to for their improvement.
  - To encourage students for higher academic and extra-curricular performance, various awards are given on the annual day celebrations of the institutions which take place in the month of December every year. The top academic performers are also recognized on annual day event.
  - Management extends its constant support to maintain the state of the art infrastructure and provides resources from time to time to implement the plans.
  - Blackboard technology is available for teachers to enhance the teaching learning process
- **Champion organizational change:**
  - Most of the operations of the institutions are done through Enterprise Resource Planning software, SAP. It was ensured that the staff using SAP is well trained before the implementation of the system.
  - The admission process is also automated wherein students are required to submit the admission form online. The admission process is well integrated with SAP system.
  - This change in the process was envisaged jointly by the management and head of the institution and it was ensured that everyone involved in this new procedure is well trained and well equipped to meet the challenge.
  - To enhance the knowledge base and experience, teachers are encouraged to switch the subjects in the semester among themselves. To encourage the teachers to take up the leadership role, the changes in the headship of the department is suggested and the same is accepted.
  - Every year, changes are made in the administrative committees to ensure that teachers get wider exposure.
- **6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?**
- Head of the institution conducts regular meetings with each department to monitor the progress of the planned effort.

- Term end meeting, chaired by the head of the institution and attended by teaching staff, is conducted at the end of every semester to evaluate the overall performance of the institution.
- In the term end meeting every department head and committee head is given a chance to share the developments with the staff members in the presence of head of the institution.
- Local Management Committee meets twice a year to evaluate the performance of the college comprehensively.
- On monthly basis, a detailed report of academic and non-academic activities is submitted to the management.
- Considering requirements in quality standards of education sector, the chairperson of steering committee has proposed to set up IQIC in February 2014.
- The practice of conducting academic audit of the departments by sister concern has started since academic year 2015-16

#### **6.1.5 Give details of the academic leadership provided to the faculty by the top management?**

The academic departments are headed by a senior teacher in the department. Also, the rotation in the position of the co-ordinator was initiated by the management. This was done to encourage level of preparedness for the next line of leadership.





#### 6.1.6 How does the college groom leadership at various levels?

- **Students:** At student level, positions of the Students' Council such as General Secretary, Culture Secretary, Sports Secretary etc. are held by students who are selected through a democratic process. Students are also encouraged to take a leadership role in activities like NSS, DLLE, WDC and annual college festival. Strict scanning process is in place to select these student leaders.
- **Teaching staff:** Teaching staff members are appointed as heads of various committees on rotation basis. This ensures that teachers get opportunities to assume the leadership roles.

**Non-teaching staff:** Members of the non-teaching staff are encouraged to enhance their skill sets. Many of them work towards augmenting their educational qualifications. The college also organizes expert talks for them in areas like improvement of interpersonal skills etc.

#### 6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

- In the following decisions, head of the department is granted autonomy to initiate the decision making process:
  - Decisions like finalization of time table,
  - Subject allocation to teachers,
  - Class room adjustments,
  - Guest lecture for students,
  - Field trips etc.

All these decisions are accepted and implemented

- All the committee heads possess the required autonomy to bring necessary changes for the overall improvement in the functioning of the institution.
- For instance, during the preparation of budget for the committee, the head is authorized to suggest changes in the distribution of financial resources within the activities of the committee as per his/her judgment.
- Further, the head of the committee is encouraged to suggest the procedural change for effective functioning.



**6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.**

Yes. College does promote a culture of participative management. The various levels at which this happens are indicated below-

- **Managing trust-** The managing trust, SVKM, appoints one of its members as the In-charge of the college who actively and closely interacts with the college authorities and plays an active role in policy making.
- **The Principal-**The Principal seeks the participation of the teachers in finalizing plans and policies. Implementation of these plans is the responsibility of various committees that are constituted for serving specific purposes.
- **Staff-** The various departments of the college as well as the administrative office are given the freedom to formulate innovative plans for the development,–discipline, and smooth functioning of the respective units or departments.
- **Students-** Students' representatives on the Students' Council give suggestions from time to time. Students also give feedbacks and suggestions. Student leaders of various activities like NSS, DLLE, WDC, College festival are encouraged to take up the responsibilities respectively.
- **Parents-** Many faculties interact with the parents and the feedback obtained from them is communicated to the principal and the relevant authorities for action. Recently, college has setup a parent teacher meet to initiate the structure of organised feedback from parent fraternity.

**6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT****6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?**

The Principal and Staff members jointly outline the quality policy which is discussed and approved by the top management.

**Quality Policy**

- Ensuring the support of all stakeholders enabling the college to improve the services offered to the learners.
- Effective utilization of human and other resources to enhance the quality of education.
- Providing state-of-the-art infrastructure and ICT facilities to augment the teaching-learning process.
- Fostering competencies to equip learners to face demands of a changing world.
- Inculcating a sense of social and moral responsibilities towards society and the environment.

**6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.**

Yes, the institution does have a perspective plan for development.

**Perspective Plan**

Considering demand of Mass Media and growing interest in the field of Television, Media, Production the college proposed to start new course in Bachelor of Arts (Films, Television & New Media Production) with intake capacity of 60 students. A research of neighbouring colleges revealed that in the vicinity no college had offered this new program introduced by the University of Mumbai only in 2013.

Similarly other new courses were planned with the objective of increasing the intake capacity of the students with a plan to grow 50% in numbers in next 3 years. With this aim in mind the following courses would be applied for in the year 2015-2016 to commence from academic year 2016-2017.

1	M.Sc.(I.T.)	B.Sc.(I.T.)/B.Sc (Physics) etc. as per the University circular no. PG/Univ./VCD/ICC / 2012-13/8.	20 students	Additional division
2	M.A. (Entertainment Media and Advertising)	Bachelor from any discipline recognized by UGC or any other competent body appointed for said purpose (University circular no. UG/89 of 2013-14 dated 30/12/2013.	60 students	New Program
3	M.Com. (Business Management)	Bachelor from any commerce stream recognized by UGC or any other competent body appointed for said purpose as per University circular	60 students	New Program

College also proposed to share the academic resources for the self-financing common courses run among the sister institutions from the academic year 2014– 15. Accordingly, college shared the faculty members for B.M.M. & B.M.S. course with one of the sister institution. Looking at the success the college plans to share faculty members and IT resources for B.Sc.(I.T.) course from the academic year 2016-2017 with neighbouring sister institutions. This will encourage optimal utilization of both teaching and infrastructure resource.

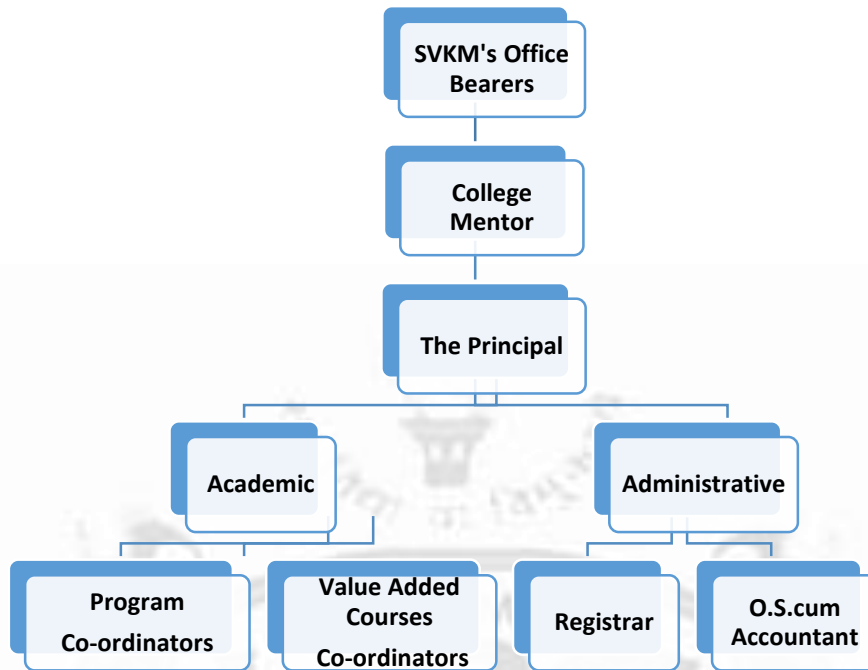
It was proposed that since students' data is already available in SAP from the academic year 2010 – 11 the college can generate results for college examinations from the system with help of SAP team. This would reduce the time to generate leaving certificates, bonafide certificates as well as transcripts. Accordingly, the result module was proposed to be developed by the support staff and from September, 2015 the examination staff planned to conduct examinations and result distribution through SAP. The plan was to book students for examinations, prepared seating arrangements, generate supervisors report, entry of internal & external marks of the examiners, generate statement of marks, revaluation and duplicate statement of marks if required. This would ensure a in house examination and result generation department in the college.

The college proposed to set up a Media Room, functioning as a studio with a set up that includes DSLR cameras, regular professional indoor shooting, lights, sounds, IMAC computers, film making, editing, production software etc. This would make it a viable option and resource room that can be used by B.M.M., B.A. & M.A. students. It can also be offered as a shared resource to other neighbouring colleges. Accordingly books related to the subjects will be made available in the library.

Building partnerships and collaborations with other universities/ research organizations/ industry. Introducing international value added certification program

### **6.2.3 Describe the internal organizational structure and decision making processes.**

- The head of the institution meets the secretary and Chief Executive Officer of the managing trust apprising them of the developments in the college.
- The head also sends a monthly report updating the management on the various achievements, activities as well as asks for various resources to meet the day to day needs of the institution. The head of the institution meets the Heads of Departments on a monthly basis. The various committees also meet periodically and brainstorm on ideas for implementation. These recommendations are scrutinized, before being incorporated into the annual plan of the college.



**6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following-**

➤ **Teaching and learning:**

- Use of technology enabled teaching aids is encouraged and the necessary facilities are provided in the classroom to enhance the teaching learning experience. Classrooms are equipped with latest tools such as LCD projectors. WiFi connectivity is available for the teaching staff to enable the spontaneous sharing of interactive content in the classroom.
- Regular feedbacks from students allows the teachers to look into the methodology adopted by them in the classroom. Faculty Development Programs are held on regular basis on such topics which helps teachers improve their non-verbal communication skills and other necessary skill sets.
- Teachers are encouraged to adopt a participatory approach towards learning in the classroom.

- **Research and Development:**
  - A student research cell encourages students to contribute recent research which is then reviewed by their faculty who act as their guide so that the research paper can be published.
  - Librarian conducts orientation for all the students updating them about the additional resources procured by the library from time to time. The college encourages faculty members to submit research papers at various national and international conferences.
  - It also extends infrastructural support to faculty members to carry out their research work smoothly and efficiently.
- **Community Engagement:**
  - The NSS, DLLE and Rotract units of the college organize various extension programs to connect with society and the community. Some of these are enlisted below-
    - Tree Plantation Drives
    - Blood Donation Camps (in collaboration with various agencies and hospitals)
    - Awareness programs on vital issues like drunken driving, AIDS, gender related issues
    - Beach clean-up drives
    - Crowd management during religious festivals
- **Human Resource Management:**
  - It is ensured that staff members are provided best of the working environment with all the necessary facilities.
  - All the staff members are provided medical insurance from the management. Participative management approach ensures that the staff is motivated to contribute to the functioning effectively.
- **Industry Interaction:**
  - Regular industrial visits are arranged to give students the practical exposure of the subjects in the course.
  - Efforts are taken to ensure that companies visit the college campus to conduct recruitment drives.
  - Various publicity opportunities are provided to the industry during the college festival.
  - Visiting faculties with industrial background are allotted subjects in the semester to add value to the learning experience.

**6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?**

- Every department submits the monthly report to the head of the institution highlighting the major activities undertaken in the month, faculty achievements, extracurricular activities etc.
- The information collected from the departments is integrated into the final report of the institution to be submitted to the management.
- Annual report on the functioning of the institution is submitted to the university at the end of every academic year.
- Management is apprised of various developments of the institution during the regular Local Management Committee meetings.

**6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?**

- Teaching and non teaching staff members are represented on local management committee which allows them to register their viewpoints in front of the managing authorities. Staff representation on various committees ensures that all facets of functioning are looked at for improvement.

In addition, statutory bodies of the college also have teaching and non-teaching staff onboard, who take active interest in ensuring progress.

**6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.**

1. The management through the (Office Bearers) that meets on a weekly basis chalks out policies and resolutions for the smooth functioning of the institutions under the SVKM umbrella. Some of the salient resolutions passed recently at the said meetings are enlisted below-
  - Additional courses: Self financed courses such as B.A. in Film Television and New Media Production and M.Com in Business Management and M.A. in to be started from the next academic year.
  - Additional division: Additional division for self financed course M.Sc. (I.T) to be started from next academic year
  - Change in financial authority due to change in the leadership of the institution.



**2. Implementation status:**

- The institution has started additional courses mentioned in the resolution from in the academic year 2016-17 after receiving approval from the University
- The institution also started an additional division fro M.Sc(IT) in 2016-17 after receiving approval from the University
- Necessary arrangements were made to facilitae the financial transactions after the change in the leadership

**6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?**

Yes the affiliating university does make provision for granting autonomy. College is currently in the process of obtaining accreditation subsequent to which the process for obtaining autonomy can be initiated.

**6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?**

- The suggestion box is put outside the administrative office for students. At the end of every month the suggestions are considered and feasible solutions are implemented.
- The head of the institution follows an open door policy under which any one is free to approach the head as per the availability to air the grievances.
- College has the grievance and anti-ragging committee to receive the formal grievances from students on regular basis. Feedback mechanisms are put in place during events such as orientation ceremony and annual day celebrations attended by students along with parents.

**6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?**

- During the last four years, there were six instances of court cases against the institute regarding attendance matters. In two cases, the verdict was in favor of students.
- In two cases, the final hearing is pending and in two cases the verdict was in favor of college.



**6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?**

The process on obtaining feedback from students on institutional performance has been initiated for the academic year 2015-16.

**6.3 FACULTY EMPOWERMENT STRATEGIES**

**6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?**

- HR Function is centralized and automated through SAP.
- Teaching staff is encouraged to attend the orientation and refresher courses organized by the University of Mumbai from time to time.
- The notice displaying the information on the same is displayed on the notice board in the staff common room.
- Financial assistance is extended to teachers to encourage them to participate and present research papers in national and international academic conferences.
- Teachers are encouraged to register for doctoral programs and necessary library assistance is ensured for them to assist them in the task of research proposal preparation and further research work.
- Regular training programs are organized for non-teaching staff aimed at enabling them to be effective in handling SAP system.

**6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?**

- Through state of the art infrastructure, it is ensured that best working environment is provided to faculty members. Departments are given computers, laptops, projectors, internet access etc. All this helps in creating an atmosphere of comfort which has motivated the staff continuously.
- Experts are invited to conduct faculty development programs specifically aimed at enhancement of skill set of faculty members. Efforts are also made to organize outbound faculty development program taking the faculty members to more relaxed and stress free environment
- Since the admission process is conducted online, all those who are involved in the admission process are provided necessary training to ensure the hassle free admissions. Non-teaching staff also is provided regular training in the matters of admission.

- Execution of examination work has been integrated into SAP system recently in the college. All the teaching staff members involved in examination work are provided training to ensure smooth functioning.
- The head of the institution during the regular staff meetings motivates the staff to take up more responsibilities and challenging roles.
- The head of the institution during the regular staff meetings motivates the staff to take up more responsibilities and challenging roles.

**6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.**

- The achievements of the faculty members are monitored through performance appraisal systems as per the guidelines of the UGC.
- Self-assessment forms as per UGC guidelines are filled by all members of the faculty at the end of every academic year.
- The staff members are encouraged to introspect and evaluate their own performance on the teaching front. Appraisal reports are then submitted to the Principal.
- Appraisal is also based on the feedback obtained from students.
- The process of obtaining feedback from students is now automated with the use of Blackboard application.
- The Principal analyzes students' feedbacks and shares it individually with the respective teacher to help them analyze and assess their performance and overcome any lacunae.

**6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?**

- The performance appraisal reports enable the staff members to understand the diverse and changing needs of the students and also to recognize the measures that need to be taken to cater to the student of today.
- The reports also equip the administration to comprehend issues that require attention and take remedial measures.

**6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?**

List of Welfare Schemes

Sr. No	Scheme	Percentage of staff availing benefit
1	Locker facility	100
2	Medical Insurance	25
3	Fitness centre at subsidized rate	Nil
4	Vehicle parking facility	36

**6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?**

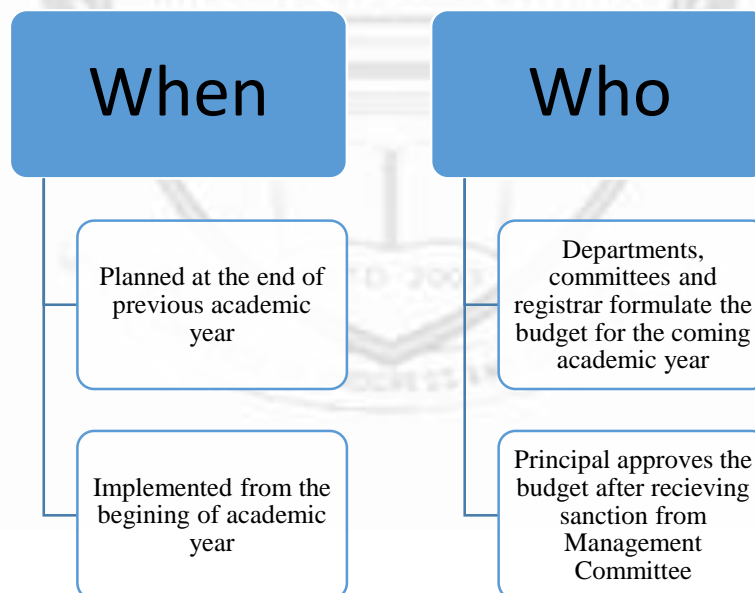
- Payment to teaching staff is made as per the guidelines of the latest pay commission recommendations and the fixation of the University of Mumbai in spite of being a self financed institution.
- Infrastructure and other facilities provided to the staff also helps in attracting the good faculty members.
- Higher remuneration as compared to the university norms is offered to the visiting faculties with more than 10 years of teaching experience and those who are from specialised industry background.
- Offering leadership roles in the forms of chairpersons of the various committees, heads of college festival etc.

## 6.4 FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION

### 6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

- The Financial resources of the college are managed jointly by the Principal and the Managing Committee. The financial accounts of the college are maintained using the SAP software.
- The departments and the various committees of the college have the autonomy to draft their annual budget. These budgets are considered jointly by the Finance/Purchase Committee, Principal of the college and the Management Committee as per the availability of funds.
- It is only after approval by the latter, that the departments/committees place orders for fulfilling their varied requirements.

### BUDGETING STRUCTURE



**6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.**

- The accounts of the college are managed jointly by the Principal and the management. The department of accounts places orders with the approval of the Principal.
- Internal audit of the college is done by an auditor who is appointed by the Managing Committee of parent institution. As per Bombay Public Trust Act, parent institution decides and appoints Statutory Auditor in their Annual General Meeting.
- The role of Internal Auditor is decided by the Parent Institution. No major objections were raised by any of the auditing authorities in the last five years.
- Audit is conducted at the end of every financial year.

**6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.**

- Usha Pravin Gandhi College of Management runs only self-financed courses. Therefore, students' fees is the only financial resource of the college.
- The financial deficit is met by the management.
- Audited financial statement with audited report kindly refer to Annexure – E.

**6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).**

- The College proposes to start additional courses affiliated to University of Mumbai that will increase the total strength of the college as per the perspective plan by 50% in students intake capacity in next 3 years
  - 1) M.COM in Business Management;
  - 2) M.A. in Entertainment Media Advertising;
  - 3) B.A. (Film, Television & New Media Production) and
  - 4) Additional seats for M.Sc.I.T.
- College is also applying for NAAC Accreditation in this academic year which will also help to raise funds from UGC and other government authorities.
- College started various value added courses which helped the students to enrich their knowledge in the subject. These value added courses generate minimum revenue to the college. Value added on courses are proposed for 2015-16.

## **6.5 Internal Quality Assurance System (IQAS)**

### **6.5.1 Internal Quality Assurance Cell (IQAC)**

- a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes' what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance process?:**

Since this is the first cycle of accreditation, establishment of Internal Quality Assurance Cell is being considered.

However, in the month of February 2014, Steering Committee constituted the Internal Quality Improvement Circle to ensure the quality in academics, infrastructure and administrative matters.

- b. How many decisions of the IQAC have been approved by the management/authorities for implementation and how many of them were actually implemented?**

Since this is the first cycle of accreditation, establishment of Internal Quality Assurance Cell is being considered.

Internal Quality Improvement Circle, constituted in February 2014, has recommended some of the following suggestions:-

1. Formation of Alumni association to enhance the industry interaction.
2. Formation of Examination Cell to streamline examination and evaluation work.
3. Use of Blackboard Technology to obtain the faculty feedback from students.
4. Formation of Parents Teachers Meet (PTM) to strengthen the stakeholder relationship.

The above suggestions have been accepted and since then implemented by the management.

- c. Does the IQAC have external members on its committee? If so mention any significant contribution made by them**

Since this is the first cycle of accreditation, establishment of Internal Quality Assurance Cell is being considered.

- d. How do students and alumni contribute to the effective functioning of the IQAC?**

Since this is the first cycle of accreditation, establishment of Internal Quality Assurance Cell is being considered.

The Internal Quality Improvement Circle, constituted in 2014, has alumni as its members who contribute to its functioning by way of bringing different perspectives.



**e. How does the IQAC communicate and engage staff from different constituents of the institution?**

Since this is the first cycle of accreditation, establishment of Internal Quality Assurance Cell is being considered.

**6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes' give details on its operationalisation**

The IQIC undertakes to monitor academic and administrative activities in following manner:

- Through the different committees that look in the areas pertaining to academics, cultural, sports and extension activities.
- This setup ensures continuous improvement process through interaction between students, administrators and faculties.
- It also reviews its committee activities through monthly departmental reports along with yearly committee reports.
- Every teacher of the college is appointed in some committee or the other which enables them to enhance and polish skillset, ideas and issues.

**6.5.3 Does the institution provide training to its staff for effective implementation of the quality assurance procedures? If 'yes', give details enumerating its impact.**

Yes. The College has implemented SAP system, an Enterprise Resource Planning model as part of quality assurance mechanism. For this, training programs were conducted for teaching as well as non teaching staff.

This training has helped the college administration to effectively manage this transformation in the areas of admission, attendance records, accounting processes, feedback mechanism, examination and results processing.

**6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes' how are the outcomes used to improve the institutional activities?**

Yes. SAP system has an in built monitoring mechanism allowing the management to review the functioning and efforts of the organization to achieve academic objectives.

IQIC recommended and invited team of self financing staff member from other colleges to conduct an academic audit of each of the department. The curricular aspects and Teaching, learning and evaluation processes were reviewed. Suggestions given were implemented by respective departments.



**6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies /regulatory authorities?**

The IQIC regulates and makes suggestions on university rules, UGC guidelines and instructions given by state Government to maintain required standards of teaching learning process and also to conduct examinations and undertake evaluations.

**6.5.6. What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome.**

- Departmental meetings are conducted on regular basis.
- Staff meetings are conducted at the beginning and at the end of each semester.
- The workshops are arranged at the departmental level which helps to monitor the process and enhance student centric learning.
- Teaching plans submitted by the teachers at the beginning of the semester are reviewed in the departmental meetings to ensure the timely coverage of the syllabus.

**6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**

The IQIC communicates its quality assurance measures conducted through the academic year by submitting semester end report conveyed to internal and external stakeholders.

The background of the page features a large, faint watermark of the SVKM's UPG logo. The logo is a shield-shaped emblem with a lamp at the top, the text 'SVKM's UPG' in the center, and 'ESTD 2003' at the bottom. The shield is flanked by two figures and has a banner at the bottom with the motto 'UNIVERSITY OF PROGRESS AND GROWTH'.

**CRITERION VII – INNOVATION AND  
BEST PRACTICES**

**‘Innovation is the only way to win’**

**- Steve Jobs**

## 7.1 Environment Consciousness

### 7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

In order to carry out the green audit in the college campus quotes were taken from 3 auditors viz Senergy systems, Step Pvt ltd and Valueelements consulting. The green audit was carried out by the Step Pvt Ltd and the recommendations are in the process of being implemented.

### 7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

The institution has taken efforts in making the college eco-friendly in the following ways.

1. Energy conservation:
  - a. The institute has appointed floor peons who make sure that every day the lights, fans and air conditioners are switched off after every lecture.
  - b. Students are constantly educated to save water and electricity.
  - c. The institution has replaced the power consuming compact fluorescent lamps (CFL) with power saving light emitting diode bulbs (LED) which has helped save the institute on its electricity consumption and hence reducing the carbon foot print.
  - d. The institution observes 1st Friday of every month as no lift day and 1st Saturday of every month as no Air conditioner day.
2. Uses of renewable energy: A proposal has been received from Bluegrid Solar for design, supply, installation and commissioning of solar power plant to the college. The same has been forwarded to the management.
3. Water harvesting: Osmosis Auto pump India (Pvt) Ltd has certified that the rain water harvesting system is installed at the premises of Usha Pravin Gandhi College of Management.
4. Check dam construction: The institution is located in an urban area thus the dam construction activity is not possible.
5. Efforts for carbon neutrality: The institution takes efforts to reduce the carbon footprint on the environment.
  - a. The institution has switched from CFLs to LEDs and it has helped in reducing the electricity bills to a certain extent.
  - b. Air conditioners are set at 24 ° Celsius to keep the classrooms cool and reduce energy consumption.

- c. Photocopying and printing of paper is done on both the sides in order to save paper.
  - d. Most of the intra-college communication happens through emails.
  - e. Old newspapers, magazines and journals are sold in order for them to be recycled. The amount is then donated to the SVKM Foundation trust.
6. Plantation:
- a. The NSS wing of the college has carried out “Greenathon” a tree plantation activity to put indoor plants in front of the office area.
  - b. The institution also gifts a tree sapling as a memento to any guests or delegates during any events or functions carried out in the college.
7. Hazardous waste management:
- a. Since the college offers undergraduate and post graduate programs only in Management, Information Technology and Mass Media and not in any of the pure sciences, environmentally hazardous wastes are not emitted.
  - b. The use of plastic is discouraged in the college campus. The awareness is created through the signages which have been displayed around the campus.
8. Any others:
- a. NSS Cleanliness drive: The NSS wing of the institute has carried out numerous activities in the college campus and outside to keep the environment clean. These activities involve beach cleaning campaigns during Ganpati Visarjan and toilet cleaning activities in the slums of Mumbai.
  - b. Rejoice and Awaken the Wild within you : The nature enthusiast of the institute regularly go on or the Nature treks and camps to visit forests and hills. Prof. Lokesh Tardalkar, a wildlife expert also gives lectures to students during these treks regarding the various floras, fauna, birds and animals that are observed during these treks.
  - c. Use of eco-friendly materials for international conference: An international conference was organised on “Spirituality at workplace” in February 2013. During this conference the materials used were completely eco-friendly. The materials provided during an international conference for the attendees like folder, notebook, pen etc. were completely eco-friendly and were made up of bio-degradable material. The college ensures that it follows this ideology.

## 7.2 Innovations

### 7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

“The only constant thing in the world is change”. Without change there is no scope for innovation and creativity. Those who initiate change will have a better opportunity to manage the change. The institution looks at innovation as an integral part of development. Keeping this in mind the institution has carried out the following innovative activities:

- SAP ERP system: The institution implements world renowned ERP software “SAP” to manage its day to day operations. This software has taken control of all the activities like accounting, attendance, feedback, admission, lectures scheduling etc.
- Blackboard: Blackboard is a software designed especially for students and teacher coordination. Using this software student is able to give feedback, get regular updates from teachers. Faculties use this software for coordination with students with regards to notes, assignments and power point presentations.
- Support to students for higher education:
  - a. Career counselling: The College has acted on the suggestion of Parent Teachers Meet which has recommended renowned career counsellor Dr Prathiba Jain to be present on the campus for academic consultation as well as assistance in making right career choices for higher studies.
  - b. Recommendation letters: Students applying abroad for higher studies are provided all the help necessary towards securing the admissions. This includes providing recommendation letters and communication through mails.
  - c. Training and Placement: Training and placement services are also available to the students by the additional Staff members employed by the SVKM management.
- Help Desk: A dedicated helpdesk along with a contact number was provided so that any student facing problem with online admission form was guided how to do it. Student volunteers from NSS and Rotaract helped out during these activities.
- Physically Handicapped student support: A PH student who was preparing for the UPSC exams was offered the assistance of library space and books for a period of a month. Prof Sriram Deshpande also helped the student by conducting a few sessions on attempting the UPSC exams free of cost.

- Yoga sessions: Yoga sessions are carried out in the college.
- Soft Skills session: Soft skills sessions are incorporated in our regular Time table and these are conducted to groom students to enhance their communication skills, formal etiquettes in corporate world and to equip them with basic writing skills.
- Question papers:
  - a. During BScIT examinations, question papers with bigger fonts were provided to students with weaker eye-sights.
  - b. For T.Y.B.M.M students attempting question papers in Marathi language, we also provide the same paper in English to facilitate better understanding of the questions.
- Provision for PH students: Physically Handicapped students are given special access facility on the ground floor and appropriate indicators have been placed. Exclusive washroom facility on the ground floor also does exist.
- Doctors on campus: The College has two doctors on campus who address to any medical emergencies that students could face during the college hours.
- Counsellor on campus: The College has a medical counsellor on campus available for students during college hours.
- Enrichment courses and value-added courses are conducted by the college.
- An external academic audit has been carried out for all the three streams to monitor and evaluate the overall departmental performance.
- Health awareness campaigns: The women's development cell organised lectures on healthy diet, cancer awareness and importance of exercises. These activities were carried out for students, teaching and non-teaching staff.
- The institution carried out training on SAP for the teaching, non-teaching staff for activities like back office work, attendance, admission.
- Faculty development: The institution carries out Faculty Development Programmes for the teaching staff regarding topics like humour at workplace, investments etc. The college has also offered soft skills training to its non-teaching staff.
- Medical Insurance: The College ensures the safety and well-being of its employees. Hence the college management has taken group medical insurance scheme of Rs.1, 00, 000/- for staff and their family members and up to Rs. 10, 00, 000- for accident death for its employees.



- Rotaract Club activities: The Rotaract club organises Mauj- e –Manch and garage sales to help the under privileged children. It also provides the children a day full of fun and learning together. Also children get a chance to showcase their talents which they seldom get otherwise. Garage sale is used to collect clothes, books, utensils etc. and is sold at a nominal price. The proceedings generated from the sales are donated to orphanages.
- Fire safety measures: The College has adequate measures against emergencies such as fire etc. Fully operational fire extinguishers and fully charged water hoses are available in college. The college has set up evacuation teams on each floor in case of emergency.

### 7.3 Best Practices

#### 7.3.1 Elaborate on any two best practices as per the annexed format which have contributed to the achievement of the Institutional Objective and/or contributed to the quality improvement of the core activity of the college.

##### Best Practice no #1

1. Title of the practice: Implementation of SAP-ERP System for Attendance monitoring and examination
2. Goal: The objectives of including SAP in the institution are as follows
  - To track daily lectures
  - To check student's attendance and prepare defaulter's list
  - To give in-depth details to students regarding the attendance they have subject wise.
  - To generate results and mark sheets in-house.
3. The Context:
  - The University of Mumbai has made a mandatory attendance of minimum 75% for all the students.
  - Students are involved in a lot of extra – curricular activities like sports, cultural events etc, because of which the students miss out on lectures.
  - Also there were other students who on periodic basis would never attend college due to personal reasons.
  - Because of this monitoring attendance and preparing the defaulter's report had become a huge task for the attendance committee.
  - Also care needed to be taken in terms of monitoring and updating the records with transparency needed to be maintained in the system.
  - Monthly reports required to be generated and monthly defaulters along with final defaulters list needed to be prepared and needed to be individually informed to the student and the university.



#### 4. The Practice:

- The practice of using a SAP ERP system to monitor the attendance is one of its kind in the Indian education system.
- Attendance is taken by the faculty members on the attendance muster and students sign on the attendance sheet.
- The attendance sheet is submitted to the institute office where the office clerk used to enter the data in the SAP.
- This practice is carried out on daily basis in 3 UG programmes i.e. BMS, BMM & BSc IT.
- After the entry is made and verified by the admin in charge a report is generated.
- This report is generated on monthly basis at the end of each month after which the information is put on the notice board about the attendance of the students as per the internal records.
- Using this record, personal letters are prepared for defaulters and informed to the students about their individual attendance.
- During this if the student wants to see the details about his attendance a record is also provided regarding the same
- Then the attendance committee carries out the procedure as per the norms laid by the University of Mumbai
- The SAP system in examination was implemented from the current academic year 2015-16 wherein timetables, seat numbers were generated by SAP.

#### 5. Evidence of Success:

- As soon as the system was implemented, there is an increase in the attendance of the students.
- Because of the improvement of attendance there is a significant impact on the results of the students as well.
- Parents are constantly in contact with the concerned faculties regarding the progress of the students.
- Consolidated results were displayed on time.
- Mark sheets were generated with no errors and were distributed on time.

#### 6. Problems encountered and resources required:

- The system needs to be understood well in order to execute it, although formal education is provided on how to carry out the tasks

## 7. Contact Details:

Name of the Principal: Dr. A. Kapoor

Name of the institution: Usha Pravin Gandhi College of Management

City: Mumbai

Pincode: 400056

Work Phone: 022-42332040/41

Website: <http://www.upgcm.ac.in>

Email: [info@upgcm.ac.in](mailto:info@upgcm.ac.in)

### Best Practice #2.

1. Title: Formation and Implementation of the Social Outreach Unit.

2. Goal: To sensitize the younger generation on issues of maintaining an environmental equilibrium and instilling an altruistic approach towards society.

3. The Context: The students of UPG have been involved in projects which were incentive driven. The social outreach unit was formed to sensitize students towards carrying out community driven projects without the incentives of marks.

4. The Practice:

- Usha Pravin Gandhi College of Management has numerous community driven projects like DLLE, NSS, Rotaract etc. The students who are registered under these programs are usually involved with community events which either fetches them marks or participation certificates. As imparting a greater role towards the society which is beyond the boundaries of marks and certificates the Principal initiated the social outreach unit. The objective was to give the students a greater sense of belongingness towards the community. This all started when a few students approached the OASIS NGO to carry out the “Bring back butterflies” in association with the Government of Maharashtra.
- As a result of this activity **Dr. Puja Vijay Sukhija, Executive Director & Founder Trustee** with OASIS came forth to join hands with the college the social outreach unit was formed. The students carried out the “Clean with Me” which involved cleaning the Bandra station.
- The social outreach unit in association with Oasis NGO also carried out the E-Waste exhibition which helped students understand the kind of waste that is being generated in the environment. To take this step further an E-Waste collection drive was carried out in association with the Oasis NGO.

- The social outreach unit carried out a project in association with an NGO Seech, to educate women in the rural parts of Karjat, about various hygiene issues. The students of UPG also interacted with the school children and indulged in various activities.
- Awarethon was one of the initiatives with the students of the social outreach unit to inculcate a great sense of patriotism. This initiative was carried out with the Maddat Initiative, an NGO.
- Assam and Uttarakhand faced heavy rainfalls and floods during that period because of which the states were completely devastated. During this period the students of the social outreach unit in association with Goonj, an NGO, conducted a donation drive in which they collected clothes and dry ration for the families affected by massive floods.
- The “clean with me”-cleanliness drive in association with “Free a Billion” was organised by UPG college that aimed to increase the awareness regarding keeping the environment clean and cleaning the shoreline of Juhu beach after Ganesh Visarjan.

5. Evidence of success: When students get involved in community projects to help the society, this creates a sense of belongingness towards the same. And when these activities are carried out without any incentives, it surely instils an altruistic approach towards society. A favourable disposition towards ministering the destitute belonging to the socially backward section of the society is developed.

6. Problems encountered and resources required: The outreach unit faced problems to approach the organisations to extend their support and battling the false notion held by people belonging to the rural areas about the vested interests of such outreach units.

#### 7. Contact Details

Name of the Principal: Dr. A. Kapoor

Name of the institution: Usha Pravin Gandhi College of Management

City: Mumbai

Pincode: 400056

Work Phone: 022-42332040/41

Website: <http://www.upgcm.ac.in>

Email: [info@upgcm.ac.in](mailto:info@upgcm.ac.in)



**DEPARTMENTAL REPORTS**

**DEPARTMENT OF MANAGEMENT STUDIES (COMMERCE)**

1. **Name of the department:** Management Studies
2. **Year of Establishment** : 2003-04
3. **Names of Programmes /Courses offered (UG,PG,M.Phil.,Ph.D.,Integrated Masters; Integrated Ph.D.,etc.)**  
Bachelor of Management Studies
4. **Names of Interdisciplinary courses and the departments/units involved**  
None
5. **Annual/semester/choice based credit system (programmewise)**  
Credit Based Semester and Grading System
6. **Participation of the department in the courses offered by other departments**  
YES (as visiting lectures)
7. **Courses in collaboration with other universities ,industries ,foreign institutions, etc.**  
Value added certificate courses offered in collaboration with institutes and industries (Sports management course in collaboration with Ohio University)
8. **Details of courses /programmes discontinued (if any) with reasons**  
None
9. **Number of teaching posts**

Particulars	Sanctioned	Filled
Professors	--	--
AssociateProfessors	--	--
Asst.Professors	07	07

**10. Faculty profile with name,qualification,designation,specialization :**

Name	Qualification	Designation	Specialization	Experience ( in years)	No. of Ph.D. Students guided for the last 4 years.
Mrs. Shubhangi Nargund	MBA, M.Phil, NET	Asst. Professor	Marketing	13	-
Mr. Mayur Vyas	M.Com, M.Phil, SET	Asst. Professor	Management	15	-
Mr. Sriram Deshpande	MBA, M.Com,NET	Asst. Professor	Management	8	-
Mr. Abhijeet Mohite	MMS, BE, NET	Asst. Professor	Marketing	4	-
Mr. Lokesh Tardalkar	M.Com, NET,SET	Asst. Professor	Accounting and Finance	8	-
Mr. Lohrasp Sadri	M.Com, SET	Asst. Professor	Accounting and Finance	3	-
Mr. Naresh Sukhani	M.Com, NET, MBA	Asst. Professor	Human Resource, Operation and Management	6	-

**11. List of senior visiting faculty**

Name	Qualification	Designation	Specialization	Experience ( in years)	No.of Ph.D. Students guidedforthe last4years
Mr. Ritesh Mehta	MMS, CIMA	Visiting Faculty	Accounting and Finance	10	NIL
Mr. Dilip Telang	DME,CMM, MBA	Visiting Faculty	Logistics and SCM	41	NIL
Mr. Gowind Sowani	BSc, PGDTMM,CA, LLB	Visiting Faculty	Finance	30	NIL
Mrs. Devyani Kanodra	BSc, LLB, LLM	Visiting Faculty	Law	28	NIL
Mrs. Geetha Menon	MSc, M.Ed, MPhil.	Visiting Faculty	Statistics and Mathematics	25	NIL
Mr. Verma	BCom (HONS) FCA	Visiting Faculty	Taxation and Accounting	28	NIL

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty**  
23%

**13. Student-Teacher Ratio (programme wise) 26:1**

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled**

Designation	Sanctioned	Filled
Librarian	01	01
Registrar	01	01
O.S. cum Accountant	01	01
Head Clerk	01	01
Senior Clerk	02	02
Junior Clerk	07	07
Library Assistant	01	01
Class IV*	02	02

\*Outsourcing agencies for housekeeping and security.

Technical Support Staff (2014-15)

Designation	Sanctioned	Filled
Lab. Assistant	02	02
Lab Attendant	01	01

**15. Qualifications of teaching faculty with DSc/D.Litt/Ph.D/MPhil/PG.**

Qualification	Number
M Phil	2
P G	5

**16. Number of faculty with on going projects from a) National  
b) International funding agencies and grants received**

**01** – Naresh Sukhani - Monsanto India Infrastructure Consultancy project (2009 -10)

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received**  
Nil

**18. Research Centre/facility recognized by the University**  
No



**19. Publications: 08**

## a) Publication per faculty

Sr. No.	Name of the Professor	Subject	Semester	Name of the Publisher
1	Mrs. Shubhangi Nargund Asst. Prof. & Co-ordinator, B.M.S.	Service Sector Management	V	Thakur Publisher, Pune. (ISBN 978-93-83130-22-1)
2	Mr. Mayur Vyas, Asst. Prof., B.M.S.	International Marketing	VI	Thakur Publisher, Pune. (ISBN 978-93-83130-60-3)
		Foundation of Human Skills	I	Thakur Publishers, Pune (ISBN 978-93-5163-128-6)
		Service Sector Management	V	Himalaya Publication (ISBN 978-93-5051-904-2)
3	Mr. Sriram Deshpande, Asst. Prof., B.M.S.	Public Relations Management	IV	Thakur Publisher, Pune. (ISBN 978-93-83130-80-4)
4	Mr Naresh Sukhani Asst. Prof., B.M.S.	International Business	VI	Rishabh Publications (ISBN 978-93-83072-56-9)
5	Mr. Lokesh Tardalkar Asst. Prof., B.M.S.	Financial Accounting	V (BAF)	Vipul Prakashan
6	Dr. Geetha Mohan	Management Dyanamics and Indian Ethos		Shroff Publishers (ISBN 978-93-5110-053-9)

## c) Number of papers published in peer reviewed journals (national / international) by faculty and students

Faculty Name	Paper Presented
Dr. (Mrs.) Geetha Mohan	<ol style="list-style-type: none"> <li>Presented a paper titled '<b>Relevance of Chanakya &amp; Gandhi in Corporate Management</b>' at an <b>International Seminar</b> on Globalization Values &amp; World Peace. Department of Philosophy, University of Gujarat at Ahmedabad 7<sup>th</sup> &amp; 8<sup>th</sup> January, 2011.</li> <li>Presented a paper titled '<b>Management Principles in Mahabharata</b>' on 19<sup>th</sup> February 2011 at Indological Research Institute, Mumbai</li> <li>Presented papers on the topic "<b>Management of Self &amp; Society : Vivekananda's Contribution to Corporate Culture</b>" in a two day National Seminar on "Dimensions of Philosophy of Swami Vivekananda and its contemporary relevance". Dept. of Philosophy, University of Mumbai in collaboration with Ramnarain Ruia College, Mumbai, Joshi-Bedekar College, Thane and Vivekananda Kendra, Kanyakumari 25<sup>th</sup> and 26<sup>th</sup> August, 2011</li> <li>Presented papers on the topic at 8<sup>th</sup> Philosophy of Management <b>International Conference St. Anne's College, Oxford</b></li> <li>Present a paper on the subject "Spirituality and Work Culture: The Indian Perspective at the 23<sup>rd</sup> <b>World Congress of Philosophy (WCP 2013)</b> School of Philosophy, National &amp; Kapodistrian University of Athens, Greece, 4<sup>th</sup> to 11<sup>th</sup> August, 2013, Greece</li> </ol>

<p><b>Mrs. Shubhangi Nargund</b></p>	<ol style="list-style-type: none"> <li>1. Presented a paper at Manshodhan – I at Mithibai College Mumbai on 27<sup>th</sup> November, 2010</li> <li>2. Presented a paper (Registered under the In Absentia Category) in the MGM's Institute of Management Studies and Research's National Research Convention 'NOESIS 2012' on the topic "<b>Growth of Rural India : Challenges in Emerging Economy</b>". The paper was published in the ISBN <b>9789350500897</b> of B.R. Publishing Corporation, 24<sup>th</sup> November, 2012</li> <li>3. Presented a paper and Won 'Third Prize' at Manshodhan – III at Mithibai College, 8<sup>th</sup> December, 2012</li> <li>4. Mrs. Shubhangi Nargund, Co-ordinator &amp; Asst. Prof. B.M.S. presented a paper at International Interdisciplinary colloquium on Management, Engineering, Computing and I.T. &amp; presented a research paper and were published in International Journal of Business, Management and Social Sciences in the month of August, 2014. Issue of FDI in Retail Economic or Political Vol – III, Issue 12 (1), with <b>ISSN : 2249 – 7463</b></li> </ol>
<p><b>Mr. Mayur Vyas</b></p>	<ol style="list-style-type: none"> <li>1. Presented a paper at International Conference on 'India Calling – A World of opportunities (Initiate, Integrate, Innovate)' DTSS College of Commerce jointly with University of Mumbai on 20<sup>th</sup> February, 2015, Pherozshah Mehta Auditorium <b>ISBN 978-93-83072-70-5</b></li> </ol>
<p><b>Mr. Sriram Deshpande</b></p>	<ol style="list-style-type: none"> <li>1. Presented a paper titled "<b>Value Education: A Necessity</b>": <b>An Abstract</b>' at an <b>International Seminar</b> on Globalization Values &amp; World Peace Department of Philosophy, University of Gujarat at Ahmedabad 7<sup>th</sup>&amp; 8<sup>th</sup> January, 2011.</li> <li>2. Presented a paper on "Good Governance and Indian Culture Jointly organised by <b>Institute of Indian Culture and University</b> of Mumbai, August 2011.</li> <li>3. Participated in Manshodhan – III, a paper presentation competition, Mithibai College, 8<sup>th</sup> December, 2012</li> <li>4. Participated &amp; presented a paper on 'A Study of Political Awareness of Youth in India' at the <b>National Conference</b> on the "The Catalytic Role of the Youth as Key Drivers in Global Development – A Management Perspective' Dept. of Management Studies (B.M.S.) Thakur College in collaboration with University of Mumbai 24<sup>th</sup>&amp; 25<sup>th</sup> September, 2013, Thakur College, Kandivali.</li> <li>5. Mr. Sriram Deshpande, Asst. Prof. B.M.S. presented a paper at <b>International Interdisciplinary colloquium</b> on Management, Engineering, Computing and I.T. &amp; presented a research paper and were published in <b>International Journal of Business, Management and Social Sciences</b> in the month of August, 2014. FDI in agriculture retail – benefit and hurdles for Rural Societies Vol – III, Issue 12 (1), with <b>ISSN : 2249 – 7463</b></li> </ol>

<p><b>Mr. Abhijeet Mohite,</b> Asst. Prof., B.M.S.</p>	<p>1. Participated in Manshodhan – III, a paper presentation competition, , Mithibai College, 8<sup>th</sup> December, 2012</p>
<p><b>Mr. Lohrasp Sadri,</b></p>	<ol style="list-style-type: none"> <li>1. Presented a research paper at an <b>International Conference</b>,Thakur College, 5<sup>th</sup> December, 2014</li> <li>2. Participated &amp; presented a paper at <b>National Conference</b> on ‘Multidimensional Growth for Economic Development – A Dream’, M.M.K. College of Commerce &amp; Economics, 17<sup>th</sup> January, 2015</li> <li>3. Presented a paper at one-day <b>International Conference</b> on ‘Vibrant India in the 21<sup>st</sup> Century’ , K.P.B. Hinduja College of Commerce, 13<sup>th</sup> March, 2015, K.P.B. Hinduja College of Commerce</li> <li>4. Published a paper on 17TH Jan 2015 on the topic An Analysis of Human Trafficking Scenario in India at <b>National Seminar</b> on Women Empowerment: A Feminist Discourse with <b>2394-4560no.</b></li> <li>5. Published a paper on 12th Dec 2015 on the topic A study on the impact on regulatory announcements on price volatility and trading volume in relation to Pharmaceutical Sector at <b>International Conference</b> on transforming through Innovation, Digitalization and Start up India Challenge with <b>2319-4766no.</b></li> <li>6. Published a paper on 25th Dec 2015 on the topic Goods and Service tax: India’s Boon or Bane?” at Dr. JK Research Foundation with <b>2348-9413no.</b></li> <li>7. Published a paper on April, 2015 on the topic A study on the impact on regulatory announcements on price volatility and trading volume in relation to Information Technology Sector at International Journal Of Marketing, Financial Services and Management Research with <b>2277-3622no.</b></li> <li>8. Published a paper in International Journal of Recent Trends in Management, economics, commerce &amp; Allied Reasearch between 21-22 Feb, 2014 on the topic Correlation between Financial Performances of Banks and Overseas Investment at National Conference on Recent Trends in Sectorial Development and their Impact on the Indian Economy with <b>978-93-83072-19-4 no.</b> <b>Impact Factor 1.7</b> <b>Vol2 Issue 8<sup>th</sup> Dece 2015</b></li> </ol>

**Mr Naresh Sukhani**

1. Published a Paper with title STUDY OF DEDICATED FREIGHT CORRIDORS & ITS RELEVANCE TO SUPER ECONOMY INDIA @2020 with eISSN-2395-7441 pISSN-2395-7328 Vol.2 Issue 04 Oct-Dec. 2016 at National conference at J. Advances in Business Management with theme J. Advances in Bus.Management/eISSN-2395-7441/pISSN-2395-7328/Vol. 2/Issue 04/ Oct-Dec. 2016  
**JADBM is Indexed/ Reviewed in the following resources-**
  1. Google Scholar
  2. InfoBase Index ( **IBI Factor 2015 - 2.8**)
  3. J-Gate
2. Published & Presented a Paper with title A Study on Quality Education in Under-Graduate Colleges of Mumbai Region: with special reference to Self- Financing Section with at National conference at Bhartiya Vidya Bhavans, Chowpatty with theme Higher Education - A directional Impetus **UGC Sponsored.**
3. Published & Presented a Paper with title WOMEN ENTREPRENEURSHIP IN INDIA: A STUDY ON SUPPORT SERVICES AVAILABLE FOR ITS DEVELOPMENT AND GROWTH with **978-93-83072-16-3** at International conference at B.L. Amlani College Vileparle with theme Status of Women in Transitional Society.
4. Published a Paper with title CAREER PERCEPTION OF STUDENTS IN INSTITUTIONS OF HIGHER LEARNING IN MUMBAI with **978-830-72-217** at National conference at University Of Mumbai with theme Changing Trends & Sustainable Management. Practices: Developments & Dimensions in the area of Commerce – **ICSR Sponsored.**
5. Published a Paper with title Human Rights & Women with at National conference at **Goa University** with theme **Human Rights in Goa, India & the world: Issues & Initiatives**
6. Published & Presented a Paper with title A Study on HUL's Corporate Social Responsibility with at International conference at **KIITS University, Bhubhaneshwar** with theme Indian Commerce Association.
7. Published a Paper with title Study of Impact of Microfinance in life of Rural Women with at **International** conference at B.L. Amlani College Vileparle with theme Rural India in 21st Century.
8. Published & Presented a Paper with title Study on Consumer's perceptions about the various types of Life Insurance Products with **978-93-830-72-682** at **International** conference at Public Degree Night College, Santacruz with theme EMERGING TRENDS IN BFSI.
9. Published & Presented a Paper with title The sustainable Development model of Hiware Bazar, Maharastra with **978-93-83072-70-5** at **International** conference at University Of Mumbai & DTSS College with theme India Calling - A world of Opportunities.

	<p>10. Published &amp; Presented a Paper with title Carbon Footprint of Indian Railways - Dedicated Freight Corridor with <b>978-93-83072-44-6</b> at National conference at Seth Hirachand Mutha college, Kolivali Kalyan with theme Indian Economy in 21st Century (Opportunities and Challenges)</p> <p>11. Published a Paper with title A Study on Women's Matrimonial Rights and Remedies And the indecent representation of women (prohibition) Act 1986 with at <b>National</b> conference at Gandhi Shikshan Bhavan's , Smt. Surajba College of Education, Juhu Road, Mumbai with theme <b>STATUS OF WOMEN IN TRANSITIONAL SOCIETY: A FUTURISTIC VISION</b></p> <p>12. Presented a Paper with title Study on Management <b>Education: Vision 2020</b> with at National conference at N.S.S College of Commerce &amp; economics with theme Exploring Emerging Trends &amp; Innovation in Research in Commerce, Science &amp; Technology, Humanities &amp; Social Sciences.</p>
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- \* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host etc.) - **One**
- \* Monographs -- None
- \* Chapter in Books -- None
- \* Books Edited -- None
- \* Books with ISBN/ISSN numbers with details of publishers – **Seven**
- \* CitationIndex -- None
- \* SNIP – None
- \* SJR – None
- \* Impactfactor -- **Two**
- \* h-index -- None

**20. Areas of consultancy and income generated – None**

**21. Faculty as members in**

a) National committee b) International Committee c) Editorial Boards- **Four**

**Prof Mayur Vyas – Lifetime member of Association of Voice Artiste(AVA)**

**Prof. Naresh Sukhani – Lifetime Member of the Indian Commerce Association (ICA)**

**Prof. Lohrasp Sadri – Lifetime Member of the Indian Commerce Association (ICA)**

**Prof. Lokesh Tardalkar – Member of the Photography Association of India**



**22. Student projects**

- a) **Percentage of students who have done in-house projects including interdepartmental / programme. -- 100%**
- b) **Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / other agencies. – Nil**

**23. Awards / Recognitions received by faculty and students :**

- Asst. Prof. Mr Mayur Vyas recognised as Official Voice of Superstar Rajnikanth.
- Asst Prof. Shubhangi Nargund was awarded a prize for paper presentation at Manshodhan III.
- Mr. Akshay Basroor recipient of Best Student award 2012-13
- Helly Mehta, a SYBMS student of UPG represented INDIA at a student's forum held at **United Nations**, New York, USA
- Yesha Gala was elected as **Student President** for Bhartiya Chhatra Sansad for Mumbai District as an initiative of MIT SOG, Pune & also is a recipient of Best Student award 2011-12
- Kajol Gianani was one of the top 20 Finalist at "Speak for India " at National level on 21st September 2016 at Dr V.N. Bedakar Institute of Management Studies.

**24. List of eminent academicians and scientists / visitors to the department –**

- Mr. Neelay Bhatt, an international TedX speaker to address the students on **Sports Management**
- Mr. Ronan Crwaley addressed TYBMS students on 'Vedanta **Philosophy of Management**' in the subject of Indian Management Thoughts and Practices.
- Mr. Alastair Creamer addressed FYBMS students on '**Developing Skills, Attitudes and Energies for Improving Employability and Efficiency**'

**25. Seminars/Conferences/Workshops organized & the source of funding a) National b)International – One (Spirituality at Workplace)**

**26. Student profile programme/coursewise:**

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
2010 - 11	1391	118	51	67	SEM I 100% SEM II 94.95%
2011 - 12	1037	118	54	64	SEM I 100% SEM II 97.34%
2012 - 13	1166	114	38	76	SEM I 100% SEM II 99.09%
2013 - 14	1035	119	49	70	SEM I 100% SEM II 100%
2014 - 15	1491	125	49	76	SEM I 100% SEM II 97.60%
2015 - 16	1650	122	51	71	SEM I 100% SEM II 100%
2016 - 17	1891	120	57	63	--

**27. Diversity of Students**

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2010-11	80.51%	19.49%	-
2011-12	76.27%	23.73%	-
2012-13	68.42%	30.70%	0.87%
2013-14	70.58%	28.57%	0.84%
2014-15	69.60%	25.60%	4.80%
2015-16	83.61 %	14.75 %	1.64 % (2 /122)
2016-17	82.50 %	15 %	2.50 % (3 /120)

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? -- Data not available**



**29. Student progression**

<b>Student progression</b>	<b>Against % enrolled</b>
UG to PG	54
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D.toPost-Doctoral	-
<b>Employed</b>	
•Campus selection	
•Other than campus recruitment	22
Entrepreneurship/Self-employment	24

**30. Details of Infrastructural facilities**

- a) Library YES  
b) Internet facilities for Staff & Students YES  
c) Class rooms with ICT facility YES  
d) Laboratories YES

**31.Number of students receiving financial assistance from college, university, government or other agencies – None**

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts :**

**BMS (2016-17)**

<b>Sr. No.</b>	<b>Date &amp; Venue</b>	<b>Particulars &amp; Speaker</b>	
1	17/06/2016	SIP (Systematic Investment Plan) Investor Education and Awareness Initiative by SEBI	Miss. Krutika Jain, A.D. Lotus Knowealth
2	03, 04 & 05/08/2016	SYBMS - Guest session on <b>Finance Gym.</b>	Ms. Binal Gandhi
3	22, 23 & 24/08/2016	TYBMS - Guest session on <b>Finance Gym.</b>	Ms. Binal Gandhi
4	31/08/2016	Guest lecture on ' <b>Goal Setting in Strategic Management</b> '	Mr. Parag Chitale, CPCL, Mumbai
5	12/08/2016	TYBMS ISME, Lower Parel for a boot camp session.	<b>Ms. Indu Shahani</b>
6	21/09/2016	S.Y.B.M.S. (H.R. elective students) Do's and Don't's of Group and Mock GD discussion	Mr. Nikunj Doshi and Mr. Dhaval Kunte
7	30/09/2016	T.Y.B.M.S. (H.R. elective students) Guest lecture to guide students on various important new chapters in syllabus	Mr. Abhishek Sood, Subject Expert of IAPM

**BMS (2015-16)**

Sr. No.	Date & Venue	Particulars & Speaker
1	20 <sup>th</sup> August, 2015, <b>RBI</b>	94 students of S.Y.B.M.S. visited <b>RBI</b> alongwith Mr. Lokesh Tardalkar & Prof. Lohrasp Sadri, Asst. Prof. B.M.S. Students attended the session co-ordinated by Mrs. Nayana Dhuru (Asst. Manager) and understand various aspects regarding the functioning of RBI, interest rates, policy making internal restructuring, Forex etc. Students also visited the monetary museum.
2	31 <sup>st</sup> August, 2015	T.Y.B.M.S. students visited <b>Indian Institute of Packaging</b> to understand packaging, its various roles in logistics and supply chain management and role of IIP in the packaging industry
3	11/02/2016 India Bulls, Lower Parel	T.Y.B.M.S. students attended a <b>Bootcamp in Management, Entrepreneurship and Finance</b> organized by Indian School of Management & Entrepreneurship (ISME).

**BMS (2014-15)**

Sr. No.	Date & Venue	Particulars & Speaker
1	19/08/14	Developing Skills, Attitudes and Energies for Improving Employability and Efficiency Mr. <b>Alastair Creamer</b> of Creamer and Lloyd, C.E.O.
2	27/08/14	Mutual Funds & Trends in Capital Markets Mr. Ashok Kumar, MD – Lotus Knowlwealth, Promoter GURUKSHETRA
3	09/12/14	Guest lecture on 'Vedanta Philosophy' Mr. Ronan Crawly
4	16/01/15	Guest lecture on "Computer Stimulation for Operation & Logistics and Supply Chain Management" by Eduabroad" Prof. Nav, University of Exeter
5	13/02/15	Guest lecture on "Managing Family Business" Mr. Samish Dalal

**BMS (2013-14)**

<b>Sr. No.</b>	<b>Date &amp; Venue</b>	<b>Particulars &amp; Speaker</b>
1	31 <sup>st</sup> July, 2013	A lecture conducted by Mrs. Manisha Makhecha & Mr. Vinay Nair, CIF Mission on 'Make it happen' & ' <b>Vedic Maths</b> ' respectively for F.Y. & S.Y.B.M.S. students.
2	4th July, 2013	A guest lecture was conducted by Ms. Vinita Shetty, <b>National Stock Exchange</b> for T.Y.B.M.S. students to credit awareness & educates students on the share market.
3	24th September, 2013	A guest lecture was conducted by Mr. Shray Rai Tiwari, Co-founder of <b>TAGG</b> on the subject Branding & Promotion of Services for T.Y.B.M.S. students.
4	January, 2014	A guest lecture was conducted by Mr. Sazeel Shah, Director, Endeavor Pvt. Ltd. on the subject <b>Branding &amp; Success Stories</b> in Branding for S.Y.B.M.S. students.
5	January, 2014	A guest lecture was conducted by Mr. Sazeel Shah, Director, Endeavor Pvt. Ltd. on the subject <b>Euro Crisis</b> for F.Y.B.M.S. students.
6	14th February, 2014	A guest lecture was conducted by <b>Mr. Parag Chitale</b> , Director, CPLL on the subject Entrepreneurship for T.Y.B.M.S. students.
7	18th February, 2014	A guest lecture was conducted by Mr. Yioryos George <b>Makedones of Queen Mary University of London</b> on the subject Economic Crisis and Its Repercussion on India for T.Y.B.M.S. students.
8	October, 2013	Ms. Bhuta of Lotus Know wealth Pvt. Ltd. has conducted an Investor Awareness Program on <b>Capital Market Awareness</b> , Mutual Fund Investing and Tax Planning including RGESS and Financial Planning. 50 students of T.Y.B.M.S. of finance attended the session.
9	29th November, 2013	S.Y.B.M.S. students attended a Seminar which was conducted by Career Launcher on <b>Career Opportunities</b> in Management Sector.
10	26th January, 2014, Bhaidas Sabhagriha	T.Y.B.M.S. students attended " <b>Chanakya</b> " – Historical Play in Hindi at for the subject Indian Management Thoughts and Practices.
11	22nd February, 2014, Amity Global Business School, Malad	6 students of T.Y.B.M.S. along with Mrs. Shubhangi Nargund, Asst. Prof. & Co-ordinator, B.M.S. attended a seminar on ' <b>Entrepreneurship Inspiration</b> '.

**BMS (2012-13)**

Sr. No.	Date & Venue	Particulars & Speaker
1	18 <sup>th</sup> February, 2013	A Lecture conducted by <b>Ms. Gauri Kamat</b> of En.Act.Us on "Entrepreneurship" for the T.Y.B.M.S. students to encourage & initiate Entrepreneurial activities among students.
2	1 <sup>st</sup> September, 2012	A Guest lecture conducted by <b>Mr. Sandeep Desai</b> , Executive Vice-President, I.T., Afcon Ltd on "Strategic Management" for S.Y.B.M.S. students.
3	31 <sup>st</sup> January, 2013	A Guest lecture conducted by Mr. Shreyans Mehta, The Knowledge Hub, Mumbai on 'Maths can be fun' for F.Y.B.M.S. students.
4	24 <sup>th</sup> August, 2012	97 Students of S.Y.B.M.S. visited <b>Reserve Bank of India</b> (R.B.I.) along with Prof. Shubhangi Nargund, Prof. Sriram Deshpande & Prof. Karishma Shetty. They had an interactive session and visited the Monetary Museum.
5	30 <sup>th</sup> August, 2012, Mithibai College	B.M.S. students attended the pre-placement presentation held by <b>Future First Group</b> .

**BMS (2011-12)**

Sr. No.	Date & Venue	Particulars & Speaker
1	8 <sup>th</sup> August, 2011.	A Lecture conducted by <b>Prof. Neeta Acharya</b> , NMIMS on 'Management of Services' for T.Y.B.M.S. students.
2	16 <sup>th</sup> December, 2011.	A Lecture conducted by IMS on ' <b>Masters in Management Programme</b> ' with a view to make students aware of this course mainly in foreign countries for our students.
3	21 <sup>st</sup> December, 2011.	United World, B – School conducted a Preliminary Session for the event 'Vista, United Minds' with collaboration with <b>IIM Bangalore</b> for our students.
4	21 <sup>st</sup> April, 2011.	A Guest Lecture conducted by "Swami Chaturvedi" (Chennai) on the topic " <b>Professional &amp; World Ethics</b> " for Teaching & Non-Teaching staff.
5	17 <sup>th</sup> March, 2012.	A Guest lecture conducted by Mr. Uday N. Joshi, Management Professional from <b>Bharat Oman Refineries Ltd. (BORL)</b> on 'Effectiveness in GDPI' for the T.Y.B.M.S. students.

**33. Teaching methods adopted to improve student learning**

- Apart from Traditional Methods we also use

<b>BMS (2010-11)</b>		
<b>Sr. No.</b>	<b>Date &amp; Venue</b>	<b>Particulars</b>
1	9 <sup>th</sup> August, 2010 at our college.	A Seminar on 'Human Values' was conducted by Mr. Huzaifa Khorakiwala, C.E.O., Wockhardt Foundation for T.Y.B.M.S. students.
2	10 <sup>th</sup> September, 2010 at our college.	Seminar on "Hardware and Networking" was conducted by Jetking for F.Y.B.M.S. students.
3	19 <sup>th</sup> , 20 <sup>th</sup> & 21 <sup>st</sup> December, 2010 at our college.	A Seminar on "Power Meditation" was conducted by Brni. Nidhi Chaitanya, organized by Chinmaya Mission for the staff & students.
4	17th February, 2011.	A Guest lecture was organized by Mr. Punit Popat, Sr. Marketing Executive, TIME Institute gave a presentation for T.Y.B.M.S. students on the topic "Preparation of a Business Plan".
5	28th February, 2011.	A Guest lecture was organized by Prof. Aditi Punekar from NMIMS – Social Entrepreneurship held a session for T.Y.B.M.S. students on the topic "Relevance of Social Entrepreneurship".
6	6th & 7th August, 2010.	Students of F.Y.B.M.S. attended 2 day workshop on 'Management Conclave – 2010' organized by Prin, L.N. Welingkar Institute of Management Development and Research, Matunga and S. P. Jain Institute of Management and Research Auditorium, Andheri. 2 students of our college were selected to interact with Mr. Deepak Parekh, Chairman of HDFC Ltd. on 14th August, 2010 at HDFC Head Office.

- Use of ICT (Audio, Video)
- Role plays
- Group Discussions
- Case Study
- Z to A approach
- Simulation

- Collaborative learning
- Google Quiz, Google Scholar,...
- Practical Discourses
- Use of Blackboard Learning Management System

#### **34. Participation in Institutional Social Responsibility (ISR) and Extension activities**

Faculty members have been assigned responsibilities as members and chairpersons of various committees. The participation in these extension activities are facilitated through NSS unit, DLLE and WDC.

#### **35. SWOC analysis of the department and Future plans :**

<b>Strengths</b>	<b>Weaknesses</b>	<b>Opportunities</b>	<b>Challenges</b>	<b>Future Plans</b>
<b>All qualified &amp; eligible staff members &amp; Heading Major Committees</b>	Lack of Autonomy towards curriculum designing	Tie up with other professional bodies	Competition with nearby colleges	Add-on courses related to management and finance
<b>Average cutoff for the last five years has been showing a rising trend alongwith demand ratio</b>		5 faculties pursuing Ph.D thus creating research & consultancy avenues for students & college.	Bridging the industry & academic Gap. Addressing the diverse objectives of student fraternity	PG Courses (MMS) & University affiliated Research Centre.



**DEPARTMENT OF INFORMATION TECHNOLOGY (SCIENCE)**

**1. Name of the department**

Department of Information Technology

**2. Year of Establishment**

2003	B.Sc.(I.T.)
2010	M.Sc.(I.T.)

**3. Name of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)**

- I. Bachelor of Sciece (Information Technology)
- II. Master of Science (Information Technology)

**4. Names of Interdisciplinary courses and the departments/units involved**

NIL

**5. Annual/ semester/choice based credit system (programme wise)**

Credit Based Semester and Grading System (CBSGS)

**6. Participation of the department in the courses offered by other departments**

YES (as visiting lecturers in other departments)

**7. Courses in collaboration with other universities, industries, foreign institutions, etc.**

NA

**8. Details of courses/programmes discontinued (if any) with reasons**

None



**9. Number of teaching posts**

Designation	Sanctioned	Filled
Professors	-----	-----
Associate Professors	-----	-----
Assistant Professors	08	08

**10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)****B.Sc. (I.T.) Full Time Faculty Details (2014-2016)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of P h.D. Students guided for the last 4 years
Mrs. Smruti Nanavaty	M.C.M.	Assistant Professor	Computer Science	16	NIL
Mrs. Archana Shukla*	M.Sc. CS, B.Ed.	Assistant Professor	Computer Science	11	NIL
Mrs. Swapnali Lotlikar	M.C.M., M.Phil.	Assistant Professor	Computer Science	14	NIL
Mrs. Babita Kachroo	M.Sc. Electronics	Assistant Professor	Electronics	16	NIL
Mr. Mudassar Qureshi	M.Sc. CS	Assistant Professor	Computer Science	14	NIL
Ms. Dimple Bavlecha	M.Sc., PGDIT	Assistant Professor	Physics with Electronics	9	NIL
Mr. Bhupendra Kesaria	MCA, NET	Assistant Professor	Computer Science	17	NIL
Mr. Prashant Chaudhary	M.Sc. TT NET	Assistant Professor	Electronics	7	NIL
Mrs. Sunita Gupta	M.Sc.I.T. NET	Assistant Professor	Information Technology	4	NIL
<b>*Faculty resigned in October 2015</b>					

<b>B.Sc. (I.T.) Visiting Faculty Details(2014-2016)</b>					
Mr. Fredrick Arland	M.Sc., B.Ed.	Assistant Professor	Electronics	26	NIL
Mr. Vahid Kapadia	B.E. Electronics	Assistant Professor	Electronics	16	NIL
Ms. Shamim Bano	M.Sc. Physics	Assistant Professor	Information Technology	15	NIL
Ms. Zarna Barai	M.Sc.I.T.	Assistant Professor	Information Technology	4	NIL
Mrs. Iram Iqbal	M.Sc.I.T.	Assistant Professor	Information Technology	6	NIL
Ms. Brinda Sampat	M.Sc.I.T., NET	Assistant Professor	Information Technology	6	NIL
Mrs. Shraddha Modi	M.Sc.I.T.	Assistant Professor	Information Technology	6	NIL

<b>M.Sc. (I.T.) Faculty Details (2014-2016)</b>					
Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mrs. Smruti Nanavaty	M.C.M.	Assistant Professor	Computer Science	16	NIL
Mrs. Archana Shukla	M.Sc. CS, B.Ed.	Assistant Professor	Computer Science	11	NIL
Mrs. Swapnali Lotlikar	M.C.M, M.Phil	Assistant Professor	Computer Science	14	NIL
Mrs. Babita Kachroo	M.Sc. Electronics	Assistant Professor	Electronics	16	NIL
Mr. Mudassar Qureshi	M.Sc. CS	Assistant Professor	Computer Science	14	NIL

Ms. Dimple Bavlecha	M.Sc, PGDIT	Assistant Professor	Physics with Electronics	9	NIL
Mr. Bhupendra Kesaria	MCA, NET	Assistant Professor	Computer Science	17	NIL
Mr. Prashant Chaudhary	B.E., M.Sc, NET	Assistant Professor	Electronics	7	NIL

#### **M.Sc. (I.T.) Visiting Faculty Details (2014-2016)**

Mrs. Shraddha Modi	M.Sc.I.T.	Assistant Professor	Information Technology	6	NIL
Mr. Mahesh Naik	M.Sc, NET	Assistant Professor	Mathematics	9	NIL
Mrs. Sofia Joseph	B.E.	Assistant Professor	Computer Science	5	NIL

#### **11. List of Senior Visiting Faculty**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Mr. Fredrick Arland	M.Sc., B.Ed.	Assistant Professor	Electronics	26	NIL
Mr. Vahid Kapadia	B.E.	Assistant Professor	Electronics	16	NIL
Ms. Shamim Bano	M.Sc. Physics	Assistant Professor	Information Technology	15	NIL

#### **12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty**

B.Sc.(I.T.) : 40%

M.Sc.(I.T.) : 37%

**13. Student -Teacher Ratio (Programme wise)**

B.Sc.I.T. – 23 : 1

M.Sc.I.T. – 06 : 1

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled****Administrative Staff Details (2014-16)**

Designation	Sanctioned	Filled
Librarian	01	01
Registrar	01	01
O.S. cum Accountant	01	01
Head Clerk	01	01
Senior Clerk	02	02
Junior Clerk	07	07
Library Assistant	01	01
Class IV*	02	02

**Technical Support Staff (2014-16)**

Designation	Sanctioned	Filled
Laboratory Assistant	02	02
Laboratory Attendant	01	01

**15. Qualifications of teaching faculty with D.Sc./ D.Litt./ Ph.D./ M.Phil. / PG**

Qualification	Number
M.Phil.	1
P G	7

**16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received**

NIL

**17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received**

NIL

**18. Research Centre /facility recognized by the University**

No

**19. Publications:**

\* a) Publication per faculty

BOOKS CO-AUTHORED AND PUBLISHED					
Year	Name of the Faculty	Title of the Book	Semester	Publisher	ISBN No.
2012	Smruti Nanavaty Swapnali Lotlikar	'Software Engineering'	S.Y.B.Sc.I.T. Sem. IV	Rishabh Publishing House	ISBN: 978-93-81578-19-3
2014	Swapnali Lotlikar	'Internet Technologies'	T.Y.B.Sc.I.T. Sem. VI	Rishabh Publishing House	ISBN: 978-93-83072-11-8
2016	Bhupendra T. Kesaria	'Discrete Mathematics'	F.Y.B.Sc.I.T. Sem. I	Tech-Max Publications	ISBN: 978-93-5077-402-1
2016	Smruti Nanavaty Dimple Bavlecha	'Imperative Programming'	F.Y.B.Sc.I.T. Sem. I	Tech-Max Publications	ISBN: 978-93-5077-564-6
2016	Smruti Nanavaty	'Database Systems'	F.Y.B.Sc.C.S. Sem. I	Tech-Max Publications	ISBN: 978-93-5077-555-4

\*b) Number of papers published in peer reviewed journals (national /international) by faculty and students

Faculty Name	Paper Presented
Mrs. Smruti Nanavaty	<ol style="list-style-type: none"> <li>1. Presented a paper on the topic “Analyzing Feasibility of e-learning in rural India” at an International conference on Extension Education and Rural Communities organized by DLLE, University of Mumbai and Amlani College ISBN 978-93-83072-08-8 (Pages 598-614) (2012-13)</li> <li>2. Participated and presented a paper entitled ‘Improved Vision Through Technology’ at one-day International Conference on “Digitization and Beyond” organized by Russell Square International College and Department of Information Technology, University of Mumbai ISBN-978-81-905776-76-3 (Pages 141-145) (2013-14)</li> <li>3. Presented a paper on the topic “ E-Learning Experience &amp; Environments” at National Conference on Emerging Trends in Information Technology Management organized by Western College of Commerce and Business Management ISSN 2231-5063 Impact Factor : 3.4052(UIF)(Pages 92-101 ) (2014-15)</li> </ol>
Mrs. Archana Shukla	<ol style="list-style-type: none"> <li>1. Presented a paper on the topic ‘Relevance of Tagore’s Philosophy in Modern Education System’ at the Two-Day International Conference on “Spirituality at Workplace” organized by Usha Pravin Gandhi College of Management ISBN 13: 978-93-5110-046-1 (Pages 143-156) (2012-13)</li> <li>2. Presented a paper on the topic “ Women Empowerment through ICT Education Theme : Impact of ICT on Society” at an International conference on Extension Education and Rural Communities organized by DLLE, University of Mumbai and Amlani College ISBN 978-93-83072-08-8 (Pages 508-520) (2012-13)</li> <li>3. Presented a paper on the topic ‘Wireless Body area Sensor Network in Healthcare’ at National Conference on Research in I.T. organized by Thakur College (2013-14)</li> <li>4. Participated and presented a paper entitled “ Micro Web Server based Multiple Patient Monitoring System in ICU” at one-day International Conference on “Digitization and Beyond” organized by Russell Square International College and Department of Information Technology, University of Mumbai ISBN-978-81-905776-76-3 (Pages 155-156) (2013-14)</li> </ol>

<p>Mrs. Swapnali Lotlikar</p>	<ol style="list-style-type: none"> <li>1. Presented a paper on '3G Scenario in India' at National Convention on "ETIT 2010", Indira College, Pune  ISBN 978-93-80043-99-9 (2010-11)</li> <li>2. Presented a research paper titled "Opportunities for Business in Rural Market" at Manshodhan (2010-11)</li> <li>3. Presented a paper on the topic "Information Communication Technology" at an International conference on Extension Education and Rural Communities organized by DLLE, University of Mumbai and Amlani College ISBN 978-93-83072-08-8 (2012-13)</li> <li>4. Participated and presented a paper entitled 'Improved Vision Through Technology' at one-day International Conference on "Digitization and Beyond" organized by Russell Square International College and Department of Information Technology, University of Mumbai ISBN-978-81-905776-76-3 (Pages 141-145) (2013-14)</li> </ol>
<p>Mrs. Babita Kachroo</p>	<ol style="list-style-type: none"> <li>1. Presented a paper on the topic "Analyzing Feasibility of e-learning in rural India" at an International conference on Extension Education and Rural Communities organized by DLLE, University of Mumbai and Amlani College ISBN 978-93-83072-08-8 (Pages 598-614) (2012-13)</li> <li>2. Participated and presented a paper entitled 'Improved Vision Through Technology' at one-day International Conference on "Digitization and Beyond" organized by Russell Square International College and Department of Information Technology, University of Mumbai ISBN-978-81-905776-76-3 (Pages 141-145) (2013-14)</li> <li>3. Presented a paper at 2nd Annual National Multidisciplinary Conference V-CMT 2015 on 'Changing Paradigms in Commerce, Management &amp; Technology' on the topic 'Sickle Cell Education through E-Learning' at Vidyalankar School of Information Technology ISBN-13: 97893-85880-11-7 ISBN-10: 93-85880-11-X (Pages 001-012) (2014-15)</li> </ol>



<p>Mr. Mudassar Qureshi</p>	<p>Presented a paper on the topic “3S-Smart Building, Smart Grid, Smart Logistics” at an International conference on Extension Education and Rural Communities organized by DLLE, University of Mumbai and Amlani College ISBN 978-93-83072-08-8 (Pages 251-256) (2012-13)</p>
<p>Ms. Dimple Bavlecha</p>	<ol style="list-style-type: none"> <li>1. Presented a paper on the topic ‘Simulating the modified flood fill algorithm for MAZE Solving’ at “An International Conference on recent trends in Information Technology and Computer Science”. (2011-12)</li> <li>2. Presented a paper on the topic “ Women Empowerment through ICT Education Theme : Impact of ICT on Society” at an International conference on Extension Education and Rural Communities organized by DLLE, University of Mumbai and Amlani College ISBN 978-93-83072-08-8 (Pages 508-520) (2012-13)</li> <li>3. Presented a paper on the topic ‘Wireless Body area Sensor Network in Healthcare’ at National Conference on Research in I.T., Thakur College (2013-14)</li> <li>4. Participated and presented a paper entitled “ Micro Web Server based Multiple Patient Monitoring System in ICU” at one-day International Conference on “Digitization and Beyond” organized by Russell Square International College and Department of Information Technology, University of Mumbai ISBN-978-81-905776-76-3 (Pages 155-156) (2013-14)</li> <li>5. Participated &amp; presented a paper entitled ‘Remote Monitoring Spectrum’ at National Conference on “New Horizons in IT” at the NCNHIT – 13 (2013-14)</li> <li>6. Participated and presented a paper on the topic “Ambulatory Monitoring System”(2013-14)</li> <li>7. Participated and presented a paper on the topic “Wired to Wireless Global Measuring System” in the International Conference and Workshop on Electronics &amp; Telecommunication Engineering (ICWET – 2014) (2013-14)</li> </ol>
<p>Mr. Bhupendra Kesaria</p>	<p>Presented a paper at 2nd Annual National Multidisciplinary Conference V-CMT 2015 on the topic ‘Changing Paradigms in Commerce, Management &amp; Technology’ on the topic ‘Renewable Energy Resource Generation &amp; Efficiency’ at Vidyalankar School of Information Technology ISBN-13: 97893-85880-11-7 ISBN-10: 93-85880-11-X (Pages 057-068) (2014-15)</p>

Mr. Prashant Chaudhary	Presented a paper on the topic "Collision Detection in Indian Railways" at National Conference on Emerging Trends in Information Technology Management organized by Western College of Commerce and Business Management ISSN 2231-5063 Impact Factor : 3.4052(UIF) (Pages 61-69) (2014-15)
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\* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

NIL

\* Monographs

NIL

\* Chapter in Books

NIL

\* Books Edited

NIL

\* Books with ISBN/ISSN numbers with details of publishers

NIL

\* Citation Index

NIL

\* SNIP

NIL

\* SJR

NIL

\* Impact factor

NIL

\* h-index

NIL

## 20. Areas of consultancy and income generated

No.

## 21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards....

NIL

## 22. Student project

### a) Percentage of students who have done in-house projects including interdepartmental/programme

Course	Projects Undertaken	Percentage of Students
B.Sc.I.T.	Live projects with inputs from the industry	100%
M.Sc.I.T.	Research Based Projects	100%

### b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies

- On an average 65% of our students undertake projects in outside organizations / institutions, to mention a few:

Academic Year	Project Name	Client Name
2010-11	Mumbai Government Schools	Goldmine Advertising Limited
2011-12	Web Based application	R.K.Sports Wear
2012-13	Customer Relationship Model for Chartered Accountant	S.H. Bathiya & Associates
2013-14	Uzzi Player	Android Architecture
2014-15	Enterprise Resource Planning System	Prompt Engineering Works

**23. Awards / Recognitions received by faculty and students**

Year	Name of the Student	Class	Achievement
2008-09	Ms. Iram Iqbal	T.Y.B.Sc.I.T.	Stood first at T.Y.B.Sc.I.T. University examination
2010-11	Mr. Cheemakurthy T. Eswarlu	T.Y.B.Sc.I.T.	Secured 80.59% at T.Y.B.Sc.I.T. University examination and secured "Best Student" Award
2011-12	Mr. Kunal Jethwani	S.Y.B.Sc.I.T.	Assigned a project by SVKM (Management) to achieve the Automation of Management Resources
	Mr. Dilip Vaviya	S.Y.B.Sc.I.T.	Selected for Disaster Management Camp by N.S.S. Cell, University of Mumbai
2013-14	Ms. Pooja Mistry	S.Y.B.Sc.I.T.	Won 2 <sup>nd</sup> prize for poster making at 'Udaan' festival at University of Mumbai
	Ms. Shital Parmar	T.Y.B.Sc.I.T.	University Rank holder
2014-15	Ms. Disha Selarka	T.Y.B.Sc.I.T.	"Best Student" award
	Mr. Monil Shah Mr. Kunjal Mehta	M.Sc.I.T.	Secured 3 <sup>rd</sup> position and received cash prize of Rs. 2000/- for paper presentation at 'Vsearch' organized by Vidyalankar College
2015-16	Mr. Aditya Krishnadevan	T.Y.B.Sc.I.T.	Implemented his third year project at Giffage, USA

**24. List of eminent academicians and scientists / visitors to the department**

Year	Expert/Guest
2010-11	<b>Prof. Manoj Saigal</b>
	<b>Prof. Vinod Vaze</b> Network Security Expert
	<b>Mr. Chirag Panchal</b> Microsoft Certified Trainer

2011-12	<b>Swami Chaturvedi</b> <b>Spiritual Educator</b>
	<b>Mr. Raj Singh</b> <b>Center Head, NIIT</b>
	<b>Mr. Manoj Saigal</b> <b>Director, Relic Academy</b>
	<b>Mr. Mohammed Alam Qureshi</b> <b>Business Head, KarRox Technology Ltd</b>
2012-13	<b>Prof. R Srivarmangai Sudhakar</b> <b>Head, Department of IT, University of Mumbai</b>
	<b>Prof. Hiren Dand</b> <b>Co-ordinator, B.Sc.I.T. and M.Sc.I.T.,Mulund College of Commerce</b>
	<b>Prof. Tushar Sambare</b> <b>Co-ordinator, B.Sc.I.T. Bunts College, Kurla</b>
	<b>Dr. Sunil Pevekar</b> <b>Chief Coach, Aksun Centre for Management Excellence</b>
	<b>Mr. Ashutosh Asgaonkar</b> <b>SAP Assistant Manager, United Phosphorus Ltd.</b>
	<b>Mr.Sagar Havaladar</b> <b>Icargenic</b>
2013-14	<b>Mr. Sandeep Jethani</b> <b>Director, ATS Infotech-Learning Solutions, New Delhi</b>
2014-15	<b>Mr.Sachin Dedhia</b> <b>Skynet Solution</b>
2015-16	<b>Mr. Anshuman Kak</b> <b>SecRoot Security Solutions Pvt. Ltd.</b>
	<b>Mr. Nilesh Singh</b> <b>IIT Mumbai</b>

**25. Seminars/ Conferences/Workshops organized & the source of funding a) National b) International**

NIL

## 26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
F.Y.B.Sc.I.T. (2010-11)	788	97	59	38	Sem I- 100% Sem II- 97.85%
F.Y.B.Sc.I.T. (2011-12)	617	103	55	48	Sem I- 100% Sem II- 77.77%
F.Y.B.Sc.I.T. (2012-13)	304	91	53	38	Sem I- 100% Sem II- 91.75%
F.Y.B.Sc.I.T. (2013-14)	293	98	64	34	Sem I- 97.89% Sem II- 97.85%
F.Y.B.Sc.I.T. (2014-15)	323	112	70	40	Sem I- 100% Sem II- 87.50%

Name of the Course/ Programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
M.Sc.I.T. (2010-11)	40	20	8	12	Part – I Sem – I = 57.14%
M.Sc.I.T. (2011-12)	64	20	10	10	Part – I Sem – I = 50.00%
M.Sc.I.T. (2012-13)	41	20	09	11	Part – I Sem – I = 89.47% Part – II Sem –III=78.94%
M.Sc.I.T. (2013-14)	54	18	8	10	Part – I Sem – I = 66.66% Part – II Sem –III=94.44%
M.Sc.I.T. (2014-15)	38	20	04	16	Part – I Sem – I = 57.89% Part – II Sem –III=55.00%

\*M = Male \*F = Female

## 27. Diversity of Students

Year	% of students from the same state	% of students from other States	% of students from abroad
2012-2013	77.7%	20%	2.22%
2013-2014	91.0%	8.16%	---
2014-2015	83.6%	16.4%	---
2015-2016	100%	---	---
2016-2017	97.4%	1.68%	1.19%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

- Brinda Sampat of 2007 batch cleared her NET examination in the year 2013.
- Students are well placed in renowned industries like Infosys, Wipro, TCS, iGate etc. through campus placements.
- Many students opt for higher studies in India and abroad.

## 29. Student progression

Student progression	Against % enrolled
UG to PG	<b>B.Sc.I.T.</b> : 50.83% to Master's Program <b>M.Sc.I.T.</b> : 30% to Higher studies
PG to M.Phil.	----
PG to Ph.D.	----
Ph.D. to Post-Doctoral	----
<b>Employed</b> • Campus selection • Other than campus recruitment	<b>B.Sc.I.T.</b> 48- campus selection <b>M.Sc.I.T.</b> 09- campus selection
Entrepreneurship/Self-employment	<b>B.Sc.I.T.</b> : 6% <b>M.Sc.I.T.</b> : 10%



**30. Details of Infrastructural facilities**

a) Library	YES
b) Internet facilities for Staff & Students	YES
c) Class rooms with ICT facility	YES
d) Laboratories	YES

**31. Number of students receiving financial assistance from college, university, government or other agencies**

Year	Number of Students
2011-2012	02
2012-2013	01
2013-2014	04
2014-2015	02
2015-2016	10

**32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts**

- Workshops on Personality Development
- Time Management
- Communication Skills
- Students participate in inter-collegiate research competitions
- Workshop on Disaster Management

**GUEST LECTURES / SEMINARS CONDUCTED BY I.T. DEPARTMENT****2010-2016**

Date	Topic	Guest Speaker	Audience
28 <sup>th</sup> June 2010	Advance tools of Microsoft Windows	Dr. Srinivasan	B.Sc.I.T. faculty members
24 <sup>th</sup> July 2010	Career Guidance	Mr. Manoj Saigal	T.Y.B.Sc.I.T. students
27 <sup>th</sup> July 2010	Internet Security & Trends	Prof. Vinod Vaze	T.Y.B.Sc.I.T. students

27 <sup>th</sup> November 2010	Client technology – Internet explorer 9	Mr. Mayank S. Birla	B.Sc.I.T. students
14 <sup>th</sup> December 2010	ASP.net	Mr. Raj Zaveri	B.Sc.I.T. students
5 <sup>th</sup> February 2011	Computrain	Mr. Samuel	T.Y.B.Sc.I.T. students
11 <sup>th</sup> February 2011	Crystal Reports, Cloud Computing and Technical Interviews	Mr. Chirag Panchal Microsoft Certified Trainer	T.Y.B.Sc.I.T. students
14 <sup>th</sup> February 2011	RDBMS & DBMS	Mr. Chirag Panchal Microsoft Certified Trainer	F.Y.B.Sc.I.T. students
25 <sup>th</sup> July 2011	Cyber Security	Mr. Sachin Dedhia Skynet	T.Y.B.Sc.I.T. students
24 <sup>th</sup> August 2011	Tips and Tricks in programming	Mr. Chirag Panchal, Microsoft Certified Trainer	F.Y.B.Sc.I.T. students
3 <sup>rd</sup> September 2011	Oracle 10g and Java	Mr. Mohammed Alam Qureshi Business Head, KarRox Technology Ltd	B.Sc.I.T. students
15 <sup>th</sup> September 2011	Project Guidance	Prof. R Srivarmangai Sudhakar Head, Department of IT, University of Mumbai	M.Sc.I.T. students
28 <sup>th</sup> November 2011	A 'Point of View' visited our college to screen a movie on Homosexuality as a part of their campaign 'Hamari Zindagi Hamari Choice'	NGO	F.Y.B.Sc.I.T. students

11 <sup>th</sup> February 2012	Windows 7 and IE 9	Mr. Mohit Panchal	S.Y.B.Sc.I.T. students
28 <sup>th</sup> February 2012	Course Structure	Mr. Sagar Havaldar Icarnege	B.Sc.I.T. students
19 <sup>th</sup> July 2012	Simulation Games	Dr. Sunil Pevekar	M.Sc.I.T., T.Y.B.Sc.I.T. and T.Y.B.M.S. students
21 <sup>st</sup> July 2012	First Step towards Corporate World	Mr. Ashutosh Asgaonkar SAP Assistant Manager, United Phosphorus Ltd.	M.S.c.I.T. Part – I and II students
17 <sup>th</sup> August 2012	Emerging Trends in Cyber Café and Case Studies	Mr. Vicky Shah	T.Y.B.Sc.I.T. students
24 <sup>th</sup> August 2012	Future in Information Technology	NIIT	F.Y.B.Sc.I.T. students.
1 <sup>st</sup> October 2012	Network Security	Prof. R Srivarmangai Sudhakar Head, Department of IT, University of Mumbai	T.Y.B.Sc.I.T. students
13 <sup>th</sup> October 2012	Software testing and Linux Administration	Prof. Hiren Dand	T.Y.B.Sc.I.T. students
20 <sup>th</sup> October 2012	Advanced Java and ASP.net	Prof. Tushar Sambhare	T.Y.B.Sc.I.T. students
10 <sup>th</sup> January 2013	Fascinating world of Robotics	Dr. M. G. Bhatia AMEYA Center	M.Sc.I.T. students
26 <sup>th</sup> July 2013	Android Applications Development	Mr. Sandeep Jethani Director, ATS Infotech-Learning Solutions, New Delhi	T.Y.B.Sc.I.T. students

23 <sup>rd</sup> August 2013	Cyber Security	Mr. Sachin Dedhia Skynet	B.Sc.I.T. students
30 <sup>th</sup> November, 2013.	Android Application Development	Mr. Sachin Mohite ATS Infotech	T.Y.B.Sc.I.T. students
23 <sup>rd</sup> August 2014	Hands on Demo on Network attacks	Mr. Sachin Dedhia Skynet	T.Y.B.Sc.I.T. students
10 <sup>th</sup> August 2015	Network Security	Mr. Sachin Dedhia Skynet	T.Y.B.Sc.I.T. students
28 <sup>th</sup> November 2015	Latest trends in Database Systems	Mr. Dhaval Shah	F.Y.B.Sc.I.T. students
28 <sup>th</sup> November 2015	Network and storage Virtualization	Mr. Sundarapandi Infrasel	M.Sc.I.T. students
5 <sup>th</sup> December 2015	Data Warehousing and Business Intelligence	Mr. Dhaval Shah	T.Y.B.Sc.I.T. students
1 <sup>st</sup> March 2016	Microsoft office tools	Mr. Rishi Babbar	F.Y.B.Sc.I.T. students
11 <sup>th</sup> August 2016	Ethical Hacking	Mr. Anshuman Kak SecRoot Securities Solutions	M.Sc.I.T. students
30 <sup>th</sup> September 2016	Current trends in I.T.	Mr. Sundarapandi Infrasel	F.Y.B.Sc.I.T. students
3 <sup>rd</sup> October 2016	Career opportunities abroad	Ms. Karuna Vishwakarma Computrain	T.Y.B.Sc.I.T. students
24 <sup>th</sup> November 2016	Current trends in Information Technology	Mr. Sanjeev Bhatia	T.Y.B.Sc.I.T. students

**Workshop conducted for faculty members in association with Ad-hoc Board of Studies in I.T., University of Mumbai:**

**2010 – 2016**

Workshops conducted in association with Adhoc Board of Studies in Information Technology, University of Mumbai			
Date	Subject / Topic	Resource Persons	Audience
15 <sup>th</sup> December 2012	Revised Syllabus of “Internet Technologies”	Prof. Hiren Dand Prof. Abhijit Kale	TY B.Sc.I.T. faculty members
13 <sup>th</sup> August 2013	Revised Syllabus in Practicals of Distributed Systems and Data Analysis Tools	Prof. Tushar Desai Prof. Srivarmangai Prof. Hiren Dand Prof. Rajendra Patil Prof. Abhijit Kale Prof. Jayesh Shinde Prof. Mahesh Naik	M.Sc. I.T. faculty members
26 <sup>th</sup> August 2016	Revised Syllabus of Digital Electronics for F.Y.B.Sc.I.T. (Semester-I)	Prof. Hiren Dand Prof. Rajendra Patil	F.Y.B.Sc.I.T. faculty members
Syllabus related Workshops conducted by College			
Date	Subject / Topic	Resource Persons	Audience
10 <sup>th</sup> March 2011	Practicals for Advanced Computer Networks and Mobile Computing	Prof. Mandar Bhave Ruparel College	M.Sc.I.T. students
19 <sup>th</sup> March 2011	Practicals for Data Warehousing, Data Mining and Advanced DBMS	Prof. Chaitali Sawant, Ruparel College	M.Sc.I.T. students
29 <sup>th</sup> March 2016	Practicals in the subject of Advanced Computer Networks	Prof. Mandar Bhave Ruparel College	M.Sc. I.T. students

**WORKSHOPS CONDUCTED BY I.T. DEPARTMENT****2010-2016**

<b>Date</b>	<b>Subject / Topic</b>	<b>Speaker</b>	<b>Audience</b>
16 <sup>th</sup> September 2011	Kick Boxing	Mr. Nitin Raut	B.Sc.I.T. students
17 <sup>th</sup> February 2012	Fascinating world of Robotics	Dr. M. G. Bhatia AMEYA Center	M.Sc.I.T. students
23 <sup>rd</sup> December 2014	Ethical Hacking	Mr. Sachin Dedhia, Skynet Solution	B.Sc.I.T. students
25 <sup>th</sup> and 27 <sup>th</sup> August 2015	Computer Assembly	Mr. Jagdish Sanas Mr. Sandeep Gupta	F.Y.B.Sc.I.T. students
27 <sup>th</sup> and 28 <sup>th</sup> August 2015	Ethical Hacking	Mr. Sachin Dedhia, Skynet Solution	T.Y. B.Sc.I.T.(Div A) students
7 <sup>th</sup> and 8 <sup>th</sup> September 2015	Ethical Hacking	Mr. Sachin Dedhia, Skynet Solution	T.Y. B.Sc.I.T.(Div B) students
29 <sup>th</sup> September 2015	Data Driven Framework of Selenium Tools	Mr. Nilesh Singh	T.Y. B.Sc.I.T. students
30 <sup>th</sup> July to 9 <sup>th</sup> August 2016	Android Programming	Mr. Nilesh Singh	T.Y. B.Sc.I.T. students
4 <sup>th</sup> September to 12 <sup>th</sup> October 2016	Advanced level Android Programming	Mr. Nilesh Singh	T.Y. B.Sc.I.T. and M.Sc.I.T. students

**33. Teaching methods adopted to improve student learning**

- Audio visual aids used to demonstrate applications based on the theoretical concepts
- Case studies and presentations conducted
- Demonstration of programs in class for better understanding
- Revision and summarization at the start and end of the lecture
- Playing videos related to effectively explain the topics
- Regular Assignments and tutorials given to students
- Class Tests taken periodically
- Industrial Visits and Field Visits
- Blended teaching learning using Blackboard
- Flip classroom sessions

### 34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- Faculty members have been assigned varied responsibilities as members and Chairpersons of various committees.
- The extension activity in the campus is coordinated by NSS unit, DLLE and CWDC.
- All faculty members actively participate in various extension activities conducted in college.

### 35. SWOC analysis of the department and Future plans

#### B.Sc.I.T. and M.Sc.I.T.

Strengths	Weaknesses	Opportunities	Challenges	Future Plans
Well-equipped laboratory with highly configured computers	Add-on courses need to be initiated to improve vocational opportunity	Entrepreneurship options need to be considered	Competition from Engineering colleges	To start Add-on courses
Latest Electronics Kits		Consultancy to IT industries by faculty and students	New demands and trends in industry	Research cell to be initiated
Placements for TY students			Bringing Students from diverse background at par	Internships
Induction Program				Collaboration with International Universities
Peer Mentoring Program				
Remedial Coaching				
Workshops and Seminars				
Five faculty members pursuing Ph.D. program				
Competitive teaching faculty				
Live Projects and research based projects				



**DEPARTMENT OF MASS MEDIA (ARTS)**

1. **Name of the department:** Bachelor of Mass Media
  
2. **Year of Establishment:** 2003
  
3. **Names of Programmes/Courses offered UG , PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)**  
 Bachelor of Mass Media
  
4. **Names of Inter disciplinary courses and the departments/units involved**  
 Advertising and Journalism
  
5. **Annual/semester/choice based credit system (programme wise)**  
 Credit Based Semester and Grading System (CBSGS)
  
6. **Participation of the department in the courses offered by other departments**  
 Yes
  
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.**  
 Nil
  
8. **Details of courses/programmes discontinued (if any) with reasons**  
 Nil
  
9. **Number of teaching posts**

	<b>Sanctioned</b>	<b>Filled</b>
Professors	---	---
Associate Professors	---	---
Asst. Professors	06	05

**10. Faculty profile with name, qualification, designation, specialization, D.Sc. / D. Litt. / Ph.D. / M.Phil. Etc.)**

Name	Qualification	Designation	Specialization	Years of Experience
Dr. Anju Kapoor	PhD	Principal	Clinical Psychology	28
Dr. Navita Kulkarni	PhD	Asst. Professor	MMCJ	17
Mrs. Zinat Aboli	MMCJ	Asst. Professor	MMCJ	10
Mrs. Madhuvanti Date	MA, PGDM	Asst. Professor	Philosophy, HR	17
Mrs. Rashmi Gahlotw	MSc in Mass Comm & Tech	Asst. Professor	Electronic Media	3.5
Mr. Ashish Mehta	M.Com	Asst. Professor	Management	8
Mr. Mayur Sarfare	MCJ	Asst. Professor	MMCJ	1.5
Mrs. Avina Taneja	MCJ	Asst. Professor	MCJ	2
Mr. Aarthi Chandru	MCJ	Asst. Professor	MCJ	7
Mrs. Tahira Kashyap	MMCJ	Asst. Professor	MMCJ	1
Mrs. Manisha Waghani	MCJ	Asst. Professor	PR	2
Mr. Mandar Purkar	MCJ	Asst. Professor	Journalism	6
Mr. Kalpesh Chaudhari	M.C.S	Asst. Professor	Audio Video Production	2

**List of senior visiting faculty**

Name	Qualification	Specialization	Experience in
Meenakshi Venkatesh	M COM, M. Phil, PG Diploma in MCJ	Advertising	24
Shobhana Vora	M Com, M.Phil, DMS	Advertising	20
Narayani Pillai	BSc, MA, B.Ed	English	15
Anita Phillips	MA	English Literature	25
Renu Nauriyal	MA, M phil	Journalism	20
Wahid Kapadia • Doris	B.E	IT	15
Doris Rao	MA	Journalism	20
Rubina Khan	MMS, B. Com	Finance	15
Bulbul Bhattacharjee	B. Com	Brand Management	30
Archana Mehra	M.A, PGD (Ad & PR)	English Literature. Soft skills	13
Sukriti Kohli	Graphic Design	Art Director	7
Shivani Sanghvi	B.A.	Advertising	10

**12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty**

Visiting Faculty: 100%

**13. Student-Teacher Ratio (Programme wise)**

27:1

**14. Number of academic support staff (technical) and administrative staff; sanctioned and filled****Administrative Staff Details (2015-16)**

Designation	Sanctioned	Filled
Librarian	01	01
Registrar	01	01
O.S. cum Accountant	01	01
Head Clerk	01	01
Senior Clerk	02	02
Junior Clerk	07	07
Library Assistant	01	01
Class IV	02	02

**Technical Support Staff (2015-16)**

Designation	Sanctioned	Filled
Lab. Assistant	02	02
Lab Attendant	01	01

**15. Qualifications of teaching faculty with D.Sc/ D.Litt/ Ph.D/ MPhil/ PG.**

Qualification	Numbers
Ph.D	2
P G	4

**16. Number of faculty with on-going projects from a) National b) International funding agencies and grants received**

Nil

**17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received**

Nil

**18. Research Centre/facility recognized by the University**

No

**19. Publications:****a) Book Publication per faculty**

	<b>Title</b>	<b>Publication</b>	<b>Publication house and ISBN</b>
<b>Dr. Anju Kapoor</b>	Media Madness & The Awesome 3 some,	National Publication Reference Book for Creative Writing	Shroff Publication Distribution Pvt. Ltd., ISBN No. : 13:978 -93 – 5110 – 024 - 9
	Inclusive education in India: Awareness building package for teachers - On-line publication.	International Publication Reference Book	Lambert Academic Publishing, ISBN No. : 978-3-659-69743-2
	Management of ADHD (Attention Deficit Hyperactive Disorder) - On-line publication.	International Publication	Lambert Academic Publishing, ISBN No. : 978-3-659-69896-5
	Hyperactivity in the Indian family. Part I.	International Publication	Just Fiction ISBN : 978-3-659-70026-2
	Hyperactivity in the Indian family. Part II.	International Publication	Just Fiction ISBN : 978-3-659-70038-5
	Hyperactivity in the Indian family. Part III.	International Publication	Just Fiction ISBN : 978-3-659-700422
<b>Dr. Navita Kulkarni</b>	Radio and Television	National publication. Textbook	Vipul Prakashan Publishing House
<b>Prof. Madhuvanti Date</b>	Communication Skills	National publication. Textbook	Techmax Publishing House ISBN: 978-93-5077-570-7
<b>Prof. Rashmi Gahlowt</b>	Introduction to Media Psychology	National publication. Textbook	Himalaya Publishing House ISBN: 978-93-5202-066-9

**b) Number of papers published in peer reviewed journals (national/international) by faculty and students**

<p><b>Dr. Anju Kapoor</b></p>	<ol style="list-style-type: none"> <li>1. Presented and published a paper at an International Conference “Spirituality at Workplace” held at Usha Pravin Gandhi College of Management on 21st &amp; 22nd February, 2013 on the topic of “Transpersonal approach to Leadership in the 21st Century”. ISBN: 978-93-5110-046-1</li> <li>2. Presented and published a paper at an International Conference held at GNIMS on “Innovation Based Sustainable Practices of Organizations” on the topic “An Innovative and Sustainable practice in the field of Education: An E-waste initiative” in March 2015. ISBN : 978-93-83003-01</li> <li>3. Leaders and Teachers Perceptions towards Administrative Competencies and its Relevance to an Organizational Climate, page no : 44 - 51 in HEF Indian Journal of Higher Education, July – December, 2014. Volume V – Issue II ISSN 0976 – 1314,</li> <li>4. Published paper titled: Inclusive Education : A Viable Option for Children with Disabilities (CWD), page no : 1449 - 1454 International Journal of Organizational Behaviour And Management Perspectives, Volume 4, Number 1. ISSN: 2279-0950 (PRINT) ISSN: 2279-0969 (ONLINE)</li> <li>5. Published paper titled: The Management of Psychological wellbeing of adolescents engaged in Sports in the city of Mumbai, page no : 1852 - 1861 . International Journal of Organizational Behaviour And Management Perspectives, Volume 4, Number 3, September, 2015. ISSN: 2279-0950 (PRINT) ISSN: 2279-0969 (ONLINE)</li> <li>6. Published paper titled: Identifying and Coping with Distress by Mental Health Professionals involved in Management and caring of Clients. International Journal of Organizational Behaviour And Management Perspectives, Volume 4, Number 4. ISSN: 2279-0950 (PRINT) ISSN: 2279-0969 (ONLINE)</li> <li>7. Published paper titled: Communication Adaptability and its effects on self-esteem International Journal of Organizational Behaviour And Management Perspectives, Volume 4, Number 4 ISSN: 2279-0950 (PRINT) ISSN: 2279-0969 (ONLINE)</li> </ol>
<p><b>Dr. Navita Kulkarni</b></p>	<ol style="list-style-type: none"> <li>1. Presented and published a paper on Study of Social Media among Youth in Research Hub, an international multi-disciplinary journal; ISSN – 2349-7637, in 2014.</li> <li>2. Presented and published a paper on Impact of Globalization on TV Content in the Journal- Media and Globalization; ISBN No- 978-93-8384264-3, in 2014</li> </ol>

<b>Prof. Rashmi Gahlowt</b>	<ol style="list-style-type: none"> <li>1. Presented a paper on 'Social Media and Women Empowerment' at Hansraj College, Delhi University on 24<sup>th</sup> September 2014.</li> <li>2. Presented a paper on 'Visual Media in the post-modernist world' in the Media Summit on 20<sup>th</sup> &amp; 21<sup>st</sup> February 2015 at K.C College.</li> <li>3. Presented a paper on 'Postmodernist reflected on Vladimir Nabokov' in a UGC Sponsored Event at Madura College on 19<sup>th</sup> &amp; 20<sup>th</sup> March, 2015.</li> <li>4. Presented a paper on 'Towards greater gender equality in politics- Optimization of new media' in a UGC Sponsored Event at Bombay teachers Training College on 8<sup>th</sup> &amp; 9<sup>th</sup> September 2015.</li> <li>5. Presented a paper on 'Scopes and Challenges before Women's studies in India' organized by University of Mumbai &amp; Sponsored by ICSSR at B.L Amlani College of Commerce &amp; Economics on 5<sup>th</sup> December 2015.</li> <li>6. Presented a paper on 'Themes in Post-Modernist texts' in the International Conference at University of Mumbai on 26<sup>th</sup> December 2015 organized by Prof. Rambhau Bodode Felicitation committee Mumbai.</li> <li>7. Presented a paper on 'Digital Narratives of a pedagogical technique' in the International Conference at University of Mumbai on 19<sup>th</sup> &amp; 20<sup>th</sup> Feb 2016 organized by K.C. College.</li> <li>8. Presented a paper on 'Corporatization of Mass media in India' in a UGC Sponsored event at P.D.L College of Commerce &amp; economics on 27<sup>th</sup> February 2016</li> <li>9. Presented a paper on "The Immigrant's Voice and Metaphors in Jhumpa Lahiri's Short Stories" at the UGC sponsored national seminar at Shri M.D. shah Mahila College of Arts and Commerce on 18<sup>th</sup> and 19<sup>th</sup> November 2016 .</li> </ol>
<b>Prof. Ashish Mehta</b>	<ol style="list-style-type: none"> <li>1. Presented a paper on the topic: Learning Disabilities, Dyslexia and Vision Insights from Multiple Case studies of Dyslexic Adults at Manshodhan – III on December 8, 2012, an Intra-SVKM paper presentation competition organized by Mithibai College.</li> <li>2. Presented and published a paper "Rural Tourism- An alteration mantra for tourism" at the Two-day Interdisciplinary National Conference on "Vision India: The Road Ahead" in the month of January, 2015.</li> </ol>
<b>Prof. Manisha Waghani</b>	<ol style="list-style-type: none"> <li>1. Presented a paper on the topic: When Life is not at Full term at Manshodhan – III on December 8, 2012, an Intra-SVKM paper presentation competition organized by Mithibai College</li> </ol>
<b>Prof. Zinat Aboli</b>	<ol style="list-style-type: none"> <li>1. Presented a paper on Paid News at Manshodhan- a project and research meet organized for SVKM institutes by Mithibai College</li> </ol>



	<p>in November 2010. Won the 1<sup>st</sup> place for paper presentation in the Arts Category.</p> <ol style="list-style-type: none"><li>2. Attended a Seminar on Myths – Its Magic, Scope &amp; Function organized by Vivek College, Valia College &amp; K.J. Somaiya College on September 25, 2010.</li><li>3. Presented a paper on the topic- Anna and the Media at Manshodhan – II on November 26, 2011, an Intra-SVKM paper presentation competition organized by Mithibai College.</li><li>4. Participated in Citizen Journalism a three day workshop organized jointly by Journalism Mentor and SVKM's Usha Pravin Gandhi College of Management on April 5-7, 2013 at Mithibai College.</li><li>5. Presented a paper titled Muslim Women and Higher Education at Ethnography and Social Identities a two-day workshop for Ph.D. Scholars organized by Tata Institute of Social Sciences (TISS) and University of Edinburgh Collaboration (UKIERI).The workshop was conducted on August 30 - 31, 2012 at TISS, Mumbai.</li><li>6. Attended two-day workshop on Technology, Democracy and Accountability in Democracy in South Asia and beyond organized by the University of Stanford and University of Mumbai on January 17-18, 2014.</li><li>7. Presented a paper titled Minorities and Diversities in Culture at a Transnational Research Colloquium on Multiculturalism and the Law jointly organized by SOAS, University of London and Faculty of Law, University of Lucerne, Switzerland, November 15 - 16, 2013 at Lucerne, Switzerland.</li></ol>
<b>Ms. Akshita Singh (Student)</b>	Presented and published a paper titled- 'Spirituality and Teamwork in Media' at the International conference on "Spirituality at Workplace" held at Usha Pravin Gandhi College of Management in Feb 2013

**Articles published in edited books**

<b>Name of the Faculty</b>	<b>Title with page nos.</b>	<b>Title &amp; Publisher</b>	<b>ISSN / ISBN No.</b>
<b>Prof. Rashmi Gahlowt</b>	Challenges & Strategies in introducing information technology in Classrooms	Pointer Publishers, Jaipur 2016.	ISBN: 978-81-7132-851-2
	Women entrepreneurship with Indian Scenario	Authors Pride, New Delhi 2014.	ISBN: 9788192963426
	Contribution of Girl education in Nation Building: Challenges & Situation.	Kalpaz Publication, Delhi 2016.	ISBN: 978-93-5128-178-8
	The Literature of Reality & the Art of narrating the truth.	Rachana Publishing house, Gulbarga, 2014	ISSN: 2348-5272
	Reality, Myth & Satire in Asif Currimbhoy's plays	Takhtotaz Publication, Allahabad, 2015.	ISBN: 978-81-922645-1-6
	Fourth world Nationalism: Issues and Challenges for Nation's Self-determination	Indotech Publication Pvt Ltd, Latur, 2016.	ISBN: 978-93-83193-89-9.
	A rumination on the poignant Indian Feminism & Patriarchy through Anita Desai's characters "Maya & Sita"	Indian Women Novelist: Feminist reverberations, Latur. Thematics Publications, 2016.	ISBN: 978-93-83192-94-6
	The Postmodernist Reading of Joseph Heller's Catch-22.	Reflections on Postmodern Literature, 2016.	LAP, Lambert, Germany .ISBN: 9783659965906.

**Conferences and seminars attended**

<b>Name of faculty</b>	<b>Title of lecture/ Academic Session</b>	<b>Date of the Event</b>	<b>Organized by</b>
<b>Dr. Anju Kapoor</b>	Efforts from Academia on reforms/trends in education and changes done by Progressive bodies	23 <sup>rd</sup> December, 2011	Hardcastle Restaurants Pvt. Ltd. (McDonalds India West and South)
<b>Prof. Rashmi Gahlowt</b>	The mini-orientation programme at programme officers.	9 <sup>th</sup> July 2013	VidyaVikas Universal College of Arts, Science & Commerce.
	Seminar/ Exhibition on peaceful uses of atomic energy	17 <sup>th</sup> September 2013.	Mithibai College
	National Youth Convention	28 <sup>th</sup> & 29 <sup>th</sup> September 2013	Ramakrishna Math & Mission on 28th & 29th September 2013.
	One day Workshop on Revised syllabus of FYBMM & TYBMM 75% & 25% marking scheme	13 <sup>th</sup> August, 2014.	Kirti M. Doongursee College of Art, Commerce and Science.
	NAAC Sponsored seminar on quality sustenance, aspects and initiatives	10 <sup>th</sup> Feb 2016.	Ruia College

<b>Dr. Navita Kulkarni</b>	Faculty Enhancement Programme	4 <sup>th</sup> October 2016	Usha Pravin Gandhi College of Management
	Syllabus Revision Workshop	9 <sup>th</sup> November. 2016	University of Mumbai
	Orientation Programme organised by university of Mumbai for FYBMM	10 <sup>th</sup> October 2016	Mumbai University
	Seminar on Revise Syllabus for SYBMM -	16 <sup>th</sup> July 2015	Don Bosco College, Mumbai
	Faculty Development Programme -	11 <sup>th</sup> March 2015	Usha Pravin Gandhi College of Management
	Seminar on Culture, Community, and Sexuality –	21 <sup>st</sup> November 2014	Women Development Cell, Mumbai University
	Workshop on Revised Syllabus of FYBMM –	13 <sup>th</sup> August 2014	Kirti College of Arts, Commerce and University of Mumbai
	Seminar on Peaceful Uses of Atomic Energy	17 <sup>th</sup> September 2013	NMIMS & Mithibai College
	Faculty Orientation Workshop	13 <sup>th</sup> August 2010	Malini Kishore Sanghvi College
	<b>Prof. Madhuvanti Date</b>	Workshop on Revised Syllabus on FYBSC.IT	29 <sup>th</sup> July 2016
Seminar on Self Awareness and Positive Thinking		19 <sup>th</sup> January 2015	Sathaye College
Workshop on Mindfulness at Work		30 <sup>th</sup> January 2015	N M College of Commerce and Economics
Faculty Development Programme		11 <sup>th</sup> March 2015	Usha Pravin Gandhi College of Management
<b>Prof. Mayur Sarfare</b>	Workshop on syllabus revision SYBMM.	15 <sup>th</sup> July 2015	B.K Shroff College of Commerce

**\* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database-International Social Sciences Directory ,EBSCO host, etc.) -- Nil**

**Impact factor** – Dr. Anju Kapoor has 5 papers in published in high impact factor journals.

**20. Areas of consultancy and income generated**

Nil

**21. Faculty as members in a) National Committees b) International Committees c) Editorial Boards –**

- Dr. A. Kapoor is a member of Counselors Association of India.
- Dr. Navita Kulkarni is a member of Maharashtra Press Welfare Association (Government of Maharashtra Registered NGO)
- Dr. Navita Kulkarni is a Member, Board of studies for Mass Media, University of Mumbai.

**22. Student projects**

**a) Percentage of students who have done in – house projects including inter departmental/programme**

100%

**b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories /Industry/ other agencies**

100% (As per the subject requirements)

**23. Awards/Recognitions received by faculty and students:**

FACULTY	AWARDS/ RECOGNITION
Dr. Navita Kulkarni	Received National Level “Excellence Award 2011 for the outstanding achievements and distinguished service rendered to the Indian Society by Bhartiya Samaj Vikas Academy, Mumbai

STUDENT	ACHIEVEMENTS
Damini Kulkarni	Meritorious in the B.M.M Examination held in the First Half of 2013, in the subject of 'Advertising', by the University of Mumbai
Veena Bannur	Meritorious in the B.M.M Examination held in the First Half of 2014, in the subject of 'Journalism', by the University of Mumbai
Palak Kapadia	Published her book "10 love stories: An Indi bloggers Selection." Harper Vantage (Harper Collins) ISBN: 978-93-5177-382-5. 2016
Prit Haren Kamani	Consolation prize at "Swachh Bharat Film Festival Competition", held on 2 <sup>nd</sup> October 2016 presented by The Ministry of I&B and NFDC. 2016
Eshank Modi	A short film 'Murphy's Law Day', shortlisted to the Top 10, out of the total 2,500 films entered, for screening at the prestigious Flames University, Pune. 2015
Prakruti Maniyar & Khyati Mehta	Prakruti Maniyar won 3 <sup>rd</sup> prize and Khyati Mehta received a special mention at TATA LIT LIVE 'CREATIVE WRITING CONTEST: Story Writing', held in 2016.
Dnyanda Shringarpure	Won the titles of 'Miss Multimedia', 'Miss Talented', and was placed in the Top 10 of 'FBB Femina Miss India', 2016
Asha Thakkar	Runner Up in Mumbai University's Youth Festival – in Spot Photography in 2015.
Vedant Lalwani	Has found an entry in the Limca Book of Records for breaking five ice slabs weighing 200 kgs each. Has also participated and won in the World Karate Federation Championship

**24. List of eminent academicians and scientists/visitors to the department**

<b>Mr. Abhay Mokashi</b>	Journalist
<b>Mr. Abhishek Singh,</b>	Radio Jockey
<b>Swami Chaturvedi</b>	Spiritual Educator
<b>Mr. Hanif Lakdawala</b>	Resource person for media planning
<b>Mrs. Anita Mandrekar</b>	Ex - BOS member and examiner for consumer behaviour
<b>Mr. Ashok Wankhede</b>	Academician, Industry person
<b>Ms. Kamayani Mahabal</b>	Lawyer, Human Rights
<b>Mr. Pritesh Vyas</b>	Academician
<b>Prof. Meenakshi Venkatesh</b>	Academician, BOS member and examiner
<b>Yogesh Pawar</b>	Senior Journalist, DNA
<b>Shailesh Gandhi</b>	Prominent RTI Activist

**25. Seminars /Conferences /Workshops organized.**

Workshop organized	Date	Purpose
BMM Revised Syllabus workshop	16 <sup>th</sup> July, 2016	To acquaint the teachers with the revised syllabus of the V semester of BMM

**26. Student profile programme/course wise:**

YEAR	Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
				M	F	
2010-2011	FYBMM	1064	117	21	96	SEM-I-98.29% SEM-II-100.00%
2011-2012	FYBMM	948	119	17	102	SEM-I-96.55% SEM-II-100%
2012-2013	FYBMM	588	117	25	92	SEM I- 100.00% SEM II- 99.15%
2013-2014	FYBMM	619	115	23	92	SEM I- 100.00% SEM II- 100.00%
2014-2015	FYBMM	721	124	27	97	SEM I=100% SEM II=100%



**27. Diversity of Students**

Year	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2010-2011	FYBMM	83.76%	16.24%	---
2011-2012	FYBMM	77.31%	21.85%	0.84%
2012-2013	FYBMM	80.34%	19.65%	---
2013-2014	FYBMM	70.97%	26.61%	2.41%
2014-2015	FYBMM	75.65%	23.47%	0.86%

**28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services, etc.?**

STUDENT	ACHIEVEMENTS
Khushvi Gandhi	Selected in Indian Revenue Service by U.P.S.C.

**29. Student progression:**

Student progression	Against % enrolled
UG to PG	60
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
<b>Employed</b>	
•Campus selection	
•Other than campus recruitment	16
Entrepreneurship/Self-employment	14

**30. Details of Infrastructural facilities**

- a) **Library:** Yes
- b) **Internet facilities for Staff & Students:** Yes
- c) **Class rooms with ICT facility:** Yes
- d) **Laboratories:** Yes

**31. Number of students receiving financial assistance from college, university, government or other agencies**

Nil

### 32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts

Yes, following special lectures were conducted

#### 2010-2011

Date	Topic	Expert/Guest	Audience
24 <sup>th</sup> June, 2010	News Writing	Mr. Abhay Mokashi (Journalist)	S.Y.B.M.M. & T.Y.B.M.M. Journalism students
24 <sup>th</sup> July, 2010	Skills of a Radio Jockey	Mr. Abhishek Singh, Radio Jockey	S.Y. & T.Y.B.M.M. (Journalism) students
21 <sup>st</sup> April, 2011.	Professional & World Ethics	Swami Chaturvedi, Chennai	Teaching & Non-Teaching staff

#### 2011-2012

18 <sup>th</sup> February, 2012.	Stress Management	'Asra' NGO	T.Y.B.M.M. students
4 <sup>th</sup> August, 2011	Eduabroad. (lectures on Financial Issues, Magazine and Investigative Journalism)	Prof. Steve Schifferes, from City University, UK	BMM students

#### 2012-2013

11 <sup>th</sup> October, 2012	Advertising in Contemporary Society	Mrs. Meenakshi V.	T.Y.B.M.M. (Advertising) Semester – V students
11 <sup>th</sup> October, 2012	Brand Building	Mr. Hemant Kombrabail	T.Y.B.M.M. (Advertising) Semester – V students
16 <sup>th</sup> October, 2012	Advertising in Contemporary Society	Mrs. Anita Mandrekar	T.Y.B.M.M (Advertising) Semester – V students
3 <sup>rd</sup> January, 2013	Journalism Today	Mr. Ashok Wankhede	S.Y.B.M.M. students

29 <sup>th</sup> January, 2013	I-Pad uses for Education	PCSS an authorized service centre for Apple product	All faculty members
31 <sup>st</sup> January, 2013	Contemporary Issues on the topic 'Gender Sensitisation and Laws related to Sexual Harassment'	Ms. Kamayani Mahabal	T.Y.B.M.M. students
31 <sup>st</sup> January, 2013	Contemporary Issues on the topic 'Gender Sensitisation'	Mr. Vrijendra	T.Y.B.M.M. students
10 <sup>th</sup> July, 2012 to 15 <sup>th</sup> July, 2012	Art of Living		All faculty members and non-teaching staff members.

#### 2013-2014

28 <sup>th</sup> September, 2013	Marketing on Radio Mirchi	Mr. Pritesh Vyas	T.Y.B.M.M. students
30 <sup>th</sup> September, 2013	Media Planning	Mr. Hanif Lakdawala	T.Y.B.M.M. students
7 <sup>th</sup> February, 2014	Film Making	Mr. Manoj Nautiyal	F.Y. & S.Y.B.M.M. students

#### 2014-2015

28/02/2015	Photography Exhibition	Mr. Sumir Nair	S.Y.B.M.M. students
12/08/14	Cinematography	Mr. Sumir Nair, Film Maker	T.Y.B.M.M. students
27/08/14	Copy Writing	Mr. Arnab Mitra, O&M	T.Y.B.M.M. students
12/09/14	Overseas Education	Ms. Katarina Velkova & her team	T.Y.B.M.M. students
27/09/14	Media Planning & Buying	Prof. Hanif Lakdawala	T.Y.B.M.M. students

**2015-2016**

12 <sup>th</sup> 2015	October,	Consumer Behaviour	Anita Mandrekar	T.Y.B.M.M. (advertising) students
24 <sup>th</sup> 2016	February,	Democracy Today and Media's role in forming public opinion.	Yogesh Pawar	FYBMM
24 <sup>th</sup> 2016	February,	Relevance of RTI	Shailesh Gandhi	FYBMM

**33. Teaching methods adopted to improve student learning:**

- Projects
- Presentations
- Group discussions
- Debates
- Skits
- Class experiments.
- Industry- Academia-Interface

**34. Participation in Institutional Social Responsibility (ISR) and Extension activities:**

TYBMM students volunteered with NGOs working on Human rights, Gender Issues , Women Empowerment, Right to Education, Communal harmony etc. as part of their Contemporary Issues project.

Faculty members have been assigned responsibilities as members and chairpersons of various committees. The participation in these extension activities are facilitated through NSS unit, DLLE and WDC.

**35. SWOC analysis of the department and Future plans**

<b>Strengths</b>	<b>Weaknesses</b>	<b>Opportunities</b>	<b>Challenges</b>	<b>Future Plans</b>
Faculty members are from diverse academic backgrounds and visiting and guest faculty from media industry.	Faculty members to network with more media houses and corporate funding agencies	The value added courses pertaining to various subjects in Mass Media like Digital Photography, Graphics designing, Screenplay writing etc.	The college follows the University rules regarding marks allocation for the projects and hence despite being a media course there is limited scope for projects	Intend to start a Master's program in Mass Media.
ICT facilities Available State of the art classrooms				Intend to establish a student research cell with focus on Humanities in the immediate future.

## **ABBREVIATIONS**

<b>SVKM</b>	<b>Shri Vile Parle Kelavani Mandal</b>
<b>UPGCM</b>	Usha Pravin Gandhi College of Management
<b>LMC</b>	Local Managing Committee
<b>WDC</b>	Women Development Cell
<b>DLLE</b>	Department of Lifelong Education
<b>PATS</b>	Performance Appraisal of Teachers by Students
<b>PAPT</b>	Performance Appraisal of Principal by Teachers
<b>LCD</b>	Liquid Crystal Display
<b>FDP</b>	Faculty Development Program
<b>PBAS</b>	Performance Based Assessment System
<b>CAP</b>	Centralized Assessment Program
<b>MCQ</b>	Multiple Choice Questions
<b>RBI</b>	Reserve Bank of India
<b>BSE</b>	Bombay Stock Exchange
<b>OPAC</b>	Online Public Access Catalogue
<b>CBSGS</b>	Credit Based Semester & Grading System
<b>CAI</b>	Counsellors Association Of India
<b>UOM</b>	University Of Mumbai
<b>MOU</b>	Memorandum Of Understanding
<b>MCA</b>	Masters in Computer Applications
<b>UGC</b>	University Grants Commission
<b>IT</b>	Information Technology
<b>NSS</b>	National Service Scheme
<b>ICT</b>	Information & Communications Technology
<b>NGO</b>	Non Government Organisation
<b>HSE</b>	Higher Secondary Education
<b>NRI</b>	Non Resident Indian
<b>SC/ST</b>	Scheduled Cast/Scheduled Tribes
<b>RCUPG</b>	Rotaract Club of Usha Pravin Gandhi College of Management
<b>UPSC</b>	Union Public Service Commission
<b>MOS</b>	Mailing Operating System
<b>CD/DVD</b>	Compact Disc/Digital Versatile Disc
<b>TED</b>	Technology Entertainment and Designing
<b>LAN</b>	Local Area Network
<b>CAT</b>	Common Admission Test
<b>GMAT</b>	General Management Aptitude Test
<b>NOC</b>	No Objection Certificate
<b>NET/SET</b>	National Eligibility Test /State Eligibility Test
<b>ATKT</b>	Allow To Keep Term
<b>CR</b>	Class Representatives

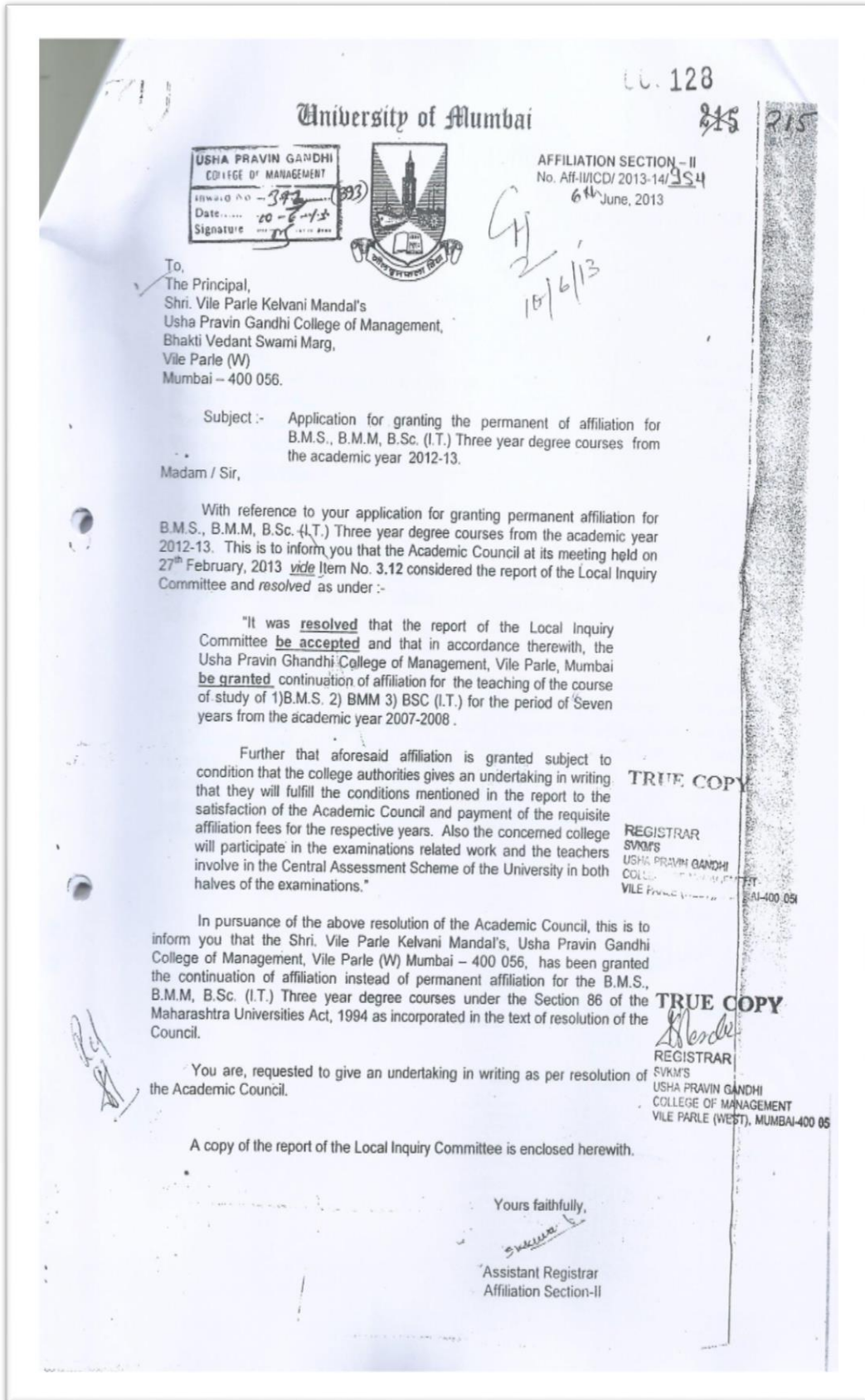
<b>PTM</b>	Parents Teachers Meet
<b>CV</b>	Curriculum Vitae
<b>CCTV</b>	Close Circuit Television
<b>DSPACE</b>	Digital Signal Processor for Applied and Control Engineering
<b>ILL</b>	Inter Library Loan
<b>PPT</b>	Power Point Template
<b>LMS</b>	Learning Management System
<b>OBC</b>	Other Backward Classes
<b>EBC</b>	Economically Backward Classes
<b>DSW</b>	Department of Student Welfare
<b>CEO</b>	Chief Executive Officer
<b>OB</b>	Office Bearers
<b>PH</b>	Physically Handicapped
<b>ERP</b>	Enterprise Resource Planning
<b>TDS</b>	Tax Deducted at Source
<b>HR</b>	Human Resources
<b>MCOM</b>	Masters In Commerce
<b>MMS</b>	Masters In Management Studies
<b>MCM</b>	Masters In Computer Management
<b>MMCJ</b>	Masters In Mass Communication & Journalism
<b>MCS</b>	Masters In Computer Science
<b>SSR</b>	Self Study Report
<b>NAAC</b>	National Assessment & Accreditation Council
<b>EQ</b>	Emotional Quotient
<b>SAP</b>	Systems, Applications & Products in Data Processing
<b>CAI</b>	Counsellor Association of India
<b>INFLIBNET</b>	Information and Library Network
<b>LIBSYS</b>	Library System (Software)
<b>IUC</b>	Inter University Centre
<b>TOEFL</b>	Trademark Of Educational Testing Service
<b>GMAT</b>	Graduate Management Admission Test
<b>SGNP</b>	Sanjay Gandhi National Park
<b>NMIMS</b>	Narsee Monjee Institute of Management Studies
<b>IQIC</b>	Internal Quality Improvement Circle
<b>ISBN</b>	International Standard Book Number
<b>CFS</b>	Compact Flurosent Lamps
<b>UOM</b>	University Of Mumbai
<b>NGO</b>	Non-Governmental Organization
<b>BA (FT&amp;NMP)</b>	Bachelor of Arts in Films, Television & New Media Production
<b>MAEM</b>	Master of Arts in Entertainment Media & Advertising
<b>JNPT</b>	Jawaharlal Nehru Port Trust



<b>PTM</b>	Parent Teacher Meeting
<b>TISS</b>	Tata Institute of Social Sciences
<b>SAS</b>	Statistical Analysis System
<b>SAKSHAM</b>	Safety of Women & Programme for Gender Sensitization
<b>CWDC</b>	Children's Workforce Development Council
<b>MOS</b>	Mail Order Solutions
<b>CAT</b>	Common Admission Test
<b>CET</b>	Common Entrance Test
<b>NMAT</b>	Narsee Monjee Institute Aptitude Test
<b>RAW</b>	Rejoice and Awaken the Wild
<b>WiFi</b>	Wireless Fidelity




Affiliation Letters with University of Mumbai



## Affiliation Letter for UG Courses

### University of Mumbai



AFFILIATION SECTION  
No. Aff.II/ICD/2014-15/4066  
February, 2015  
2 March, 2015

USHA PRAVIN GANDHI  
COLLEGE OF MANAGEMENT

Inward No. 113

Date 4/3/2015


Signature: [Signature]

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Shri Vile Parle Kelavani Mandal's, Usha Pravin Gandhi College of Management, Bhaktivedanta Swami Marg, Juhu Scheme, Vile Parle (W), Mumbai-400 056, is an affiliated College to the University of Mumbai and the following courses are conducted in the said College.

Sr. No	Course	Affiliation (permanent/ Temporary)	Period of Validity for the years (s)
1.	B. M.M.	Temporary	From 2003-2004 to 2014-2015
2.	B. M.S.	Temporary	From 2003-2004 to 2014-2015
3.	B. Sc. (I.T.)	Temporary	From 2003-2004 to 2014-2015

This Certificate is issued on the request of the Principal of the said College for submitting the same to the NAAC, Bangalore, accordingly.

  
**Dr. Rajpal Hande**  
 Director  
 Board of College and University Development

PCU Certificate Letter

[Signature] 4/3/15 [Signature]

## Affiliation Letter for PG Course

### University of Mumbai



No. PG/2/ICD/2014-15/2271  
Mumbai - 400 032.  
24<sup>th</sup> February, 2015.

#### TO WHOM IT MAY CONCERN

This is to certify that Usha Pravin Gandhi College of Management, Bhaktivedanta Swami Marg, Juhu Scheme, Vile Parle (W), Mumbai- 400 056 is affiliated to the UNIVERSITY OF MUMBAI and the following Post Graduate Courses/ Subjects are taught in the said college as per approval.

Sr. No.	Name of the Course(s)	Duration of the course	Affiliation (Permanent/ Temporary)	Period of Validity for the Year(s)
1	M.Sc.- Information Technology	2Years	Temporary	2010-11 to 2014-15

(Prin.Dr. Rajpal Hande)  
Director

Board of College and University Development  
University of Mumbai



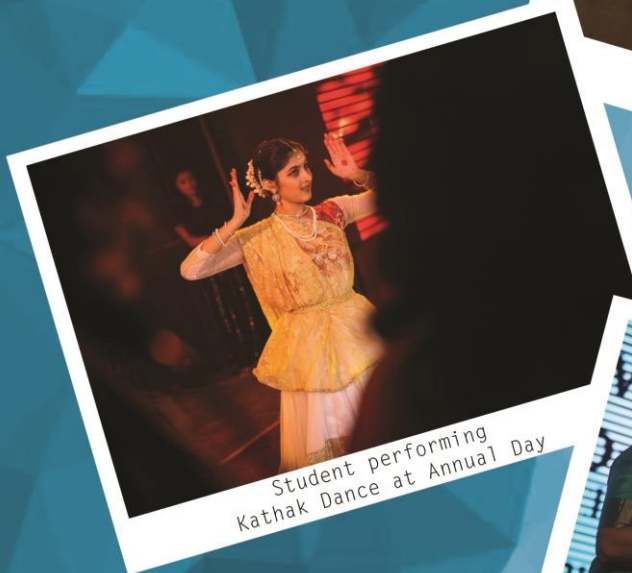
# PHOTO GALLERY



Principal addressing at orientation ceremony



Teachers Day Celebration



Student performing Kathak Dance at Annual Day



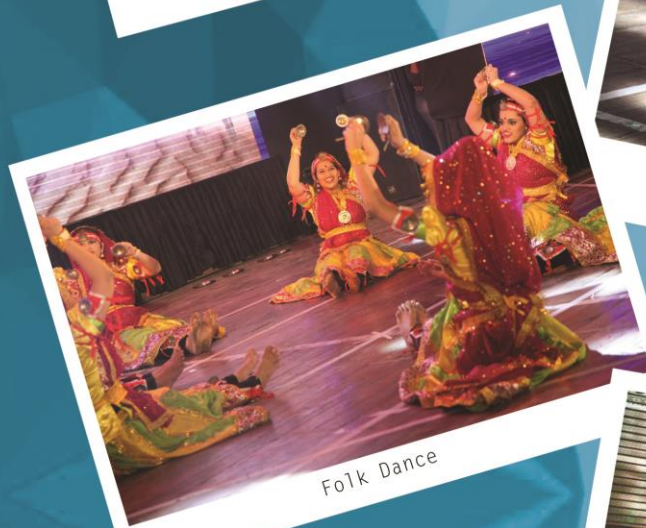
Chief Guest OF Annual Day: Ex-VC Of University of Mumbai Dr. Snehalata Deshmukh



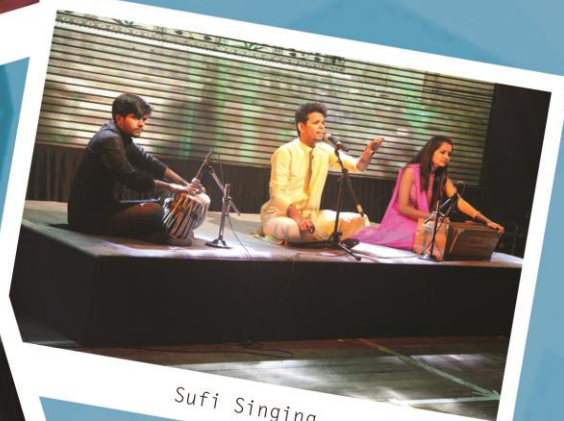
Monsoon Trek of RAW



Western Singing



Folk Dance



Sufi Singing



Independence Day Celebration





WDC Team

Cultural Team

Sports Committee

NSS Unit



## DECLARATION BY THE HEAD OF THE INSTITUTION



Shri Vile Parle Kelavani Mandals  
**USHA PRAVIN GANDHI COLLEGE OF MANAGEMENT**  
(Affiliated to University of Mumbai)

Bhaktivedanta Swami Marg, Juhu Scheme, Vile Parle (W), Mumbai – 400 056.  
Tel.: 4233 2071, 4233 2041-44 • Fax: +91-22-2613 6468  
Website: www.upgcm.svkm.ac.in • Email : info@upgcm.ac.in



### Declaration by the Head of the Institution

I Certify that the data included in the Self-Study Report (SSR) are true to the best of my knowledge.

The SSR is prepared by the Institution after internal discussions, and no part thereof has been outsourced.

Am aware that the Peer Team will validate the information in this SSR during the Peer Team Visit.



*Atapoor*  
Signature of the Head of Institution  
with seal :  
PRINCIPAL  
USHA PRAVIN GANDHI  
COLLEGE OF MANAGEMENT  
VILE PARLE (WEST), MUMBAI-400 056

Place : Mumbai

Date : 10/02/2016