



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE AND COMMERCE
Name of the head of the Institution	Dr. Anju Kapoor
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02242332040
Mobile no.	9820306613
Registered Email	upgcm.principal@upgcm.ac.in
Alternate Email	info@upgcm.ac.in
Address	Bhaktivedanta Swami Marg, Juhu Scheme, Vile Parle(west)
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400056

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		private			
Name of the IQAC co-ordinator/Director		Smruti Nanavaty			
Phone no/Alternate Phone no.		02242332044			
Mobile no.		9820588518			
Registered Email		iqac@upgcm.ac.in			
Alternate Email		info@upgcm.ac.in			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://upgcm.ac.in/Common/Uploads/TabbedContentTemplate/543_Download_AOAR2_018-2019%20SUBMITTED%20COPY.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://upgcm.ac.in/Common/Uploads/TabbedContentTemplate/489_Download_Academic%20Calendar.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.04	2017	23-Jan-2017	23-Jan-2022
6. Date of Establishment of IQAC			19-Aug-2017		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by		Date & Duration		Number of participants/ beneficiaries	

IQAC		
Seminar on Balancing Mind, Body and Soul at workplace by Sundeep Kochar	12-Jun-2020 1	165
MS teams Training For teachers and Students	17-May-2020 15	1708
Academic Calendar Preparation	25-Apr-2019 7	1688
Administrative Audit	31-Jul-2019 1	1708
Waste Audit	13-Dec-2019 3	1708
National Conference on Emerging Trends in Digital Technology (ETDT-2020) by Department of IT in association with Forensics Department of Government of Maharashtra	27-Feb-2020 1	115
Research Methodology and Data Analysis Workshop	25-Jan-2020 1	112
Syllabus Orientation Workshop	03-Aug-2019 1	32
Online Faculty Development Program in IT	08-May-2020 6	361
Seminar on Intellectual Property Rights	19-May-2020 1	55
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 00	0
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional

Yes

website	
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
Green Initiatives	
Institution Level Policies and Schemes	
Digitalization for Security and Monitoring	
Research and Extension Activities	
Feedback for curriculum, teaching, employability and overall feedback of teaching and learning	
View File	

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Faculty Development Programs and workshops and other training programs	Syllabus Orientation workshops conducted, Online FDP Program, MOOC courses undertaken by faculty members, Coursera logins provided to Faculty members
Green initiatives	Tree Plantation Drive, Beach Clean-up Drive, River Clean-up drive, Awareness for Reducing, Reusing and recycling Plastic Bottles (Bottle for Change), Paper bag Making
undefined	undefined
Value added courses, Certificate Courses	Conducted for curriculum enrichment
Curriculum Feedback from stakeholders	Curriculum feedback taken from students, parents, teachers and employees to enhance teaching learning process
Automation by Digitalization and Technology upgradation for administration	RFID Tags for Books in the Library, Oracle for HR Module
Upgradation for technology for Teaching	Implementation of Smart Board and

Learning and Evaluation	Portal Access for students and teachers, MS teams Training for teachers and students, Barcodes implemented for Answerbooks
Workshops and Seminars	Supplementing the curriculum, Bridging Industry-Academia Gaps
Research Related Activities	Research Methodology workshop for PG students, 2 National Level Research Conferences held
Alumni Activities and Alma Connect	Guest Lectures and Seminars for Industry and Academia connect Placement of students
View File	

14. Whether AQAR was placed before statutory body ?	Yes
--	-----

Name of Statutory Body	Meeting Date
College Development Committee	31-Mar-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
--	----

16. Whether institutional data submitted to AISHE:	Yes
---	-----

Year of Submission	2020
--------------------	------

Date of Submission	24-Jan-2020
--------------------	-------------

17. Does the Institution have Management Information System ?	Yes
--	-----

If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>SAP ERP (Enterprise Resource Planning) was Implemented in SVKM in the year 2010. • SAP is the ERP (Enterprise Resource Planning) system that aims to integrate the different modules in the company. SAP's Student Lifecycle Management: • SAP has been providing business solutions to higher education and commercial customers around the world for 30 years. SAP Hardware Configuration: • We are using IBM Blade server POWER6 23X Type 7778. It is with CPU 4200MHZ 8 CPU 4 Core and 12 Blades 48 Cores 480GB memory with 22TB Disk Space. • We are using IBM AIX 7.1 Operating system with Oracle 12G as RDBMS. • Our SAP Version is SAP EHP6</p>
--	---

FOR SAP ERP 6.0 with SAP NetWeaver 7.4 for Portals. • Database size 992GB and it is increasing approx. 15 to 20GB / Month. • We are using Netweavers 7.4 for Applicant and Student Portal with HDFC and PAYU payment Gateway. SLCM (Student Life Cycle Management) Application in SAP has three Verticals. 1. Admission 2. Academic 3. Examination

Complete Admission Automation Process:

1. Online application for all programs all categories as per university mandate.
2. Online application fee collection.
3. Application summary report to check status of applications received.
4. Marks and category change program
5. Generation of list of applications based on the merit criteria defined by university.
6. Generation of all merit list.
7. Registration of students
8. Deregistration of students
9. Balance seat report for each round of admission
10. Admission report
11. Cancellation report

Academic and Exam: Complete process is mapped in SAP.

1. Online result declaration
2. Online revaluation application and automated result processing of revaluation cases.
3. Online reexam application and additional exam application
4. Online inhouse admission form for promotion of students to Second and third year.

Student Accounting: Modules

1. New admissions fees, deposit creation and receipt generation.
2. All cancellation rules of University of Mumbai are mapped in SAP so automatically reversal of income and posting of cancellation amount and refund generation.
3. For subsequent years, from student portal we are collecting fees via Debit card, Credit card, Net Banking and EMI facility all options are available.
4. Students, Parents are getting email from institution for payment of fees.
5. Form Alumni students we are charging GST, so all GST related configuration and system changes .
6. All MIS reports are made available in SAP system, like fees collection report, student outstanding report, deposit report etc.
7. Various smart forms are also developed like Refund generation form, JV form, etc.

SAP Finance (FI): Modules

- General Ledger.
- Accounts Receivable and Payable.
- Asset Accounting.
- Bank Accounting.
- Travel Management.
- Fund

Management. • Legal Consolidation. SAP Materials Management (MM): Modules • Material Planning. • Purchase. • Stock Management. • Vendor Evaluation. • Invoice Verification. • Statutory Requirements. SAP Human Capital Management (HCM): Modules • Organizational Management • Personnel Administration • Recruitment • Time Management • Payroll • Reporting SAP Project System (PS): Project System is one of the key.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

To ensure well-planned curriculum delivery following things are maintained: • Prior to the start of a new academic year, the college IQAC prepares the annual academic calendar. The college academic calendar follows the University of Mumbai calendar. • The academic calendar is uploaded on the college website. • The syllabus is uploaded on the college website and is shared by the faculty members in the class for each course taught by them. • Teaching plan is prepared on a semester basis by faculty members to ensure timely curriculum delivery by them. • The departmental timetable for each semester is prepared once subjects have been allocated amongst the faculty members based on their experience and skillset and it is uploaded on the college website and the notice board. • Daily record of each lecture is maintained and documented in the daily lecture report, a separate register is maintained in each department and a separate department wise floor register is maintained on each floor for recording lecture data for the day. • Transparency in recording and maintaining attendance is brought through ERP. The attendance portal is used to upload daily attendance. • Number of lectures prescribed by the University is met by all the faculty members by taking lectures regularly. To ensure that any shortfall is compensated, extra lectures are taken or adjusted by faculty members so that curriculum for each course is delivered completely and effectively within the time frame stipulated by the academic calendar. • In-house Student Portal facility has been developed for students to facilitate online learning. • The course outcomes are sought to be achieved through experiential, individual, participative and collaborative learning modes. • Students are engaged in higher-order 'thinking' through role-plays, group discussions, seminars, projects, presentations, internships and applications of ICT resources. • Institute strives to continually improve the efficiency and effectiveness in the assessment of Teaching, Learning and Evaluation Processes. • ICT enabled teaching-learning processes including the development of e-learning resources by faculty and the usage of a lecture capture system make learning more individualized, creative and dynamic. • Program Outcomes, Program Specific Outcomes and Course Outcomes are defined and are uploaded on the college website. • A well-defined mechanism is in place for assessing the learning levels of the students and for improving their academic performance. On-demand remedial sessions are conducted for students. • To ensure that students have practical knowledge and to bridge the gap between industry and academia, guest sessions, master classes, seminars, industrial visits, field trips and workshops are regularly organized. • To facilitate IT practicals, the

college ensures that the latest software is available in a well-equipped IT laboratory. There is a high-tech Studio in college for BA (FTNMP) students. • College library has the latest editions of books, CDs and other learning resources. E-Resources are easily made accessible to students which include e-books, online journals, databases, etc. • To ensure smooth teaching-learning in the first phase of pandemic, sessions were conducted on various online platforms.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Sound and Film Editing	Nil	07/01/2020	51	Employability	Technical Skill Development
Voice Dubbing and Modulation	Nil	08/01/2020	42	Employability	Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Multimedia and Mass Communication	10/05/2019
MA	Entertainment, Media & Advertising	10/05/2019
MSc	Information Technology	26/07/2019
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Multimedia and Mass Communication	10/06/2019
BA	Film Television and New Media Production	10/06/2019
BMS	Management Studies	10/06/2019
BSc	Information Technology	10/06/2019
MA	Entertainment, Media & Advertising	01/07/2019
MCom	Business Management	01/07/2019
MSc	Information Technology	01/07/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	16	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Add-On Course on Linux Administration (Level I)	19/08/2019	16
Certification in Digital Technology	24/04/2020	60
Cinema Studies	06/04/2020	68
Film Writing	03/05/2020	61
Online Certification in Sports Management	07/04/2020	84
Basics of Cinematography	20/04/2020	100
Stock Market and Equity Market	25/07/2019	52
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Film Television and New Media Production	293
BA	Multimedia and Mass Communication	118
BMS	Business Studies	131
BSc	Information Technology	114
MA	Entertainment Media and Advertising	58
MCom	Management	49
MSc	Information Technology	41
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The feedback is taken in a well-planned manner. The questionnaire is reviewed by the IQAC and on the basis of their recommendations requisite modifications are made to the questionnaire and it is updated each year to incorporate any relevant changes required. The various stakeholders from whom feedback is collected include students, teachers, employers, alumni and parents. Feedback is collected through questionnaires administered on Google forms and then

analyzed using bar graphs and charts on Microsoft Excel. On the basis the feedback analysis IQAC ensures that certain specific measures are undertaken so as to fulfill the stakeholders' expectations and requirements. As per the student's feedback obtained, to address the concern of fair and periodic assessment of curriculum delivery, in house student portal system and various online assessment tools are being used to assign tests where grading is done through an objective testing framework thereby eliminating the scope of subjectivity on the part of the faculty. Analysis of the teacher's feedback highlighted that there is a greater need for balance between theory and application in curriculum, to that effect several MOUs have been signed with industry, under the guidance and advice of IQAC. Regular seminars and workshops, approved by IQAC are being conducted, which cater towards making students industry ready, so as to supplement the curriculum and get more practical exposure to the students. Parent's feedback was analyzed and with regards to maintenance of discipline of students by departments, efforts have been taken by each department to conduct the mentor-mentee program to ensure disciplinary and other concerns of the students are addressed by the faculty mentor in charge. The mentorship program creates a direct channel of communication between the student and the faculty mentor and allows better monitoring of the student at a one-on-one level. Additionally, the college Attendance Committee and Examination Committee, take measures to maintain strict discipline amongst the students and adherence to University rules and guidelines. The college also has initiated Coffee with Principal session where students can directly interact with the Head of the Institution and discuss their grievances. With regards to the alumni feedback, to ensure a good balance between theory and application and to meet industry requirements, the college organizes several value-added courses with the aid of the subject experts. Based on the feedback received from employers an immediate action is taken by narrowing the discrepancy in the syllabus and the industry requirement by all the departments taking several inputs from college internal quality assurance cell (IQAC) well-planned guest sessions and masterclasses are conducted on regular basis for all-round development of students. In order to make students industry-ready, soft skills sessions are offered and incorporated in the timetable which helps them to recognize the impact of their actions and teaches them to take responsibility and builds confidence, both in spoken skills and for group collaboration and cooperation. Teachers participate in syllabus revision and orientation workshops and provide syllabus input to the Board of Studies and university syllabus framing committees.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Film Television and New Media Production	138	287	131
BSc	Information Technology	120	589	111
BA	Multimedia and Mass Communication	120	1614	113
BMS	Management Studies	120	4416	113

MA	Entertainment Media and Advertising	60	91	60
MCom	Business Management	69	193	69
MSc	Information Technology	46	153	46
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1335	324	7	Nil	20

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
27	27	45	18	18	25
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Student mentorship in the institute involves mentoring the students in both academic as well as in non-academic aspects for advice, guidance support to the mentees. The approaches to mentoring are categorized into three groups: 1. Institutional and Departmental Strategies: • Students are given a week-long orientation on different aspects of the college including CGPA System, subjects, electives, the pattern of internal and external exams including ATKT and re-exam rules, project work, various clubs committees, library resources, infrastructure facilities, rules regulations of the college, grievance redress, submission of a medical certificate, college website, dept and college achievements, introduction to NAAC, etc. • Class mentors are appointed for each year and division for the undergraduate courses. The students are administered a course preparedness test which assesses their level of preparedness for the course they have taken admission in as well as their suggestions for the same are taken by asking the subjective questions on it. Accordingly, activities are planned by the class mentor for the students. • The class mentors also explain to the students the functioning of the various formal and informal systems within the institution. It encompasses the basics such as filling out railway concession forms, application forms during admissions and explaining the rules and regulations of the college. 2. Personal Issue strategies: • The teacher mentors also help the students in resolving any difficulties that may arise and lend an empathetic ear to professional and/or personal problems and if needed refer to the counselors appointed in the institution. 3. Academic and career strategies: • Remedial lectures are held for academically weak and learning disabled students. • Professors guide the students regarding the various value-added courses on offer and help the students choose the right course for themselves. • Mentoring students to get internships at companies and projects from the industry. Professors also share industry contacts with students. • Students are guided to participate in various academic-related competitions. Examples: Mr. Lokesh Tardalkar mentored a few B.M.S. students who got admissions into prestigious institutions like the IIMs. He guided them regarding the entrance tests, group discussions facing personal interviews. Similarly, Ms. Shubhangi Nargund mentored and guided the students to set up entrepreneurial ventures. In her capacity as the teacher in charge of the E-Cell, Ms. Nargund assisted the students in identifying their interest areas and gave inputs on how to create a unique

product and position it in the market. Teachers also mentor the students to present research papers and conduct research projects. Rashmi Gahlowt Geeta Sharma guided a few B.M.M. students to present research papers at the various conferences organized. The teachers guided the students to refine and narrow down the research area and work on all aspects of research methodology and subsequent data collection analysis. Students are also mentored to make projects and compete at various national-level competitions. Instances include Ashish Mehta who mentored and guided B.A.(FTNMP) students to make movies and music videos which got recognition at national international film festivals.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1659	27	1:61

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
31	27	4	5	8

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Ashish Mehta	Assistant Professor	J D Annual Design Awards 2020
2019	Dr. Anju Kapoor	Principal	RIF Acimento International

[View File](#)

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	53003	Semester III / 2019	14/10/2019	04/12/2019
MSc	53004	Semester IV / 2020	15/10/2020	14/12/2020
BMS	53002	Semester III / 2019	16/10/2019	04/12/2019
BMS	53002	Semester I / 2019	24/10/2019	04/12/2019
BA	53001	Semester III / 2019	15/10/2019	04/12/2019
BA	53001	Semester I / 2019	23/10/2019	04/12/2019
BA	53008	Semester III / 2019	14/10/2019	04/12/2019

BA	53008	Semester I / 2019	23/10/2019	04/12/2019
MA	53009	Semester IV / 2020	14/10/2020	22/12/2020
MCom	53010	Semester IV/ 2020	14/10/2020	11/11/2020

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Institute follows a continuous, objective, and transparent system of assessment. The guidelines laid by the University of Mumbai are followed rigorously which envisage a system of evaluation and assessment in its true spirit. To start with, the dates of the internal assessment are mentioned in the academic calendar and are communicated to the students during orientation as well. The exhaustive question banks for all subjects are prepared and from this, the questions are generated which ensures complete objectivity. For the different courses, different types of assignments are designed keeping in mind the program and course objectives. The institute follows a holistic approach to continuous evaluation through both cumulative and summative exercises. The internal tests, as well as project presentations, are both conducted for internal assessments. Assignments project presentations are both submitted online on the student portal through SAP as well as in the offline mode. The students have personal access to the WiFi and SAP login. The unique SAP number enables each student across streams to have a personal login. This enables the students to submit the assignments on the student portal The rubrics on content and presentation are made followed rigorously. Student performance and gap areas are identified for remedial sessions. The detailed feedback is discussed with the student after the project presentations. If required, the presentations are done again with changes suggested by the particular subject teacher. This results in ensuring the quality of project submissions.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The yearly academic calendar of the institution is prepared before the beginning of the academic year by the Internal Quality Assurance Cell (IQAC) in consultation with the Principal, Registrar, and Coordinators of all the courses. It is a complete schedule of the curricular, co-curricular, and extra-curricular activities and examinations both internal and external. The calendar includes the beginning and end date of teaching, the number of teaching days of a term as per the circular from the University of Mumbai. The specific dates of all the examinations- internal examinations, project vivas, and term-end examinations are mentioned in the calendar. Term-wise instructional days which are at least 90 days and non-instructional days are also marked on the calendar which facilitates easy planning of all activities by the different committees. The college festivals and major events such as the Orientation, Literature Festival, Annual Day, Sports Days, and other non-instructional days are excluded while calculating the instructional days. All holidays as per the University circular are marked in the academic calendar as well. The Terms are marked on the calendar as per the University of Mumbai circular are First term, Mid-term break, Diwali break, Second Term, Winter break, and Summer Vacation. The academic calendar is shared with all the stakeholders by making it available on the college website (<http://www.upgcm.ac.in>) and also included in the prospectus. The Academic Calendar is entered in the SLCM SAP module to monitor the conduction of lectures as per the individual timetable of every faculty member.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://upgcm.ac.in/PO,%20PSO%20and%20CO/M_146

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
53008	BA	FILM TELEVISION NEW MEDIA PRODUCTION	57	57	100%
53001	BA	MASS MEDIA	119	119	100%
53002	BMS	MANAGEMENT	126	126	100%
53003	BSc	INFORMATION TECHNOLOGY	113	113	100%
53010	MCom	BUSINESS MANAGEMENT	50	50	100%
53004	MSC	INFORMATION TECHNOLOGY	42	42	100%
53009	MA	ENTERTAINM ENT MEDIA AND ADVERTISING	54	54	100%

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://upgcm.ac.in/Common/Uploads/TabbedContentTemplate/675_Download_Stu_Sa_Surve.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	University of Mumbai	0.35	0

[View File](#)

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
---------------------------	-------------------	------

Intellectual Property Rights	IQAC of UPG college	19/05/2020
------------------------------	---------------------	------------

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
J D Annual Design Awards 2019	Ashish Mehta	J D Institute of Fashion Technology	30/05/2020	Commitment to Excellence
J D Annual Design Awards 2019	Usha Pravin Gandhi College of Arts, Science and Commerce	J D Institute of Fashion Technology	30/05/2020	Institute of the Year
J D Annual Design Awards 2019	Ashish Mehta	J D Institute of Fashion Technology	22/05/2019	Hard Work and Dedication
J D Annual Design Awards 2019	Usha Pravin Gandhi College of Arts, Science and Commerce	J D Institute of Fashion Technology	22/05/2019	Most Promising Institute
Educationist of the Year	Dr. Anju Kapoor	RIF ACIMENTO International	04/12/2019	Certificate of Excellence
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Innovation Unit	Prashast Singh and Daaman Mundra	Self	Strux Inc	Digital Creative Agency	25/06/2020
Innovation Unit	Akshata Karulkar, Andre a Sunil	Self	Pack up Pictures	Production House	25/09/2019
Innovation Unit	Aryan Deshpande, Saundarya	Self	ADC	Production House	08/06/2019
Innovation Unit	Divya Dalal	Self	Storiyaan	Storytelling Venture	20/03/2020
Innovation Unit	Yash Dave	Self	DigitalCue Media LLP	Tech Ideas and Products	01/01/2019
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Information Technology	11	Nil
International	Mass Media	6	Nil
International	BMS	3	Nil
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
BMS	2
Mass Media	8
Information Technology	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	Nil
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	NIL
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	21	156	12	Nil
Presented papers	6	7	Nil	Nil
Resource persons	Nil	3	2	Nil
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and

Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Drive (Society Care Save Life Program))	NSS, JJ Hospital and Nair Hospital	3	150
E-Ganesha	DLLE and Rotaract Club of Usha Pravin Gandhi College	3	75
Clean and Green India	NSS India For Oceans	2	20
Climate for Change Walkathon (Environmental Care)	NSS Friday for Future(NGO)	2	20
Skill Development and Employment generation	Indian Development Foundation (IDF)	2	9
Old Age home Care (Society Care)	Cardinal Gracious(NGO)	2	18
Yoga Workshop(Fit Insia Initiative)	Isha Foundation	2	77
Joy of Giving(Society Upliftment)	St. Catherine Orphan Home	2	4
Career Guidance	DLLE	2	5
Mauj-E-Manch	Rotaract Club of Usha Pravin Gandhi College	1	46

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Society Care	Khushiyaan foundation NSS	Roti Ghar (Food Distribution)	2	11
Health Care Awareness Program	Desire Society	HIV AIDS Rally	2	15

Health Care and Fit India	Poddar Foundation	Mental Health Troopers session	2	15
Society and Health Care	NSS	Drug Awareness Programme	2	10
Environmental Care	NSS Bisleri	Plastic Bottle Collection	2	17
Swachh Bharat Activity	NSS Beach Warrior	Beach Cleanup	3	50
Environmental Care	NSS and Lions Club, SRPF	Tree Plantation Drive	3	52
HealthCare Program	NSS	Anti-Tobacco Day Pledge	2	327
Awareness Program	Indian Development Foundation (IDF)	Dignity project (awareness on menstrual hygiene)	2	3
Awareness Program	NSS	Word Cancer Day	2	10
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Library and E-Resources	Access to Library Resources	American Library	05/02/2019	31/12/2020	5
Internship and Project work	Agreement for Internship and Project based Training	IDigitize	03/03/2020	31/12/2020	1
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate

houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
I am Buddha Entertainment and Media LLP	07/01/2020	To provide platform to mass media students in the form of internships, jobs, visits	623
The Dramatic Mandir and UPG	10/07/2019	To provide platform to mass media students in the form of internships, jobs, visits	28
Film Division of Information and broadcasting Ministry and Indian Documentary producers Association and UPG	10/01/2020	To provide platform to mass media students in the form of internships, jobs, visits	583
Optimystix Entertainment India and UPG	14/12/2019	To provide platform to mass media students in the form of internships, jobs, visits	128
Backup Pictures and UPG	25/09/2019	To provide platform to mass media students in the form of internships, jobs, visits	7
ADC Company and UPG	08/06/2019	To provide platform to mass media students in the form of internships, jobs, visits	83
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
441.79	412.89

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing

Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
Others	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Fully	7	2012
OPAC	Fully	NA	2012
STUDENT PORTAL	Fully	NA	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	2366	578264	Nil	Nil	2366	578264
Reference Books	3086	1612706	341	215285	3427	1827991
Journals	4	6010	Nil	Nil	4	6010
e-Books	148976	Nil	Nil	Nil	148976	Nil
Others(s pecify)	19	26334	Nil	Nil	19	26334
e- Journals	37065	Nil	Nil	Nil	37065	Nil
Digital Database	43	Nil	Nil	Nil	43	Nil
CD & Video	342	111014	Nil	Nil	342	111014
Others(s pecify)	14	22986	Nil	Nil	14	22986
Library Automation	Nil	Nil	6000	74340	6000	74340

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
DR. NARESH SUKHANI (PROGRAM COORDINATOR)	One Week Capacity Building Program On BASICS OF RESEARCH METHODOLOGY By Dept. of Life Long Learning and Extension, University of Mumbai Sponsored By WESTERN REGIONAL CENTRE, ICSSR. Govt of India.	YOUTUBE https://www.youtube.com/watch?v=v4sil_5zJ50c	25/06/2020
LOKESH TARDALKAR	RISK MANAGEMENT, Photography	STUDENT PORTAL	15/07/2019
ABHIJEET MOHITE	Retail Management, Ecommerce	STUDENT PORTAL	20/08/2019
SUNITA GUPTA	Enterprise Security, Operating Systems	STUDENT PORTAL	24/09/2019
NEELAM NAIK	OOPS, Enterprise Java	STUDENT PORTAL	24/12/2019
GEETA SHARMA	Public Relation, Introduction to Advertsing	STUDENT PORTAL	20/01/2020
NEHA VORA	Computer Graphics, ASP .NET	STUDENT PORTAL	08/07/2019
SMRUTI NANAVALY	Web Technologies, DBMS, SQL	STUDENT PORTAL	08/12/2019
RASHMI GAHLOWT	Story Writing, Indian Cinemas	STUDENT PORTAL	20/11/2019
SHARYN BANGERA	Financial Management, Micro-Economics	STUDENT PORTAL	20/01/2020

[View File](#)

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	167	5	167	3	1	16	12	200	18

Added	0	0	0	0	0	0	3	800	0
Total	167	5	167	3	1	16	15	1000	18

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

1000 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Preproduction room and Media room with ICT Facilities	https://www.youtube.com/watch?v=7hJCjlu_mXR_s

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
145.24	148.89	100.15	69.63

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

1) Laboratory: Policy - ? The college shall have at least two computer laboratories and one electronics laboratory for smooth academic functioning ? Computer laboratories are available to students, teaching staff and nonteaching staff members primarily for academic purpose. ? Alternative use of the computer laboratories can be considered keeping in mind other priorities. ? Hardware upgradation shall be done after every five years ? Computer hardware and electronic hardware shall be maintained regularly through contract with expert agencies or by the in house staff wherever applicable ? Only licenced software products shall be procured and installed on the computer hardware Procedures ? Regular time tables for the use of laboratories are to be prepared after receiving approval from the Head of the Institution o Request to use the laboratories for nonacademic purposes shall be submitted to the head of the institution 15 days before the commencement of planned event 2) Library: • Policy ? College library shall be available to students, teachers and nonteaching staff members during regular office timings o Each student of the college to be given a library card o Students, teachers and nonteaching staff members shall be given the access to the plethora of online reading material through library resources • Procedures ? In exchange of the library card, students can take any three books at a given point of time and they shall return the same within stipulated time failing which a specified disciplinary action can be taken against the concerned student. The same is applicable to teaching and nonteaching staff members 3) Sports Complex: • Policy ? For indoor sports, college gymkhana facility to be used and for outdoor sports external facilities are to be booked on rental basis ? Indoor sports facilities shall be open to students and college staff • Procedures ? Before using the indoor sports facilities, concerned student/s and staff member/s shall apply in advance to obtain the formal approval from the head of the institution 4) Computers: • Policy ? Each computer laboratory shall have minimum 30 computer systems ? User profiles for all students and staff members shall be created ? Departmental computers and laptops shall be used only for academic and administrative purposes 5) Classrooms: • Procedures ? Concerned student/s and

teaching and nonteaching staff member/s shall obtain a prior permission from the head of the institution to use the classroom for purposes other than teaching and learning ? Prior permission shall be obtained from the HOI to publicise any college event in the classroom during regular permission

INFRASTRUCTURE 1) Computers Total 146 A) HP AIO 84 B) DELL 390 18 C) Dell 3050 42 D) Apple I MAC Pro 02 2) Internet Access Airtel 100Mbps, Reliance 80 Mbps, Blazenet 120 Mbps, NKN 100 Mbps. 3) Training to Teachers and Students and any other programme for the technology up-gradation ? Biometric attendance system for Staff and student attendance maintained in SAP ? Controlled internet access is provided to staff

https://upgcm.ac.in/Common/Uploads/ContentTemplate/184_Download_Procedure%20and%20Policies.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	none	0	0
Financial Support from Other Sources			
a) National	National Scholarship Portal 2.0	9	0
b) International	0	Nil	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Scheme for Career Counselling	01/06/2019	877	Outside experts
Scheme for Personal Counselling	01/06/2019	123	SVKM experts
Scheme for Yoga and Meditation	01/06/2019	320	Outside experts
Scheme for Soft Skills Training	01/06/2019	553	SVKM and Industry experts
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Counselling	Nil	368	Nil	Nil

	Scheme				
2020	Career Counselling Scheme	Nil	509	Nil	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Morgan Stanley, Deloitte IT, Gracenote, Infosys, LTI, TCS, Vito, Endurance, Tres Vista, Sun TV, Savage Palmer, Silver Link	379	50	none	Nil	Nil

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	1	BMM	BMM	University of Texas at Austin	Master of Science in Information studies
2020	1	Mcom	Mcom	London School of Economics	MSc in Finance
2020	1	BMS	BMS	London School of Economics	Masters in Public Administration
2020	1	BMM	BMM	UBC Sauder School of Business	Master of management
2020	1	BMM	BMM	University	MA in

				of Westminster	Music Business Management
2020	1	BMM	BMM	Symbiosis Institute of Media and Co mmunication	MBA in Com munication Management
2020	1	BSc.IT	BSc.IT	Jamnalal Bajaj Institute of Management Studies	Masters in Information Systems
2020	28	Bsc.IT	Bsc.IT	UPGASC	Msc.IT
2020	21	BMS	BMS	UPGASC	M.Com
2020	11	BMM	BMM	UPGASC	MAEMA
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
CAT	2
GRE	2
TOFEL	1
Any Other	12
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cricket	Institution	168
Kabaddi- Le Panga	Institution	144
Tug of war	Institution	140
Unbox the beats	Institution	67
Speed Coding	Institution	100
Webverse	Institution	100
Quizzard	Institution	100
Trapped (Escape Room)	Institution	200
Aba Dubi	Institution	128
Kronum	Institution	112
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
------	-------------------------	---------------------------	-----------------------------	-------------------------------	-------------------	---------------------

2020	Second runner up in debate	National	Nil	1	53002180028	Yutika Sandeep Giri
2020	Second position	National	1	Nil	53010180024	KShaunish Pavan Kapoor
2019	2nd runner up in quiz	National	Nil	1	53002180028	Yutika Sandeep Giri
2019	2nd runner up in debate	National	Nil	1	53002180028	Yutika Sandeep Giri
2019	1st prize in Just a minute impromptu speech competition	National	Nil	1	53002180028	Yutika Sandeep Giri
2019	1st prize in debate	National	Nil	1	53002180028	Yutika Sandeep Giri
2019	5th Rank all over India in quiz	National	Nil	1	53002180028	Yutika Sandeep Giri
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' Council of Usha Pravin Gandhi College of Arts, Science and Commerce has been an integral part of the college, forming a communication chain between the college administration and the students. The Students' Council has been constantly involved in the day-to-day grievance redressal for the students of UPG alongside making sure that all disciplinary parameters are met by students by helping the administration to keep a check on the same. The Students' Council has also conducted events for the constant involvement of its students. In the month of December 2019, Annual Cultural days were celebrated where the whole college was given a dress code to be followed. The second event was the 26th January Republic Day Celebration at NM Old Canteen Area where a grand celebration took place. The event comprised of a talent competition as well as a flag hoisting ceremony at the beginning along with the NCC Cadets of Mithibai College. The event had an attendance of over 300 students and 40 staff members. The Students' Council of UPG also organized the Annual Day Celebration and Convocation at Mukesh Patel Auditorium on the 29th of February 2020. The Convocation comprised of multiple batches of students being facilitated with their degrees and a small video compilation of each stream of students. A photo booth was setup by UPG Montage to capture all the emotional moments. The Annual Day 2020 was celebrated marking another successful year for the students of UPG. At the event the Chief guest, Principal Dr. Kiran Mangaonkar and Guest of Honor, Ms. Khushvi Gandhi, IRS (UPG Alumni) were invited. The event comprised of various cultural performances including singing, drama and mimicry. Different college committees were also felicitated for their contributions. Outstanding students were facilitated for their achievements in Sports and

Cultural activities. Academic awards were also presented to respected winners. The NSS committee and Rotaract Club of UPG also worked as managing committee alongside the Students' Council for the event. The show ended with a Vote of Thanks from our college General Secretary Vishal Ranka for the year 2019-20. Overall, the event was marked as a successful one. The Students' Council work has not been confined to only these parameters as the need to rise to the occasion in case of special requirements and making valuable inputs in decision making for the benefit of the students and the administration always remains an integral part of the process. The year was a smooth functioning setup both for the students and the administration achieving landmark results. The Student Council students also work for I.C.C (Internal Complaints Committee) which looks into sexual harassment at the workplace, ragging etc. Students play a vital role in IQAC as well. Student from under graduate, postgraduate and alumnus are members of IQAC. In C.D.C. (College Development Committee) General Secretary plays a crucial place in the liaising student body and administrative body.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

YES, THE UPG ALUMNI IS A REGISTERED BODY. Established in 2016, with Registration No GBBSD 1752, UPG College Alumni Association has created and maintained a lifelong connection between the institute and its alumni. An institutions alumni are the reflection of its past, representation of its present and a link to its future. CONTRIBUTION OF UPG ALUMNI 1.COMMUNITY SERVICE Returning to the college campus as a 'volunteer' for special events is a great way to demonstrate support and loyalty NSS ALUMNI often contribute rigorously by attending community projects like BLOOD DONATION, PLANTATION DRIVE, SWACHHA BHARAT ABHIYAAN. NSS arranges camp visits and our alumnus inspite of their busy schedule attend camp stays and guide our current students. In order to sensitize students towards environmental awareness and sustainability, we celebrate ECO-FRIENDLY GANESHA. In this year 2019, September during GANESH FESTIVAL our students had gifted us a pure Marble Ganesh idol which is ECO friendly. 2.GUIDING STARS College events like UPG SPORTS EVENTS, media festivals like UPG LITFEST, we always witness the overwhelming enthusiasm of our alumni giving their support right from planning, organizing, advertising, marketing of these events. Mr. Viral Raval, our prestigious alumni sponsored the IT festival TECHVENZA by contributing INR 15000 for its successful execution. 3.RESEARCH ASSISTANTS, MENTORS AND FACILITATORS Our Faculty conduct" Industry-Academia - Interface" projects for our students. During such projects, alumni often contribute significantly by offering their corporate insights as well as practical nuances to current students. In the postgraduate programs viz MSc.(IT), M.A., M.COM Our postgraduate Alumni often act as Research Assistants mentoring aspiring students in their dissertation assignment thus helping the institute enhance a strong research culture 4.GUEST LECTURERS Our Prestigious Alumni are often invited as guest lecturers, paper presenters to share their industry insights. We often invite our prestigious ALUMNI as a GUEST OF HONOUR in our Annual Day functions. It is indeed a very proud feeling to see our students sharing their wisdom on several topics such as creating brand power, attitude training etc. 5. Referrals By providing positive online reviews at the college website or other higher education review sites, our Alumni support the recruitment effort that is vital for colleges to succeed. Word-of-mouth praise is often the most effective marketing tool, influencing the potential customer rather than glossy advertising drives or expensive publicity. Our alumni act as brand ambassadors and refer our college name to their friends, family, relatives, neighborhood etc. CONCLUSION Being able to give back illustrates a mutually edifying relationship that may

continue for years to come. Giving back is the ultimate return-on-investment that becomes a win-win for the institution as well as for the student.

5.4.2 – No. of enrolled Alumni:

100

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

MEETING NO- 1 On December 21st, 2019 from 3 pm to 6 pm an Alumni get-together was organized on the 3rd floor of the UPG building in Room No A. "UPG is not just an institution but an Emotion." Quoted by MS. Rashita Sahni who is our prestigious alumna working as an Entertainment Head at Peeping moon Advertising agency. Such was the overwhelming flow of sentiments witnessed by the Members of the Alumni committee. Our alumni students were welcomed by a band performance by our current students of BA, BMM and BMS streams. The hallmark of this alumni meet was the formation of a new Alumni committee dismissing the previous committee members with their consent. Here is the list of the newly formed committee: Ms.Sarita Bohra- Secretary Mr. Jineshwar Panchal- Joint secretary Mr.Arushi Mishra - Joint secretary Mr.Vivek Shah- Treasurer The faculty committee of Dr. Mayur Vyas (Faculty BMS), Madhuvanti Date (Faculty BMM), Lokesh Tardalkar (Faculty BMS) welcomed the new members heartily Prof. Madhuvanti Date announced the names of new alumni committee members to all. Our College Principal Dr. Anju Kapoor felicitated the new members with a token of appreciation. The function proceeded further with the "Hall of Fame "round wherein each alumna shared his accolades/ achievements and also spoke about the influential role of UPGs journey in their life. Students were informed about the latest developments of the college campus like New infrastructure on the third floor, introduction of SMART BOARDS, Smart Rooms, New Edible Garden created at the terrace of the UPG building etc. The teachers of PG courses oriented our alumni about the newly started batches of M.A (E.M.A), M.COM etc. All the students appreciated the newly upgraded campus and expressed their satisfaction that UPG has become a big Brand name with its own stature in the field of education. After witnessing and appreciating our current batch of students our alumni were treated with High tea and snacks. During this session, students had an excellent opportunity to network with each other. The striking feature of this alumni meet was the enthusiasm shown by some of our Alumni students to engage current students as Interns/full-timer professionals in their company. The alumni meet ended on a very positive note with a vote of thanks by Ms. Rashita Sahni and the newly formed members 2.Another prestigious conducted by ALUMNI Association was Mrs. KHUSHVI GANDHI AS A GUEST OF HONOUR for the ANNUAL DAY FUNCTION- 29/02/2020 Mrs. KHUSHVI GANDHI our prestigious alumna as Indian Revenue Service, Ministry of Finance, gave a real inspirational message for all the students. The importance of self-discipline, the Role of Perseverance and Diligence were the highlights of Mrs. Gandhis speech.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Since the inception of the institution, supportive administration is ensured through the policy of hierarchy-based decentralization. This All-inclusive and participatory functioning style boosts an environment of solidarity and mutual respect which ensure the smooth functioning and growth of the institution.

Recommendations and suggestions are called from all the stakeholders before the policymaking. Regular Staff Meetings, Committee Meetings, Departmental Meetings Various Students Bodies Meetings, Students Council Meetings, IQAC Meetings and Alumni Meetings are conducted to pool opinions and proposals. Principle of delegation and accountability is followed for effective administration. It implies the proper delegation of authority to the grass-root level. By applying this principle, the college effectively tests proper leadership at various levels like departmental, committee and individual. Faculty members are given opportunities to develop leadership skills as committee heads and are given financial assistance to attend training programs and workshops to equip them to take leadership roles in the various curricular and co-curricular activities of the college. Total Functional autonomy is granted to all departments and student units in the college for all the decision-making process. Thus, a participative management culture has evolved in the institution with first-year students itself. At each level and scope of activity, the teachers and students cooperate with each other for the successful implementation of the prospective plans. This work philosophy enhances goodwill among the entire college community and motivates all to work in a uniform manner to achieve the different objectives set by the authorities in consultation with the stakeholders. The suggestions given by Departmental staff meetings, committee meetings, Student council are first discussed in IQAC meetings and then suggestions are further carried to CDC meetings and implemented in the college after approvals at different levels. One of the many instances of participatory and decentralized management of the college is the 'Coffee with principal' proposed in IQAC meeting and ongoing since then in 2020. This initiative has allowed the students to participate in decision-making activity being one of the most important stakeholders the suggestions, information, complaints are made in front of the head of the institution in a very informal environment over a cup of coffee.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Though Curriculum is developed by the Board of Studies for each course taught at the institution, IQAC tries to Benchmark the same with Skill Component and Industry Interface via Value Added and Short Term Courses.
Teaching and Learning	Techniques such as flip classroom, group discussion, storytelling, Z to A, role play, case study, trial and error etc. are followed by teachers in the classroom. Teachers also make the content available on the student portal.
Examination and Evaluation	Examination/Evaluation methods have been constantly improving and a more system-based approach is implemented by In-house Centralised Exam Committee at the SVKM level. The student portal is used extensively for internal evaluations by many teachers depending

	on their subject.
Research and Development	Formulated research policy for the Institution Appointed Academic and Research Committee Head in the college. Continuous Encouragement to faculty members for research work. Research facilities are made available in the college for students and faculty members. Encouragement recognition for teachers and students to take part in research activities and workshops. Financial assistance to faculty members to participate and present papers in National and International Seminars and Conferences.
Library, ICT and Physical Infrastructure / Instrumentation	Implementation of LMS (SVKM Portal), Smartboards installed at all the classrooms and labs, Separate space for Teachers for reading and research, Membership to American Library.
Human Resource Management	Use of Human resources as per their competency to complete a particular task in administrative and academic areas. Continuous encouragement to learn and update skill sets via different training programs. FEP (Faculty Enhancement Program) is arranged 2 times in the academic year for enhancing teacher's skill set. Teachers are encouraged to attend professional development training programs organized by University HRDC. Non-teaching staff were trained and also involved in the testing of the Oracle modules.
Industry Interaction / Collaboration	A separate placement cell undertakes all campus placements and soft skills for students. Regular guest lectures Masterclasses by industry representatives are arranged for students.
Admission of Students	Online Student Admission process via college website Lab support and counselling assistance is given for all the applicants on the college campus. The institution follows a transparent admission process as per the directives of University of Mumbai

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	SAP Packages for all functions of management Dedicated systems for functions like Budget, Leave, Festivals, Assessment, Conferences,

	Booking of Common SVKM Facilities, Online submission system of Budget Estimates and sanction of finances. Social Media Updates by Social Media Champion on Instagram, Twitter, Facebook also on YouTube Channel of the College.
Administration	Resource pooling and Resource Sharing is done at all administration function at SVKM level as well at the College level. Maximum utilisation of available resources is done at all the time by proper planning and time schedule.
Finance and Accounts	Budgets for the next academic year are invited from Heads of the Department and all Committee heads via email before the end of the current financial year. Accordingly, the budget is prepared and entered in the finance module of SAP so that all the developmental activities are implemented well and accounting for the same can be maintained well
Student Admission and Support	SLCM is used for the Online Admission process with help of Lab services with Students and Lab assistants. Online admission via MKCL (Government Students Admission Portal). Feedback is always taken from (SVKMs) Students Portal. Notices and various resource formats (Railway Concession, Bonafide certificate etc) are shared through websites.
Examination	Examination and results are processed via a centralised house Exam department which works on the SAP module of SLCM. 100 Barcoding is done for answer books for maintaining confidentiality.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Rashmi Gahlowt	Workshop on syllabus revision FYBAMMC-Sem-I, Dec. 19	M.L.Dhanukar College of Commerce	500
2019	SRIRAM DESHPANDE	Workshop- Filing AQAR under new NAAC Process	B.K. Shroff College of Arts M.H. Shroff College og	1000

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	"INTELLECTUAL PROPERTY RIGHTS"	"INTELLECTUAL PROPERTY RIGHTS"	19/05/2020	19/05/2020	24	14
2020	Current trends and Future Technologies and computing	Current trends and Future Technologies and computing	08/05/2020	13/05/2020	361	2
2020	The Art of balancing Mind and Heart	The Art of balancing Mind and Heart	12/06/2020	12/06/2020	24	14

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher course-UGC HRDC	1	20/09/2019	03/10/2019	10
Orientation held at University of Mumbai	2	02/12/2019	21/12/2020	18
RUSA Sponsered Refresher course	1	17/06/2019	29/06/2019	10
Faculty Development Programs	39	31/03/2020	31/05/2020	5

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

24	3	14	3
----	---	----	---

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • 6 months Maternity leave for female faculty members • 15 days paternal leave for male faculty members • 10 days medical leave (In Single Academic Year) • 15 days casual leave (In Single Academic Year) • Duty leaves for attending conferences / seminars / research activities and examination purpose and industrial training. • 40/30 days' vacation leave • Provision of EPF facility for the faculty members • Health Care Insurance is provided for the faculty members and their family • Self contributory coffee vending machine • Semester end Lunch outings • On campus Doctor • Health check-up at NANAVATY hospital 	<ul style="list-style-type: none"> • 6 months Maternity leave for female faculty members. • 10 days medical leave • 8 days casual leave. • Duty leaves • Provision of EPF facility for the staff members • Health Care Insurance is provided for the staff members and their family • Semester end Lunch outings • On campus Doctor • Health check-up at NANAVATY hospital 	<ul style="list-style-type: none"> • Financial awards for meritorious student. • Book Bank scheme at free of charge. • Best student award • Counselling services for physical, mental, emotional wellbeing. • Group insurance • Soft skills and Job skills training included in regular time table. • Doctor on Campus

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institute has a policy for internal and external audits. Auditor Info Internal Auditor Name of Auditor: Ujwal Thakrar External Auditor Name of Auditor: Kishore A. Parikh Co. The Institute has an internal auditor where an internal audit is a semi-annual process in addition to the external audit to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year. Qualified Internal Auditors have been appointed and a team of staff under them does a thorough check and verification in each financial year. Internal audit majorly looks after precautionary steps that are required to be taken to avoid the recurrence of any errors in the future. Any major findings are then communicated to management as well as the college in order to enhance internal control, cash control if necessary. Likewise, an external audit is also carried out on an elaborate way on an annual basis. The institutional accounts are audited regularly by both Internal and statutory audits. The external audit is the more extensive and focused way to scan accounting-related information with systems. A pure system approach is followed by SAP and system audits on a sampling basis are done by the auditor.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
SVKM	83000	Academic Prizes

[View File](#)

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	Yes	Expert from Another Institution (Registrar of A graded college)	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1 Feedbacks are periodically received from parents by a feedback mechanism 2 Parents suggestions are invited at various programs like Orientation, Annual Day, Attendance Hearings Convocation ceremonies. 3 Parents also actively take part as a resource in co-curricular activities.

6.5.3 – Development programmes for support staff (at least three)

1 Non-teaching Staff is encouraged to attend Training under University Scheme and Programs. 2 The Administrative and Accounts Support Staff are facilitated by the College to undergo Training. 3 The Library Staff is encouraged to attend Training Programs at the University Level or any other organization. They are also encouraged to attend Refresher Courses and/or Orientation Courses.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1 National Conference on Emerging Trends in Digital Technology (ETDT-2020) by Department of IT in association with Forensics Department of Government of Maharashtra 2 MS teams Training For teachers and Students 3 Online Faculty Development Program in IT

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Seminar on Intellectual Property Rights	19/05/2020	19/05/2020	19/05/2020	55
2020	Online Faculty Development Program in	08/05/2020	08/05/2020	13/05/2020	361

	IT				
2019	Syllabus Orientation Workshop	03/08/2019	03/08/2019	03/08/2019	32
2020	Research Methodology and Data Analysis Workshop	25/01/2020	25/01/2020	25/01/2020	112
2020	National Conference on Emerging Trends in Digital Technology (ETDT-2020) by Department of IT in association with Forensics Department of Government of Maharashtra	27/02/2020	27/02/2020	27/02/2020	115
2019	Waste Audit	13/12/2019	13/12/2019	16/12/2019	1708
2019	Administrative Audit	31/07/2019	31/07/2019	31/07/2019	1708
2019	Academic Calendar Preparation	25/04/2019	25/04/2019	04/05/2019	1688
2020	MS teams Training For teachers and Students	17/05/2020	17/05/2020	06/06/2020	1708
2020	Seminar on Balancing Mind, Body and Soul at workplace by Sundeep Kochar	12/06/2020	12/06/2020	12/06/2020	165
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants
------------------------	-------------	-----------	------------------------

			Female	Male
Dignity project	10/07/2019	10/07/2019	3	Nil
IDF Rakhi Selling activity	08/08/2019	08/08/2019	6	4
IDF Rakhi Making activity	09/08/2019	09/08/2019	8	6
Rakhi Celebration	14/08/2019	14/08/2019	6	Nil
Mumbai Youth Change the Narrative on Inequality, A sensitization program on gender equality	21/09/2019	21/09/2019	3	3
About Good touch and bad touch	30/09/2019	30/09/2019	8	3
Create awareness regarding different women's rights and laws	08/12/2019	08/12/2019	4	2
Awareness of basic rights of women and laws relating to sexual harassment at workplace	11/12/2019	11/12/2019	81	19
CYBER SECURITY: INITIATIVE FOR SOCIETY	13/12/2019	13/12/2019	5	1
A competitive event "EXPRESSIONS"	16/12/2019	16/12/2019	26	5
Know Your Rights"-A socio legal workshop on rights of women	10/01/2020	10/01/2020	45	10
"Understanding the gender spectrum"	29/01/2020	29/01/2020	56	14
To learn various techniques of	22/02/2020	27/02/2020	23	2

self-defence
and equip
oneself to face
any kind of
circumstance

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Under the Swachh Bharat Activity, NSS Committee conducted beach/river clean-up activities over the whole year across the following beaches: Dadar Chowpatty, Juhu Chowpatty, Juhu Koliwada, Mithi river. 2. Nine DLLE volunteers participated in Help #cleanmydesch campaign held at Juhu Beach 3. Rotaract club of UPG members participated in a beach clean-up drive with India for its oceans on the 15th of August. 4. Seven DLLE volunteers conducted a lake cleaning activity "Cleanliness Drive" at Powai Lake. 5. The volunteers of NSS participated in an "Awareness Rally" organized by Clara College that was aimed at spreading awareness regarding tree plantation and save the tree initiative. The NSS Unit of UPG College conducted the first phase of Tree Plantation Drive at State Reserve Police Force (SRPF) Camp located at Goregaon. 6. The NSS Unit of UPG college celebrated the Anti-Tobacco Day, where 17 volunteers together with 310 students made a pledge of not having tobacco by going in each class and making the students of the college pledge the same. 7. A program was organized on "Waste it or invest it" organized by RUR Green Life Pvt ltd and the Social outreach unit of UPG College 8. A "Green Walk" was organized by the BMS department where 100 students visited Sanjay Gandhi National Park, Borivali (East). 9. A program was organized on "Illuminating Rural India Through Solar energy" on 24/09/2019 by the BSCIT Department of UPG College. 10. Rotaract Club of UPG members did an event called Wizards of Oz on World Ozone Day wherein they created a question and answer rapid-fire to spread across more information about the same. 11. 17 NSS volunteers launched a #bottleforchange" movement. 12. DLLE unit collected segregated dry waste and sent it for recycling to an organization RaddiConnect" and donated the proceedings to Helping Hands NGO. 13. Rotaract club of UPG along with the Rotary Club of Bombay West did a Swachhata Abhiyaan 14. 14 DLLE volunteers conducted an awareness activity "Say No to Plastic". 15. NSS Unit organized the gardening activity to protect our environment and plants 16. NSS unit participated in Swachh Bharat activity conducted at various places: Kalina Campus, Tata Compound, 17. 13 NSS unit volunteers participated in Waste collection and segregation the activity at Prem Nagar 18. Social Outreach Unit conducted Environmental Housie. A Housie with a twist quizzed the participants on the environment. 19. NSS unit attended Teri Workshop organized by UOM and R.D. National College on the recent issue 'Rethink Plastic' 20. 10 DLLE volunteers conducted an activity wherein they distributed plant sapling to the college staff to increase the total number of trees. (18.02.2019) 21. DLLE volunteers conducted a survey "Environmental awareness test" regarding peoples views and awareness about their surroundings and environment. (24.02.2020) 22. Social Outreach Unit conducted a green audit of the college in collaboration with RUR Green Life

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	17/12/2019	1	Traffic awareness	students from JV Parekh along with college students narrated poems and distributed drawings related to traffic to auto drivers, car drivers, bus drivers and traffic police	63
2020	1	1	20/02/2020	1	Mauj-E-Manch	underprivileged kids (Tishul NGO-santacruz) were taught self defense, art and craft, were given food from iscon and some gifts from sponsors	80

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
-------	---------------------	--------------------------

Code of Conduct for Students	14/07/2020	The code of Conduct for Students was uploaded on the college website and was also shared with first year students in the orientation program. The code of conduct for students was also published in the college prospectus. IQAC undertook the responsibility of monitoring the adherence to the code of conduct. Student Grievance and Anti Ragging committees were also involved in the monitoring work.
------------------------------	------------	---

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Tribute to Shri Bal Gangadhar Tilak on his 99th Death Anniversary	01/08/2019	01/08/2019	100
Humans be Humane an interactive session conducted of World Humanitarian Day on the topic how mental health affects Humanitarian behaviour.	20/08/2019	20/08/2019	75
Social Outreach Unit conducted a Mental Health session with Poddar Foundation. The session provided awareness on mental, behavioural and emotional health.	27/09/2019	27/09/2019	25
Volunteers conducted a IDF Diya Selling (Society Upliftment activity) in the college premises.	05/10/2019	05/10/2019	4
NSS unit attended Mental Health Troopers session in the college,	07/10/2019	07/10/2019	15

Workshop on "Stress Management Relaxation"	19/07/2019	23/07/2019	76
DLLE unit had organized an awareness campaign "Coronavirus Awareness" wherein pamphlet containing precautionary measures were distributed around college	11/02/2020	11/02/2020	7
DLLE unit organized "Boredom Eating" a Health webinar to spread awareness about boredom eating and its adverse effect on health. The webinar was led by dietician and Reebok certified fitness expert, Ms. Sheela Tanna.	15/04/2020	15/04/2020	18
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Paperless campus The college practices a paperless system in the campus by introducing soft wares in administration, online admission, student management and examination system 2. Green Ganesha: The RCUPG club celebrated 11 days Ganapati celebration E-Ganesha on the college premises. An eco-friendly idol of Ganesh was installed on the 3rd floor of our college. This event is carried out every year to bring all the college committees together and to celebrate the spirit of Ganapati Bappa Morya from 2nd Sep to 12th September 2019 3. Plastic free zone: Usage of plastic bottles and containers are discouraged on the campus 4. Segregation of dry waste and wet waste: Exclusive bins are installed in college to segregate dry and wet waste 5. E-waste collection drive: Annual E-Waste collection drive is carried out by IT Department 6. No lift day: The college suggests shutting down the lifts on alternate Saturdays.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices: 'Coffee with Principal' and 'Promotion of Research' are the two best practices successfully conceived and implemented by the institution. Coffee with principal This initiative is undertaken to encourage students to freely express their opinions, views and grievances to the Head of Institute. This enabled the creation of an open platform for free-flowing communication between students and authorities. This boosted the confidence of students and broke the communication barrier between students and college administration. The practice involves the opening of the suggestion box in front of the entire forum with measures taken to maintain the anonymity of the students. The discussion that takes place in this forum involves the grievances and suggestions revolving around the activities conducted by various student committees. The practice also involves taking up any agenda meant for the

subsequent academic year. The forum does not involve plain talk but corrective actions are also taken during the session. One of the great outcomes of this practice is enhanced approachability to the Head of Institute. Promotion of research: This practice enhances the research aptitude of students and teachers and allows for collaborative research undertakings. It identifies various research areas in different disciplines. The practice also encourages an interdisciplinary approach towards research. Research cell conducts the research workshops for students to sharpen the research skills. Students are motivated to participate in national and international conferences. The practice involved organizing a host of research activities such as workshops, seminars, national and international conferences and paper presentations. The practice led to a significant rise in the participation levels of student and faculty members in research-based workshops and conferences. Faculty members provide research-related guidance to students in their post-graduation projects. One of the grand outcomes of this initiative is the university grant received by professor Dr. Naresh Sukhani.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://upgcm.ac.in/Common/Uploads/ContentTemplate/183_Download_Best%20Practices%20C7.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

-> Comprehensive development of students to make them industry-ready. The vision of the institution is to empower students with knowledge and skills in their chosen fields by providing opportunities to realize their potential. Hence by keeping this vision of our college in mind, we empower our students by providing training in soft skills. Preplacement talks, soft skills, and internships are the unique programs offered by UPG that have armed the students with the tools to face all kinds of industrial challenges. These are the three initiatives unique to UPG's vision and mission. The vision of the institution is to empower students with knowledge and skills in their chosen fields by providing opportunities to realize their potential. Placement Counsellors help students in understanding the requirements of the industry and matching them with the student skillsets. The industry demands students to have soft skills apart from regular theoretical knowledge. Becoming skilled at soft skills helps students learn, live, and work better in the competitive world. To achieve this, the institute organizes soft skill training programs for all those students who have qualified for pre-placements. The Soft skill programs inculcate values befitting a global citizen. The soft skill program is for the duration of three years. The first-year syllabus includes topics such as: Becoming a global citizen, Assertive training, Getting work ready at your workplace, Identifying your strength and weakness, Self-awareness, and Emotional intelligence. The second-year syllabus includes topics such as Conflict Management, Problem-solving, Time management, and goal setting. This course in particular helps in developing the skill of assertiveness in communication. The soft skill session involves exercises that allow students to identify their strengths and weaknesses. The ability to remain self-aware is also developed during soft skill sessions. Along with aptitude test preparation, this program also takes care of emotional intelligence. Students are taught how to successfully deal with crises and conflicts concerning their workplace. The most demanding industry need is the meeting of project deadlines. Students are made to understand how to value time as a resource. Students also learn to plan their short-term and long-term goals during these sessions. In the third year, students are invited to the pre-placement talks to

provide guidance and information about the latest opportunities available in the job market. Internships in the B. A. program are an initiative of providing short-term opportunities to media students for gaining knowledge in the areas of filmmaking. It involves the college designing and creating opportunities for short-term internships for students with production houses. The outcome of this initiative is that students obtain valuable practical knowledge that the media students are especially deprived of in the confines of a classroom.

Provide the weblink of the institution

https://upgcm.ac.in/Common/Uploads/ContentTemplate/185_Download_Instit%20Dist%20C7.pdf

8.Future Plans of Actions for Next Academic Year

1. Integrating the Learning Management System to SAP system to eliminate the redundancy and improve resource sharing.
2. Efficiently using MS-Teams Platform for teaching and learning during the pandemic and lockdown situation.
3. Shifting the activities of Mentoring students from offline to online medium. Streamlining mechanism for mentorship program on virtual platform.
4. Guiding and encouraging students and staff to optimally use online resources available for academics and research.
5. To enhance employability skills of students by introducing more skill-based courses and providing softs skill programs for all students.
6. Introducing value added programs to supplement the syllabus there by making the students industry ready.
7. Encouraging students to take up summer internships and inviting industry experts for guest session to provide enhanced exposure and experience of students through placement cell of college.
8. Arranging lectures by research experts for guiding post graduate students to take up research work in different areas of their interest.
9. Arranging professional development programs for teaching and non-teaching staff and encouraging participation at professional development sessions arranged by SVKM.
10. Collaborating with institutions of repute for resource sharing and giving exposure to students.
11. Collaborating with Foreign Universities for faculty exchange and research activities and student exchange programs.
12. To design and implement institutional level code of ethics and net ethics for staff and students.
13. Encouraging students and staff to take up online certification programs on MOOC platforms.
14. Arranging mental health programs for students and staff.
15. Arranging career development programs for students.