



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	
• Name of the Head of the institution	M V MANDALI'S COLLEGES OF COMMERCE AND SCIENCE
• Designation	GOPAL KALKOTI
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02249619817
• Mobile No:	9322265215
• Registered e-mail	gopal.kalkoti@mvmeducation.com
• Alternate e-mail	degree@mvmeducation.com
• Address	Mogaveera Bhavan, MVM Educational Campus Road, Off Veera Desai Road, Andheri (W), Mumbai, Maharashtra 400058
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400058
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>University of Mumbai</b>				
• Name of the IQAC Coordinator	<b>Dr. Seema Rawat</b>				
• Phone No.	<b>02249619818</b>				
• Alternate phone No.					
• Mobile	<b>9892515272</b>				
• IQAC e-mail address	<b>seema.rawat@mvmeducation.com</b>				
• Alternate e-mail address	<b>degree@mvmeducation.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.mvmeducation.com/degreeCollege/aqar/">http://www.mvmeducation.com/degreeCollege/aqar/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:					
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>C</b>	<b>1.98</b>	<b>2019</b>	<b>01/04/2019</b>	<b>31/03/2024</b>
<b>6.Date of Establishment of IQAC</b>			<b>09/02/2016</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC			No File Uploaded		

<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Webinars, seminars and training sessions for faculty and students.	
Introduction of Learning Management System- Microsoft Teams. Collaboration with Teach Us for developing customized platform for online examination.	
Introduction of New ERP System-Acadmin for database management.	
Implement Learning Management System-Microsoft Teams	
Feedback and Survey from stakeholders- Faculty, Students, Parent, Alumni.	
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	

Plan of Action	Achievements/Outcomes
Organise webinar for faculty	National Level Webinar on
Organise webinar for students	<p>Series of webinars were organised for students from 8th July to 20th July 2020 for SY and TY students. Webinar series was organised with objective of providing training in various academic and skill based areas. Training session covered wider areas like Tally, Excel, interview skills, soft skills, social skills etc. On 14th and 15th July, 2020, Two Days Online National Level Webinar on Advanced Excel was organized in association with National Skill Development and Vocational Training Institute of India.</p>
Organise International Conference	<p>One Day Online International Multidisciplinary Conference on the topic "ISSUES &amp; CHALLENGES IN HIGHER EDUCATION - GLOBAL PERSPECTIVES" was organised on 27th June 2020 in association with Cosmopolitan's Valia of Commerce &amp; Arts and Indian Accounting Association - Thane Branch - Thane Chapter and University Mumbai.</p>
Community Engagement Activities	<p>Due to Covid-19 pandemic there was limited scope to organise community engagement activities. But in spite of this NSS, DLLE, Women Development Cell and Rotaract Club organised activities online as well as few activities in nearby community. NSS Unit organised programmes like International Yoga Day Celebration on 21st June 2020, Awareness Campaign on Covid-19 Pandemic on 21st July</p>

	<p>2020, Paper bag making activity on 6th November,2020 and celebration of Constitution Day on 26th November 2020. Women Development Cell organised session on</p>
<p>Promote talent through Inter Collegiate and Intra Collegiate competitions</p>	<p>Intracollegiate fest- Showtime which is organised every year in beginning of academic year could not take place due to Pandemic situation.apart from this various offline activities and competititons which use to happen throughout the year, could not take palce.Shaam -E-MVM - Talent Hunt event was organised by Cultural Association on 30th December 2020 where students were given platofrm to showcase their talent. 2 days Intercollegiate fest-Clairvoyance was organized online on 5th &amp; 6th June 2020. More than 75 colleges participated in the fest. Our college students also participated in various competitions organized by different colleges online and won prizes.</p>
<p>Foundation Day Celebration</p>	<p>Celebration of 10th Foundation Day of MVM College was organised online on 30th August 2020. Chief Guest for the event was Dr. Ancy Jose, Principal of Nagindas Khandwala College. All management representative, gounder members, faculties,alumni and students were present for the event.</p>
<p>Encourage faculty to participate in seminar,conference</p>	<p>During lockdown our faculty members enthusiastically participated in various seminars, conferences and</p>

	<p>faculty development programmes to enhance their knowledge, skills and especially learning various online tools and platforms for teaching learning. Training session was also arranged for faculty members so that they can upgrade their knowledge.</p>
Celebration of Teachers Day	<p>Teacher's Day was celebrated on 5th September 2020. This year due to Pandemic situation this programme is organised Online. Entertainment programme was organised for faculty members by management.</p>
Implementation of New ERP system	<p>New ERP Admin is introduced in June 2020. This ERP system is successfully implemented in the college. This system is used for online admission, managing students database, online result declaration and digital result distribution to students.</p>
Online feedback and students satisfaction Survey	<p>Online feedback from FY,SY and TY students were collected on Teachers, Teaching learning environment, Curriculum, Infrastructure and Library. Students' satisfaction survey was done. Feedback is also collected from other stakeholders- faculty members, parents, and alumni. Exit Survey is also conducted on TY outgoing students.</p>
Implement Learning Management System	<p>Considering the pandemic situation and requirement of Online teaching- IQAC has introduced Microsoft Teams Platform for conducting lectures. Training is provided to all faculty members and</p>

	students to use various features of Microsoft Teams. For conducting online examination IQAC has collaborated with Teach Us. Online exams were successfully conducted on this platform. Internal Examinations conducted through Google form.				
ICAI examination	College was centre for ICAI examination during 21st Novemembr,2020 to 14th December 2020.College successfully conducted the examination.				
Improve Results of TY students	We are growing not in numbers but in quality also, which is clearly visible in performance outcome of our students. We have been successful in achieving 85% result in B.SC.IT, more than 90 % result in BAF and BMS and even 100% result in TYBCOM stream in semster V. Similarly we have been successful to achieve 67% result in B.SC.IT, 85 % result in BMS, 89% in BAF and 96% result in TYBCOM stream in semester VI				
<b>13.Whether the AQAR was placed before statutory body?</b>	Yes				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>College Development Committee (CDC)</td> <td>09/11/2021</td> </tr> </tbody> </table>		Name	Date of meeting(s)	College Development Committee (CDC)	09/11/2021
Name	Date of meeting(s)				
College Development Committee (CDC)	09/11/2021				
<b>14.Whether institutional data submitted to AISHE</b>					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>27/05/2021</td> </tr> </tbody> </table>		Year	Date of Submission	2021	27/05/2021
Year	Date of Submission				
2021	27/05/2021				



## Extended Profile

<b>1.Programme</b>	
1.1	<b>160</b>
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	<b>848</b>
Number of students during the year	
File Description	Documents
Data Template	No File Uploaded
2.2	<b>57</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	No File Uploaded
2.3	<b>235</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	No File Uploaded
<b>3.Academic</b>	
3.1	<b>14</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>



3.2	14
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	16
Total number of Classrooms and Seminar halls	
4.2	58.44
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	18
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

M V Mandali's Colleges of Commerce and Science have a well-organised system for curriculum delivery and documentation as prescribed by the University of Mumbai. The Principal convenes Staff Meeting on first working day of new academic year to outline the curricular and extra-curricular activities of the College. Workload distribution and preparation of time table is done in advance by Timetable committee to execute the curriculum completion in time, college prepares an Academic Planner and examination schedule and uploads it on the website in the beginning of academic year. The Programme Coordinators hold meetings with their respective faculties to formulate the action plan for their effective implementation of syllabus. The respective time table of different classes and divisions are shared with students. The teachers use various innovative techniques such as presentations, quiz, group discussion, assignments, preparatory tests to supplement their classroom teaching. After completion of syllabus, faculty members submit syllabus completion declaration to their respective coordinators at the end of each semester. Faculties maintain their individual

lecture records, lecture planning, leave records and monthly monitoring sheet in Faculty Daily Diary Book provided to them. If there is any gap in planned and actual lectures taken, faculty members also conduct extra lectures to fill the gap.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

There is a system in place to plan, implement and monitor the academic aspects of the institution. Academic planner committee prepares Academic calendar for the entire academic year in advance under the guidance of Principal, Vice Principal in line with university term schedule. The Calendar outlines the internal and external examination schedule and co-curricular activities. Plan of action for conducting internal, external and ATKT [Allowed To Keep Terms] exam is prepared by Examination committee and work related to exam is delegated and communicated to the faculties. The progress of the students is continuously monitored through class attendance, class tests and home assignments. Internal exams are of 25 marks out of which 5 marks are for overall participation of learner in the class. Teachers discuss the question banks in class and give guidelines to students about the pattern of question paper, methods and techniques of answering all the required questions in stipulated time. Once the Examinations are over, the entire schedule about evaluation of answerbooks, submission of the marklists & declaration of results are planned & implemented. Since under covid-19 guidelines the exams are conducted online, there is no provision for revaluation.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/ACADEMIC-CALENDAR-2020-21.pdf">http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/ACADEMIC-CALENDAR-2020-21.pdf</a>

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above

**following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

4

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The fundamental values predominant over learning of several courses are introduced to the students in a very interesting manner. The subjects like Foundation course at FY level and SY level, whereas subject like Environmental studies is been taught at FY level in all programmes run by the institution as compulsory subjects in curriculum by University of Mumbai. Introducing the basic values through supportive activities outside the classroom creates space in the minds of students to become sensitive and socially vibrant citizens. Various cross cutting issues have been integrated and the activities were conducted as follows:

- **Gender:** Webinar on the topic - Period Leave organised by Rotaract Club on 30/08/2020 Session on Covid 19 and lockdown impact on women's mental health organised by Women Development Cell on 23/10/2020
- **Environmental and Sustainability:** Paper bag making activity

organised by NSS UNIT on 06/11/2020

- Human Values: Awareness campaign on covid-19 pandemic organised by NSS Unit on 20/07/2020 Webinar On KARGIL VIJAY DIWAS organised by Rotaract club on 30/07/2020 A blanket donation drive organised by Rotaract club on 08/02/2021

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

176

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

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

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://www.mvmeducation.com/degreeCollege/feedback/">http://www.mvmeducation.com/degreeCollege/feedback/</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**1308**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

57

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Information related to the academic performance of the students is collected by the college based on class tests and home assignments . Such data are used to make strategies to improve the academic performance of the slow learners and advanced learners by taking following measures -

### Advanced Learners:-

- College has introduced Mentorship Programme, where mentor is assigned with the batch of 30 students each. During the session mentor identify advance learners and slow learners.
- A batch of 5 students is formed by the mentor which includes 2 advance learners and 3 slow learners.
- Mentor executes the Group Study Programme which consist of advance learners helping slow learners to clear their doubts, queries and concepts.
- Advanced learners are encouraged and motivated to write research papers and given an opportunity to present in conferences. For this College has formed Student Research Cell.
- They are actively involved in co-curricular and extra-curricular activities for all round development of their



personalities such as Sports Day, Annual Day, College Fest, International Conference, Seminars etc.

- These programme helps them to sharpen their skills and help them to groom their personalities and make them responsible.

#### Slow Learners:-

- Under Group Study Programme, slow learners are assisted by advance learners to cope up with their academic issues and knowledge gap.
- Remedial lectures are organised to clarify the doubts and concepts of important topics for improving the class performance.
- Faculty delivers the lectures in simple and lucid Language to clarify the concepts.
- Faculty members also prepare and provide subject notes to students, chapter wise and check their assignments frequently to monitor their performance.
- Mentor identifies slow learners with personal and/ or psychological issues and recommends them to counsellor as and when required.

Note: This year Group Study Programme was not conducted on account of pandemic but problems of the students were redressed by the class incharge.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
848	14

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

Our college believes and adopts student centric methods to improve student knowledge, skills and abilities. The institute organizes workshop, guest lectures, field visit, Industrial visits, seminars, group discussion, project and assignment and case studies to enhance the learning experience of the students. The teaching aids like power point presentation, speech for one minute, group discussion etc. make the teaching - learning process more interactive and participative.

- **Experiential learning:**

Students are imparted with practical knowledge by conducting separate practical lectures in information technology lab and electronics lab. Students are given practical exposure through fields visits and Industrial Visit every year for a week duration where students get opportunity to acquaint themselves with industries standard operating procedure which was interrupted due to pandemic. To enhance the practical knowledge with innovation, we do encourage our students to make some project works in BSc.IT, BMS and BAF. Programmes.

- **Participative learning:**

Faculty encourages classroom discussion on subject related topics and current issues related to their respective subjects. Faculty also focuses on enhancing knowledge of students beyond the prescribed syllabus, curriculum and updates them with practical knowledge through examples, case studies, role play, quizzes, preparatory tests, debates and group discussion.

- **Problem solving methodologies:**

The students are encouraged to come up with their subject related doubts or queries. Subject teachers assist them to solve their problems not only during lectures but even after lectures. For practical subjects like accountancy and mathematics home assignments are given on regular basis. Extra lectures are conducted for students in order to make them fully prepared for examination.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The presence of Information and Communication Technology (ICT) undoubtedly allows new ways of learning for students and teachers and helps the latter to interact with students. At our college by understanding the benefits of incorporating ICT tools in the teaching process, the faculty members have been using the ICT platforms such as Microsoft Teams, Teach Us, Academix and Google forms with the help of ICT infrastructure like Internet, Projector, Laptop, Computer, Smart phones etc.

The college has a fully integrated in-house managed online teaching, assessment and evaluation platforms. Since students are equally sophisticated in the use of technology the teaching and learning was done effectively by keeping faculties as the focus of the learning process. These online platforms proved successful for teachers and students to connect as the teachers can take out time and read queries at ease and answer suitably.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://www.mvmeducation.com/degreeCollege/in frastructure-for-ict/ict-enabled-tools/">http://www.mvmeducation.com/degreeCollege/in frastructure-for-ict/ict-enabled-tools/</a>

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

2.3.3.1 - Number of mentors

11

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

2.4 - Teacher Profile and Quality

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

14

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

1

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

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

56

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode.

Write description within 200 words.

Every year the orientation program is scheduled for the first-year students which helps them to understand the evaluation process. Examination committee communicates the evaluation process in the staff meeting. The evaluation process is then updated to the students. During the orientation programme parents are given a brief explanation about the evaluation process of internal examination in the college and semester end examination. The students are informed regarding all the criteria for the internal assessment like projects, home assignment, internal test etc. and also made aware of the eligibility criteria required to appear for the final examinations.

Examination committee of the college formulates evaluation process and it is communicated to faculty members, course coordinator and principal for ensuring its effective implementation. The college at the commencement of each academic year examination committee is formed to ensure smooth functioning of the examination process. Through close supervision by examination committee, the institution ensures effective implementation of the evaluation process with reference to the university guidelines.

Strategies adopted for student improvement:

Remedial classes are organized to clarify doubts, revision of core topics for improving performance.

Appropriate counselling with additional teaching, eventually helps students to attend classes regularly.

All the staff members maintain cordial relation with students and deal with their problems in a gentle manner.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Examination related grievances are handled by the Examination Committee to ensure openness, fairness and transparency. Consolidated mark list is displayed on website and respective class

group. The mark sheets for the semester end examination are distributed to the students online. Learners take up their examination related grievance to their respective class in-charge and/or programme coordinator.

1. Programme coordinator brings it to the notice of examination committee.

2. Examination committee handles the grievances looking at its nature of grievance.

3. The entire process is monitored by the chief examination in-charge.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/grievance/">http://www.mvmeducation.com/degreeCollege/grievance/</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The course outcome clearly reflects the knowledge and skill the students acquire by learning that course and it defines the cognitive processes a course provides. While defining the learning outcomes, much care is taken that they describe the knowledge, skills and competencies that students are expected to acquire as a result of completing their programme of study. The framework of the Programme Outcome (PO), Programme Specific Outcome (PSO), and Course Outcomes (CO) designed by the faculty are discussed in meeting by the respective department, validated and presented before the Head of the institution. Once approved by the Head of the department it is finally uploaded on the website.

The departments hold brainstorming sessions to design strategies so that outcomes are attained by the students. New recruits of the department are briefed on the Programme Outcomes and the Course Outcomes. POs, PSOs, COs are explained to them after the allocation of the respective courses. The Programme Outcomes, Programme Specific Outcomes and Course Outcomes of all courses/programmes are made available on website. Programme Outcomes, Programme Specific Outcomes and Course Outcomes are discussed with the parents and



their ward at the time of admission by the members of the admission committee and same is also discussed by the students regularly in the class by the course teacher

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.mvmeducation.com/degreeCollege/programs-outcomes/">http://www.mvmeducation.com/degreeCollege/programs-outcomes/</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The aim of the college is to be an academic centre of excellence in research, training, and education and aspire to create and foster a learning environment that enables participants to be leaders. The outcomes revolve around learning decision making skills in the competitive business context, developing critical and analytical thinking when faced with complex business situations, providing solutions in the context of corporate governance issues within an ethical framework, developing the ability to work effectively in teams, managing conflicts and able to identify and apply management principles in solving problems.

The measurement is carried out on the entire batch of students in the respective programmes and does not use sampling. The attainment of programme and course outcomes are evaluated on the basis of the following parameters.

1. Academic performance of the students at each semester examination held twice in an academic year.
2. The outcome is measured using research project, classroom assignments, internal test, practical projects, presentation and viva voice.
3. The outcome is measured in terms of professional courses pursued by the students like CA, CS, CMA, FRM, ACCA, etc
4. The outcome attainment is measured in terms of successful completion of recruitment, selection, placement and training process.



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.mvmeducation.com/degreeCollege/programs-outcomes/">http://www.mvmeducation.com/degreeCollege/programs-outcomes/</a>

### 2.6.3 - Pass percentage of Students during the year

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

261

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="http://www.mvmeducation.com/degreeCollege/academic/annual-report/">http://www.mvmeducation.com/degreeCollege/academic/annual-report/</a>

### 2.7 - Student Satisfaction Survey

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

<http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/STUDENT-SATISFACTION-SURVEY-FOR-ACADEMIC-YEAR-2020-21-1.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

0.0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

19

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 3.2 - Research Publications and Awards

### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

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

3

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

3

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

The institution has focused on connecting to the community through various community-based activities. The institution is having clubs and associations of students like N.S.S. Unit, Rotaract Club, WomenDevelopment cell emphasizing on social welfare of the local community with the following activities: 1. Neighborhood community: To achieve personality development of students through community service like Covid-19 Pandemic Awareness Campaign, Anti-plastic awareness campaign. 2. Sensitizing students to social issues: To provide an opportunity for students to address the needs and concerns of the community in cooperation with Rotary Club, through activities like webinars on social skills and mindfulness, an awareness program on Project Sakhi, and Blanket Donation Drive. 3. Holistic development: To build a gender-sensitive campus by promoting the general well-being of female students and staff and undertaking awareness programs on gender sensitization, women's

mental health, and women's empowerment. Institutional also promote the holistic development of students. Students are encouraged to participate in community-based activities, cultural activities, sports activities, life skills training throughout the year. In Holistic development, Institutionadopts a practical approach to a comprehensive learning system, which focuses on the development of students' intellectual, emotional, social, physical, artistic, creative, and spiritual potentials. The institution seeks to engage students in the teaching/learning process and encourages personal and collective responsibility. The main objective of engaging students in such activities is not only focusing on mere learning but also on implementing what is learned.

File Description	Documents
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/events-2/">http://www.mvmeducation.com/degreeCollege/events-2/</a>
Upload any additional information	No File Uploaded

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

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

5

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

450

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

3

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

5

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

#### Classrooms :-

The college has five big classrooms with seating capacity of 130 students each, eleven medium sized classrooms with seating capacity of 60 students each, a computer lab with eighteen computers having latest configuration and internet facility. An Electronic lab which contains all electronic instruments as per requirement of University Curriculum.

Learning Resource Centre (Library) is located on fourth floor of the college building with 1783.92 Sq.Ft. area and more than 6000 books, periodicals, magazine, journals, newspapers etc.

The College has Seminar Hall with area of 881.57 Sq.Ft. with all state of Art facilities which can be used for conducting seminar and workshops.

The Examination Room having area of 260.27 Sq .ft is located on the third floor of the college building. It has all facilities necessary for smooth conduct of examination such as copier, printer, WiFi etc. It has restricted entry with security enabled bio-metric entry authorisation.

#### Laboratory :-

The College has Electronic Laboratory and IT Laboratory which mainly cater to the academic needs of Commerce, Management and IT

students. The college has two full time IT technicians to maintain stock register ,log book in laboratory and maintaining equipment, kits, wires , probes e.t.c. For all computer related problems, a service provider is hired. Computers are regularly updated with anti-virus software to protect them from malicious programs. CCTV cameras are installed in Electronic lab as well in IT Laboratory for surveillance purpose safety and security of equipment there.

#### Computer Equipments:-

The College has 32 computers installed in various departments and cabins. These machines are maintained by the IT technicians appointed by the college. IT technicians take rounds daily morning to all locations where computers are installed.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/infrastructure-for-teaching/">http://www.mvmeducation.com/degreeCollege/infrastructure-for-teaching/</a>

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

- **Cultural Activities:-**

The College has a large full air-conditioned Smt. Shalini G. Shankar Convention Center having a seating capacity of 600 (Area 6967.75 Sq. Ft.) and Convention Center-Mini having capacity of 200 persons is situated on the Second floor (Area 2346.12 Sq. Ft.).

- **Sports and Games :-**

Our institution provides indoor and outdoor sports facilities. The institution has sports ground within the campus adjoining the college building which is maintained on regular basis for outdoor games like cricket, football, handball, basket ball, kho-kho, kabaddi, volley ball e.t.c. The College Management has engaged an external agency Brid's Sports Academy who has trained professional coaches. All outdoor sports related activities and equipments are maintained and upgraded by academy coaches from time to time. There is gymkhana on 4th floor of the college building, there are carrom boards, chess boards and table tennis tables which are been maintained as and when required. College has sports in-charge who is



responsible for maintenance, monitoring and upgradation all indoor sports equipments from time to time. Sports in-charge also keeps stock register and expense records of indoor sports related equipments.

- Indoor Sport Activities:-

Gymkhana Area for Indoor sports activities with area 784.30 Sq. Ft.  
Badminton Play area on first floor with area 2607.24 Sq. Ft.

- Outdoor Sports Activities :-

The College has Playground with area 17,555.90 Sq. Ft. and Recreation ground with area 13,553.90 Sq. Ft.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/in frastructure-for-activities/">http://www.mvmeducation.com/degreeCollege/in frastructure-for-activities/</a>

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

7

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****0.10 Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Institution make efforts to keep library equipments and books in good conditions. Librarian take proper care of library maintenance. The library is equipped with CCTV cameras to prevent pilferage and overall monitoring and surveillance. The Library of the college is computerised using MICM Software .The MICM support and maintenance is done by library staff .The hardware related support and maintenance is looked after by the IT technicians from time to time. Apart from this institution has outsourced the house keeping service which is responsible for cleaning and dusting of library on regular basis. Library is partially automated using MICM software solutions. Functions in the library are Accession of new book, Issue return of book for library member, Barcoding of books, Generation of reports has been done by the software.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.mvmeducation.com/degreeCollege/library/">http://www.mvmeducation.com/degreeCollege/library/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**      **E. None of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

NIL

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

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

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

2.1

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

1) Because of COVID Lockdown in Teaching Learning process took place via Online Mode.For this purpose all infrastructure and facilities provided to faculty members at their home.

2) Campus has introduced Learning Management System -Microsoft Teams

for conducting online lectures and Exams.

3) IT Facilities like Internet,Wifi is utilised by faculty members by themselves or wkich reimbursement is done by institution.

4) All technical issues,updatation and maintainence of nmicrosoft teams is done by IT team from time to time.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

18

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

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

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

16 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Institution has Infrastructure Committee consisting of representative of management and administrative staff to procure and deploy the fund for maintaining and upgradation of infrastructure facilities in the campus. Based on the actual annual expenditure of previous year, annual budget for current year prepared and put forward to management for final approval. Once the infrastructure budget is approved, it is utilized and executed in systematic and planned way with proper procedure.

1. Laboratory :- College has two laboratories, One is Electronic Laboratory utilised by B.Sc.IT students and faculty members whereas other one is Computer Laboratory which Laboratory is utilised by students and faculty of all departments. Electronic Laboratory's equipments remain in safe custody of faculty members. It team also looks after maintenance and upgradation of lab equipments from time to time. The Computer Laboratory is maintained by full time technical staff. Complaint register is maintained where any issue and problem related to is registered and timely keep records of users utilising the IT lab facility. Electronic lab and IT lab both have CCTV Cameras for security of equipments.

2. Library :- Institution make efforts to keep library equipments and books in good conditions. Librarian take proper care of library maintenance. The library is equipped with CCTV cameras to prevent pilferage and overall monitoring and surveillance. The Library of the college is computerised using MICM Software. The MICM support and maintenance is done by library staff. The hardware related support and maintenance is looked after by the IT technicians from time to time. Apart from this institution has outsourced the house keeping service which is responsible for cleaning and dusting of library on regular basis.

3. Sports:- The college has Gymkhana which is having provision for

indoor games like chess, carrom, table tennis, badminton court e.t.c. College has sports in charge to look after the gymkhana equipments and other activities. Sports in charge ensures that there is regular upgradation of chess board, carrom board and table tennis table. He is also responsible for preparing budget and procurements of equipments for gymkhana. The College has separate play grounds for the outdoor sports of Kabbadi, Khokho, Cicket, Basket Ball and Foot Ball. These grounds are maintained by civil contractor appointed by the Management with the help of professional coaches. All outdoor sports equipment are kept in store room under safe custody of coaches. They maintain stock register for the same which is monitored by infrastructure committee from time to time.

4. Computers :- The College has 32 computers installed at various facilities such as administrative office, computer laboratory, examination room, HR department, Library, staff rooms, coordinators room and teh cabins of Principal, Vice Principa, Coordinators e.t.c. These machines are optimally utilized for academic, administrative and examination related work.

5. Classrooms :- The College has sufficient number of classrooms, benches ,desks and boards are cleaned everyday by the house keeping service. The institution has contract with Unify Facility Management Pvt Ltd for cleanliness and hygiene of all classrooms washrooms. Class IV staff is also involved in regular monitoring of classrooms and to ensure that class rooms are properly cleaned. Tubelight , fans ,air conditions e.t.c are switched off properly during non working hours. College has annual maintenance contracts for maintenance of water purifier and cooler for drinking water.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

1

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

11

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

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

**A. All of the above**



File Description	Documents
Link to institutional website	<a href="http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2021/12/Supporting-document-final-5.1.3.pdf">http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2021/12/Supporting-document-final-5.1.3.pdf</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

Nil

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

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

6

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

**examinations) during the year**

2

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

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

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

The purpose of the Student Council (SC) is to serve as the effective communication medium between the administration and students. Even though there is a fair chance to every student to communicate at any time with the administrative officials, Student Council acts as the interactive body facilitating primary level of communication. Student Council also assists in planning and development of various cultural, sports, social, recreational and other educational interests of students in the institution. The Student council provides scope to contribute in the development of students' leadership skills, program planning and volunteering. All the

student office bearers are the nominated posts. This nomination is purely based on the merit of their leadership activities exhibited during the previous years. The Class representatives are nominated by the Class Teachers. Cultural activities representative and Sports activity representative are nominated by Cultural Coordinator and Sports Coordinator of the institution respectively. Appropriate gender balance in the Council shall be given priority. The fundamental role of Student Council is the facilitator of sharing information between administrative officials and the students.

The set of objectives for the council are

- To promote an environment conducive to educational and personal development.
- To support the management, administrative officials and faculty in the development of the Institution by means of sharing the opinion/suggestion/feedback of the council .
- To represent the views of the students on matters of general concern.

The functioning of the Student Council should be adhered to the objectives of the council. The council shall work with the administration in the planning and development activities of the students. The key functions are:

- Work closely with the administrative officials, teachers and students
- Should be easily reachable to the students in the institution
- Involve as many students as possible in the student development activities of the institution.

File Description	Documents
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/FORMATION-OF-Students-Council-2020-21.pdf">http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/FORMATION-OF-Students-Council-2020-21.pdf</a>
Upload any additional information	No File Uploaded

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

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

12

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

### 5.4 - Alumni Engagement

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

Former students or alumni of an institution can play an immensely positive role in higher education transformation. It has great ability to build a skills and knowledge sharing network. It is therefore strategic for institutions of higher learning to establish and maintain good relations with its alumni by inviting them in decision making, network building and development processes towards the overall advancement of any institution. In order to do so, it is vital for the institutions to have established open and direct communication channels with alumni and ensure that alumni representatives provide a strong support to the managing body of the institution. Consisting of former students, the alumni association plays a significant role in defining the goodwill of any institution by being brand ambassadors. 'MESA (MVM Ex-Students Association)' is the name of our alumni association. MESA is an active association. Some of the ways it has contributed to college's efforts are as follows: 1. Alumni are a member of IQAC, 2. Alumni are a member of CDC 3. Amid the pandemic, our alumni, Mr. Naresh Sharma guided the students successfully to in organising college fest Clairvoyance virtually.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

##### Vision:-

To create an institution which leads to well-established principles of attaining excellence in education for competitive growth with proficient techno-savvy-humane foundations.

##### Mission:-

We deliver excellent and holistic quality education for overall development of the students and strive for their continual development in our endeavour in making them quality human beings and responsible citizens of our nation.

##### Communication of Vision and Mission Statement to the Stakeholders:

- The vision, mission and objectives of the institution are communicated to the stakeholders in the following ways:
- College prospectus College website
- Display at the main entrance of the College Building The display on each floor
- Display in the library
- The display on teacher's daily diary
- The display on Conference/Seminar/Workshop Brochure

- During Induction training to teachers by HR personnel
- During the Orientation of a new batch of students

The policy statements and action plans for fulfilment of the stated mission:

All policy statements and action plans involving quality aspects in academics and administration are discussed by the Principal with the Heads of Department and faculty members and further discussed in the Education Committee meetings and decisions are recommended to the Managing Committee for sanction and implementation.

Interaction with stakeholders:

In the beginning of the academic year there are induction programs for new teachers, orientation programs for students and PTA meetings conducted to inform all stake holders of the action plans for the smooth functioning of the institution throughout the academic year and clarifications of queries from the stakeholders.

Plan of action by IQAC and committees:

In line with mission and vision of the Institute, IQAC prepares plan of action in the beginning of Academic year. Similarly all committees and clubs also prepare plan of action for their respective area focusing on achievement of vision and mission of the Institution.

Reinforcing the culture of excellence:

The Motto of the Campus is Creating Quality ....Delivering Excellence. In keeping with this the Management is constantly wanting to upgrade on the procedures and processes which would lead to improvements in the quality of education.

Effective leadership is managed through the statutory committee such as College Development Committee(CDC), Education Committee(EC) and Internal Quality Assurance Cell(IQAC) etc.the constitution of which is provided in the additional information.



File Description	Documents
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/about-us/">http://www.mvmeducation.com/degreeCollege/about-us/</a>
Upload any additional information	<a href="#">View File</a>

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

### 1. Decentralization:

- **Autonomy to Departments:**

Coordinators have freedom to take decisions related curriculum implementation, teaching learning methodology, examination and other co-curricular activities in their respective departments.

Coordinators also conduct frequent meetings with staff members to plan and execute departmental activities. Coordinators also interact frequently with parents and students to take suggestion and feedback for overall improvement and also have autonomy to implement the suggestions received from parents and students.

- **Autonomy to faculty:**

The college management has delegated authority and provided operational autonomy to the Principal and Vice Principal to implement the plans and policies to achieve overall organizational goals and objectives. Various Committees are formed by the Principal and operational autonomy is given committee in charges to implement various academic, extra-curricular and administrative activities. Faculty members are free to adopt the teaching methodology and use to various teachings aids to make the learning experience interesting.

- **Autonomy to students :**

In NSS and DLLE unit, students manager are given autonomy to organize and implement various in-house events as well as community engagement activities in coordination with faculty in charge and students. Cultural Association of the college organizes activities throughout the year where operational level autonomy is given to students. College has its own intercollegiate fest "clairvoyance" which is completely planed, organized and managed by students.

## 2. Participative Management:

- College Development Committee (CDC)

CDC has been constituted as per guidelines of the University of Mumbai. Faculty members, external members from other college, representative of management and students are part of CDC. College Development Committee conducts two meetings in each semester to review the development of college and also provide constructive action plan for college development. It reviews the activities of the college and makes recommendations about infrastructure development and other administrative matters.

- Internal Quality Assurance Cell (IQAC)

IQAC has been constituted in the college under the Chairmanship of the Principal. Faculty members, admin staff, students, alumni and representatives from community and industry are part of IQAC. Suggestions are taken from all stakeholders for overall quality enhancement in various areas of academic and non-academic aspects for which minutes are recorded and necessary actions are taken for its implementation. Action taken report is prepared, and approved by members to ensure that set targets are achieved within given time frame.

- Students Quality Circle

Students Quality Circle is an initiative of IQAC where student representative of each class voluntarily come together to form students quality circle.. Students 'Quality Circle meeting is conducted after regular interval where students conduct brain storming sessions on issues and problems faced by them and provide suggestions for improvement to higher authority.

- Students Council

Students' Council is formed in the beginning of academic year. Various representatives like President, Vice presidents, General secretary and other designations are selected. Representatives of student's council interact with the Principal and teachers frequently to put forwards their opinion, suggestions, grievances, if any. Student's council members also plan and organize various

activities in college.

File Description	Documents
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/naac-igac/igac-meeting-photos/">http://www.mvmeducation.com/degreeCollege/naac-igac/igac-meeting-photos/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Mechanism for strategic plan Formation:**

- Institution has Education Committee which looks after all the aspects of improvement and excellence in quality of education, in institution. The Education Committee is represented with members from Management, Principal, Programme Co-coordinators, Administration, Infrastructure, Human resources and Finance department. This Education Committee meets every second Saturday of the month, where all matters related to Degree College are discussed and minuted. On the basis of the deliberations, Education Committee prepares action plan for future growth and development of college in line with mission and vision statement.

College has Infrastructure Committee consisting of members of management, administration and finance. Committee looks after all the aspects related to development and maintenance of infrastructure in the college. Infrastructure committee conducts monthly meetings for reviews and action.

There is monthly Operations Meeting of administrative heads with college principal and vice principals, where all the issues related to infrastructure development and maintenance are discussed minuted. All the suggestions and recommendations made during Operations Meeting are forwarded to Management Committee for further approval and action by administrative head of the college.

Institution has IQAC. Meetings are conducted twice in each semester where suggestions are taken from external expertise from the field of industry, education, social welfare etc.

Institution also has College Development Committee which consists of internal faculty members as well external members. College Development Committee conducts two meetings in each semester to review the development of college and also provide constructive action plan for college development.

Students 'Quality Circle meeting is conducted where students conduct brain storming sessions on issues and problems faced by them and provide suggestions for improvement to higher authority.

#### Mechanism for strategic plan deployment:

- To deploy the perspective plan effectively, regular meetings are conducted at management level and faculty level. Based on discussion, opinion and suggestions from all stakeholders plans are prepared.
- Annual budget is prepared in the beginning of academic year keeping in mind the strategic plans. In Annual budget provisions are made for different aspects of development of institutions. Annual Budget is approved by the management.
- Based on the plan of action and available budget resources are organised and plan of action is put to implementation.
- Continuous review, monitoring and controlling is also done at various levels to ensure that plans are effectively implemented.
- The deviations in the plan are checked as soon as they are noticed and corrective action is taken by the Principal.

#### Perspective Plan

We prepare our action plan for future growth and development of college in line with mission and vision statement. The College is always well ahead of time to meet the requirements of stakeholders. Accordingly the College has perspective plan for development in year 2021-22. Perspective plan focuses on need based courses, faculty development and infrastructure.

- Starting post-graduation course - M.Com
- Introducing additional programme - B.Com. Actuarial studies

- Recruitment of more number of NET/SET qualified faculties
- Persuading faculty for enrolling for Ph.D. and those who have enrolled to expedite the process.
- Undertaking more number of Research projects by faculty
- Starting of Green Audit
- Starting of Academic Audit/ISO Certification
- Provision for Renewable source of energy
- Proper maintenance of rain water harvesting system.
- Enhance participation in Cultural and Sports activities.
- Make extensive use of Technology in teaching learning and administration.
- Take initiatives for providing welfare facilities for the teaching and non-teaching staff.
- Take initiative for students welfare fund to provide assistance to needy students.
- Starting Research Centre for Ph.D. in Commerce.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/naac-igac/igac-plan-of-action/">http://www.mvmeducation.com/degreeCollege/naac-igac/igac-plan-of-action/</a>
Upload any additional information	No File Uploaded

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

#### Quality policies:

- The College has a formally devised Quality Policy in the areas of development of infrastructure, academics, research, sports and co-curricular activities. The Quality Policy of the College is formulated by the Head of the institution in consultation with the programme coordinators and other stakeholders, IQAC and CDC members. The College is in the process of writing 'Quality Manuals' for the above aspects to put Quality Policy in action in a formal way.
- The quality policy on Infrastructural Developments states that the College should endeavor to develop state of art infrastructure for the students to enable them to excel in academics and sports.



- The quality policy on Academics states that the College should endeavor to achieve the highest standards in all aspects of academics.
- The quality policy on Research states that the College should endeavor to provide Centre of Excellence in promoting and developing research culture in all streams in the College.
- The quality policy on Sports states that the College should endeavor to provide indoor and outdoor sports infrastructure to the students to encourage them to participate confidently at the University, State and National and in future International level.

#### Administrative Set Up

- The organizational structure of the College is made up of the MVM Management, Education committee, The Principal, Vice Principal, Coordinators, Faculty, Administrative staff, Accounts Head and Facilities staff. The MVM management is responsible for infrastructure, finance and recruitment of the personnel.
- MVM runs the College administration through Education Committee and Managing Committee (MC). The MC consists of a total of eleven members. The MC functions effectively on account of close co-ordination between its members.
- The Principal supplies the required data received from the academic and administrative departments as well as from other stakeholders including students and parents on the basis of which key decisions are taken by the MC.
- The day-to-day decisions are taken by the Principal in consultation with the academic and administrative departments.
- Decisions about curriculum, quality sustenance in the respective subject, faculty performance evaluation, research and extension are taken by the respective programme coordinators in consultation with the Principal. The programme coordinators are also involved in a variety of administrative work such as examinations.
- The administrative work of the College is carried out by the committees consisting of faculty as its members along with the administrative staff. These committees are appointed by the Principal in accordance with the College academic, co-curricular and administrative activities.
- The Administrative and Accounts Sections perform the tasks relating to secretarial support and Accounting.

**Appointment, service rules, procedures**

- There is HR manager who look after all HR related matters.
- All HR policies are communicated to employees at the time of joining of employee, during induction.
- Employee Handbook includes all provisions related to appointment, service rules, procedures etc. Employee Handbook also consists policies related to employees like code of conduct, recruitment, promotion, grievance redressal etc. and same is shared with employees.

File Description	Documents
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/about-us/">http://www.mvmeducation.com/degreeCollege/about-us/</a>
Link to Organogram of the Institution webpage	<a href="http://www.mvmeducation.com/degreeCollege/about-us/leadership-and-governance/">http://www.mvmeducation.com/degreeCollege/about-us/leadership-and-governance/</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

#### Welfare Schemes for Teaching Staff:

- College has a staff welfare committee and designated staff



secretary looks after the issues related to welfare of faculty members and communicate the same to higher authorities.

- Staff welfare fund is utilized for staff refreshment and other misc. expenses towards staff.
- There is separate Teachers Training fund created which is utilized for training and development of faculty members.
- Management facilitates loans through management promoted Mogaveera Bank located in premises.
- The management complies with all government regulatory norms like maternity benefits, leaves, provident funds, gratuity, etc.
- Management provides medical relief on case to case basis to its employees.
- Fee concession to children of staff members studying in MVM school and college.

#### Welfare Schemes for Non Teaching Staff:

- Advance against salary.
- Financial assistance in case of medical emergency
- The management complies with all government regulatory norms like maternity benefits, leaves, provident funds, gratuity, etc.
- Fee concession to children of non teaching staff members studying in MVM school and college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

01

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

01

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

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

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

06

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

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

#### Performance Appraisal of Teaching Staff:-

The Performance Appraisal system is used to evaluate performance of faculty on the following parameters:

- Academic performance.
- Appraisal of personal traits, abilities and skills of teachers.
- Appraisal of research and extra-curricular activities.

The College has a three-tier Performance Appraisal System for teaching staff. The Confidential Reports of teachers are submitted annually before the end of academic year. The performance examined and verified at three levels as under:

- Remark by coordinators
- Remark by the Principal.
- Remark by the Chairman, Education Committee

These Annual Performance Appraisal Forms (Confidential Report) constitute important records for the purpose of promotions.

#### Procedure of performance appraisal of teaching staff:

The Performance Appraisal System for the Teaching Staff of the college is as per the norms fix by the management. Each faculty member does the self -Appraisal covering various aspects of their job role during academic year. This is then discussed by the faculty

with their immediate supervisors/ programme coordinators. After the appraisal by the programme coordinators, the teaching staff further discusses with the principal and with the management representatives.

#### Performance Appraisal of Non-Teaching Staff:-

Appraisal of every member of the Non-Teaching staff is done by Principal, Administrative Head and Management representatives.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

Institution has a strong and robust internal audit and statutory audit carried out annually. Audit are managed by qualified and experienced CA firms Two separate firms are involved for internal audit and statutory audit firm respectively.

- **Internal Audit:-**The Internal Audit of the college is conducted by the internal auditor appointed by the management by making necessary resolution in the meeting for the period of one year. The internal auditor completes his audit work quarterly and at the end of the financial year, he gives audit report to the management. The internal audit is conducted annually by Yashwant Co.

- **External Auditor:-**The External Statutory Auditor is also appointed for the period of one year by the management, in its annual general body meeting by passing necessary resolution. External statutory audit is performed by Ashok Rao company appointed by the Management. The auditor presents his audit report to management. The college complies with all government, regulatory and University of Mumbai affiliation regulations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

##### Institutional strategies for mobilisation of Funds:-

The financial resources of the College comes exclusively from the Management since the College is Unaided. The Management provides additional funds to the individual academic department for providing better facilities to the staff and students. Budget and review meetings are held regularly to monitor the utilization of funds.

The College receives funds from following sources:

- From Students fees:

The collection of tuition fees from the students is the main sources of funds to meet day to day activities of the college.

- From donors and sponsors:

The Management has been fortunate to get funding from various donors especially for the infrastructural requirements .The CSR Committee

has been constituted by the Management to explore the possibility of sourcing CSR funds from various private and public sector companies.

- From MVM Trust:

In case of deficit or additional fund requirement, the MVM trust provides the required fund.

Institutional strategies optimal utilization of resources:-

Every year, college prepares annual budget, half yearly budget, and Quarterly Budget for all the activities under different heads and present it to management for approval. Funds are distributed according to budget with an intention to maintain financial discipline. Frequent check and control is kept on expenditure and statement of expenditure on each activity is submitted in each education committee meeting. This helps to control the budget.

The institution optimises its available infrastructural resources in following ways:

- Renting out its infrastructure for conduct of University examination and professional examinations like ICAI.
- Renting out part of fifth floor to Head office, Mogaveera bank.
- Renting out Convention centres on first floor and second floor for various educational, social cultural purposes.
- Renting out classrooms to IMS proschool and Miles education on Sundays and holidays to conduct educational courses in Financial Management and CPA competititve examinations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

### **IQAC Mechanism:**

- The process for internal quality checks has been put in place by the College through the establishment of the Internal Quality Assurance Cell (IQAC). The IQAC plays a key role in the quality assurance efforts within the existing academic and administrative system. The IQAC receives inputs from every department - both academic and administrative
- The Principal holds periodic meetings with department heads, faculty members and administrative staff in order to ensure smooth implementation of the College plan/calendar. These mechanisms at the Department and the College levels ensure the sustenance and enhancement of quality. All major decisions for quality sustenance and assurance in the College are jointly taken by the Internal Quality Assurance Cell (IQAC), College Development Committee (CDC) and the Programme Coordinators.

External members on its committee:

- IQAC has two external quality experts. The significant contribution made by them is: Making suggestions as per developments in the external environment.
- Assisting in the conduct of Conferences and Workshop students and alumni contribute to the effective functioning of the IQAC
- The IQAC Streamlines the activities to be undertaken during the academic year, accordingly committees are made, students are also involved in these activities. The alumni contribute to the functioning of IQAC.

IQAC communication to stakeholder:

The IQAC communicates to the stakeholders in following ways:

- The major decisions and initiatives of the IQAC are communicated to the Staff Members through the Heads of the Departments.
- The IQAC holds periodic meetings with the members of administrative staff to communicate them the goals and plans for the IQAC.
- The IQAC Plans and Proposals form the basis for agenda of the Local Managing Committee (LMC) meetings.
- The IQAC communicates with the students, parents and other stakeholders as and when occasion permits to inform them about the IQAC plans
- .The College web-site updates students and external stakeholders about the various actions and initiatives of IQAC.



**IQAC initiative for Quality assurance:**

Students quality circle is an initiative of IQAC where student representative of each class voluntarily come together, conduct meetings and brainstorming sessions to provide suggestions for improvement in overall quality of education in the institution.

File Description	Documents
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/nac-igac/">http://www.mvmeducation.com/degreeCollege/nac-igac/</a>
Upload any additional information	<a href="#">View File</a>

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

On the initiative of IQAC, the college reviews and implements teaching learning reforms by way of the following:-

**Review of Teaching Learning Process:**

- Workload and time table is prepared by Time Table Committee. Time table committee prepare weekly time table and daily time table and same is communicated to faculty and student in the beginning of each semester.
- Faculty members conduct lectures as per assigned workload. Curriculum is covered as prescribed by University of Mumbai.
- During lectures faculty members are free to adopt various teaching methodologies. Students are continuously evaluated on the basis of class test, internal examination, projects, assignments, their active class participation etc.
- Along with the prescribed curriculum, various activities are also conducted under departmental clubs to provide additional knowledge to students.
- Faculty members also conduct remedial classes for students to solve their doubts and queries.
- At the end of semester examination is conducted and results are declared.
- This entire process of teaching learning is continuously evaluated and monitored by coordinators, Vice Principal and Principal through Departmental meetings, staff meetings

and IQAC meetings.

### Structure and Methodologies of Operations

- Workload and time table is prepared and shared with students and faculty.
- Monthly Monitoring sheet is prepared by each faculty in beginning of each semester which indicates lectures planned and executed.
- Every faculty fills up the Faculty Daily Diary which is a record of daily lectures and activities conducted.
- The college has a system of Daily lecture reporting where the lecture conducted by individual faculty is reported to the Principal.
- College has Teach us app for students attendance records. At the month end Faculty Log report is generated to ensure that lectures planned are executed. If there is any gap, faculty members take extra lectures.
- At the end of semester faculty members submit Syllabus declaration slip duly signed by students to ensure that syllabus is completed.

### Learning Outcome

- Learning outcome of learner is evaluated continuously through class tests, internal examinations, assignments, class participation etc.
- Learning outcome is also evaluated on the basis performance of learner in various competitive activities in areas like- their presentation skills, communication skills, leadership skills, decision making skills, organising skills etc.
- Learning outcome is measured quantitatively through result analysis at the end of each semester.
- Learning outcome is measured through exit survey conducted for students of Third year outgoing batch.
- Learning outcome is measured through feedback taken from students, parents and Alumni.
- College has implemented a system of evaluating individual teacher performance on various quantitative parameters.
- Mentoring sessions are conducted by faculty members where they interact with individual students and their parents and take their feedback on improvement of teaching learning environment in the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.mvmeducation.com/degreeCollege/nac-iqac/">http://www.mvmeducation.com/degreeCollege/nac-iqac/</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

A session on Covid 19 & Lockdown impact on womens' mental health by Women Development Committee was conducted on 23rd October 2020. Awareness was created among students on issues related to women like stress, depression, violence against women, harassment, etc. students shared their experiences with speaker and speaker also gave them her valuable suggestions, and steps need to be taken.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/WDC-plan-of-action.jpg">http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/WDC-plan-of-action.jpg</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/SPECIFIC-FACILITIES-FOR-WOMEN-IN-CAMPUS.pdf">http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/SPECIFIC-FACILITIES-FOR-WOMEN-IN-CAMPUS.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**The college conducts Waste Management Program in the campus to create awareness on waste management, to understand the impact of hazardous waste on environment and to make students understand importance of waste recycling (waste of paper, plastic and e-waste)**

**Institute has provided 3 separate dustbins with different color labels (green for paper waste, yellow for plastic waste and red for e-waste) to instill the habit of sorting the respective waste in the students.**

**We follow BMC norms to manage waste.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/waste-management.jpg">http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/waste-management.jpg</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **E. None of the above**

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

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **C. Any 2 of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

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

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the** **E. None of the above**

**following 1.Green audit 2. Energy audit  
3.Environment audit 4.Clean and green  
campus recognitions/awards 5. Beyond the  
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

**To provide an inclusive environment i.e tolerance and harmony**

towards cultural, regional, linguistics, communal socioeconomic and other diversities, the institute has conducted following program:

Organised International Yoga Day by N.S.S. Unit on 6th November, 2020.

Kargil Vijay Divas was celebration by Rotaract Club on 26th July, 2020.

Celebration of Independence Day on 15th August, 2020.

Celebration of Shaam -E-MVM - Talent Hunt event by Cultural Association on 30th December, 2020

Organised Intercollegiate Fest- " Clairvoyance 2021" on 5th and 6th June, 2021.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The institute has organised the following programs to sensitize students and employees of the Institute to the constitutional obligations

Celebration of Independence Day on 15th August, 2020.

Celebration of Republic Day on 26th January, 2021.



File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. **B. Any 3 of the above**

**Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The institute celebrated the following program:

Celebration of Kargil Vijay Divas on 26th July, 2020 by Rotaract club.

Celebration of Independence Day on 15th August, 2020.

Celebration of Republic Day on 26th January, 2021.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practices I:

Title of the Practice :- Student Quality Circle

- Goal:-

1. To improve in quality of Online teaching learning in the educational institute.
2. To provide opportunity to students to analyse and solve their own problems.
3. To change the attitude of students towards institute, from "I don't care" to "I do care".
4. To bring out the hidden potential of students to learn additional skills like brainstorming, problem solving etc.
5. To promote morale and motivation level of students.
6. To develop team spirit among students.

### The Context:-

SQCs are of self-managed groups led by students with support and resources especially provided by faculty and administration. Student Quality Circle is a formation of students usually between 6 to 12 members joining hands together purely on voluntary basis, focusing on improving the quality of teaching and learning. Usually meeting takes place twice in a semester with the coordination from the instructor. With mutual co-operative and collaborative approach, discussions are encouraged and subsequently problems are resolved. Expectation of students and faculty are matched and encouragement of learning environment is instilled.

### The Practice:-

1. SQC meetings are held once a month for about an hour on regular basis. The members meet usually at the end of the lectures in consultation with the manager. The time of the meetings is usually fixed in advance in consultation with the manager and members.
2. The circle sits down together to identify problems of and on their own. This is done by using the technique of brainstorming.
3. The problems are voted and the one which gets highest votes becomes the common problem of the entire group.
4. The students get down identifying the causes which have led to the problem by brainstorming session.
5. After analysing the problem and its root cause QC members arrive at possible solutions or recommendations.
6. Recommendations are presented to the higher authorities i.e. Principal or Management.
7. Generally, management accept the recommendations. At times recommendations may be rejected. If rejected management explains reasons for the same.
8. The management implement the decision. To encourage students and increase the morale of students they are rewarded for their recommendation SQC members are recognised and rewarded for their positive and fruitful recommendations. Students may be provided monetary as well as non-monetary incentives.

**Constraints:**

Time consuming process- Participation not voluntary- Limitation to provide monetary incentives.

**Problem encountered and Resources required:**

Students are not aware about quality circle concept so every year it requires proper orientation followed by training session for successful implementation of student's quality circle. A coordinator need to keep control on students' quality circle to ensure that a SQC meeting goes in right direction. Coordinator provides necessary resources to conduct SQC meetings like stationery such as pens, paper, notebooks, black board and arrangement of suitable venue for conducting meeting.

**Best Practices II:**

**Title of the Practice :- Students Empowerment through Departmental**

## Clubs

- Goals:-

1. To enable learner to connect to a peer group who shares similar interests.
2. To provide a platform to learner where he or she will be meeting new people, making new friends, and participating in activities.
3. To let learner understand on how to work well with a team.
4. To provide opportunity to learner where he or she can work with diverse group, discover their passion, skills and experiment with areas of expertise.
5. To develop leadership skills of learner that will be invaluable in all areas of life.
6. To provide opportunity to learner to handle certain situations and test their current knowledge.
7. To provide opportunity to learner to gain knowledge, skills and experience in leadership, communication, problem-solving, group development and management, finance, presentation and public speaking.
8. To help learner to become a better-rounded individual – one that's ready to take on their future career.

## The Context:-

We at MVM believe in empowering our students. College has taken a initiative to develop students clubs like department of Management Studies have club as " Minerva", Department of Accountancy and Fiancé have club named as " Finanza" and similarly department of B.Sc.IT have club as " Enigma". These clubs are voluntary group of students, by the students and for the students. Students are given freedom plan, organize and implement various activities for their academic and non-academic benefits. These club activities help students to develop their planning, organizing, leadership, public speaking and decision making skills. All these thing boost up the morale of learner and help to build their confidence level. what's great these student clubs is that while they learn to use skills like event management, event planning, and organising, they get to test them out in a safe environment where making mistakes is OK. Everyone is there to support them, so there's no fear in messing up or being wrong.

## The Practice:-

1. In the beginning of academic year all students of respective

departments are oriented about their clubs, its functioning and benefits.

2. Learner voluntarily join the club membership.
3. Core team of each club is formed which includes one or to faculty members and club representatives in leading position.
4. Core team conduct meeting, brainstorm and plan for various activities -academic or non- academic specific to their stream.
5. Core team put forward their ideas to higher authorities- principal or respective department coordinator.
6. After approval from higher authorities coordinators facilitate all resources required to organise activities.
7. All learners work as team along with core team and organise activity.
8. After successful completion of event reports are prepared and submitted to higher authorities.

#### Constraints:

Voluntary membership of learner- require controlling and guidance in financial aspects

#### Problem encountered and Resources required:

Only few students show willingness to take leadership position. Planning and organizing of event require monitoring from faculty. Coordinator provides necessary resources to conduct events like suitable venue, stationary items, and infrastructure, fund to organize event etc.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

#### Vision:-

To create an institution which leads to well-established principles of attaining excellence in education for competitive growth with proficient techno-savvy-humane foundations.

**Mission:-**

We deliver excellent and holistic quality education for overall development of the students and strive for their continual development in our endeavour in making them quality human beings and responsible citizens of our nation.

The Motto of the Campus is Creating Quality ....Delivering Excellence. In keeping with this the Management is constantly wanting to upgrade on the procedures and processes which would lead to improvements in the quality of education. Effective leadership is managed through the statutory committee such as College Development Committee(CDC), Education Committee(EC) and Internal Quality Assurance Cell(IQAC) etc. All plans and policies are prepared and implemented in line with mission and vision of the institution. There is Transparency and Fairness in governance. All actions of Management and faculty are directed towards achievement of excellence and overall development of the students.

Students are trained in values through seminars, workshops, exhibitions. The institution lays priority on value based education and believes that it is vital for individual success as well as for society. Students are not only sensitized towards social issues and community problems but they are motivated to participate in diverse sports activities, and have won prizes at the intercollegiate, state and national level competitions. Hence, all measure taken by the Principal, Administrative Staff and Teaching faculty strive towards academic excellence, individual growth and societal progress.



## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

M V Mandali's Colleges of Commerce and Science have a well-organised system for curriculum delivery and documentation as prescribed by the University of Mumbai. The Principal convenes Staff Meeting on first working day of new academic year to outline the curricular and extra-curricular activities of the College. Workload distribution and preparation of time table is done in advance by Timetable committee to execute the curriculum completion in time, college prepares an Academic Planner and examination schedule and uploads it on the website in the beginning of academic year. The Programme Coordinators hold meetings with their respective faculties to formulate the action plan for their effective implementation of syllabus. The respective time table of different classes and divisions are shared with students. The teachers use various innovative techniques such as presentations, quiz, group discussion, assignments, preparatory tests to supplement their classroom teaching. After completion of syllabus, faculty members submit syllabus completion declaration to their respective coordinators at the end of each semester. Faculties maintain their individual lecture records, lecture planning, leave records and monthly monitoring sheet in Faculty Daily Diary Book provided to them. If there is any gap in planned and actual lectures taken, faculty members also conduct extra lectures to fill the gap.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

There is a system in place to plan, implement and monitor the academic aspects of the institution. Academic planner committee prepares Academic calendar for the entire academic year in advance under the guidance of Principal, Vice Principal in line



with university term schedule. The Calendar outlines the internal and external examination schedule and co-curricular activities. Plan of action for conducting internal, external and ATKT [Allowed To Keep Terms] exam is prepared by Examination committee and work related to exam is delegated and communicated to the faculties. The progress of the students is continuously monitored through class attendance, class tests and home assignments. Internal exams are of 25 marks out of which 5 marks are for overall participation of learner in the class. Teachers discuss the question banks in class and give guidelines to students about the pattern of question paper, methods and techniques of answering all the required questions in stipulated time. Once the Examinations are over, the entire schedule about evaluation of answerbooks, submission of the marklists & declaration of results are planned & implemented. Since under covid-19 guidelines the exams are conducted online, there is no provision for revaluation.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/ACADEMIC-CALENDAR-2020-21.pdf">http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/ACADEMIC-CALENDAR-2020-21.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
4	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
0	
<b>1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year</b>	
0	

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The fundamental values predominant over learning of several courses are introduced to the students in a very interesting manner. The subjects like Foundation course at FY level and SY level, whereas subject like Environmental studies is been taught at FY level in all programmes run by the institution as compulsory subjects in curriculum by University of Mumbai. Introducing the basic values through supportive activities outside the classroom creates space in the minds of students to become sensitive and socially vibrant citizens. Various cross cutting issues have been integrated and the activities were conducted as follows:

- Gender: Webinar on the topic - Period Leave organised by Rotaract Club on 30/08/2020 Session on Covid 19 and lockdown impact on women's mental health organised by Women Development Cell on 23/10/2020
- Environmental and Sustainability: Paper bag making activity organised by NSS UNIT on 06/11/2020
- Human Values: Awareness campaign on covid-19 pandemic organised by NSS Unit on 20/07/2020 Webinar On KARGIL VIJAY DIWAS organised by Rotaract club on 30/07/2020 A blanket donation drive organised by Rotaract club on 08/02/2021

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

176

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

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

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://www.mvmeducation.com/degreeCollege/feedback/">http://www.mvmeducation.com/degreeCollege/feedback/</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

1308

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

57

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Information related to the academic performance of the students is collected by the college based on class tests and home assignments . Such data are used to make strategies to improve the academic performance of the slow learners and advanced learners by taking following measures -

### Advanced Learners:-

- College has introduced Mentorship Programme, where mentor is assigned with the batch of 30 students each. During the session mentor identify advance learners and slow learners.
- A batch of 5 students is formed by the mentor which includes 2 advance learners and 3 slow learners.
- Mentor executes the Group Study Programme which consist of advance learners helping slow learners to clear their doubts, queries and concepts.
- Advanced learners are encouraged and motivated to write research papers and given an opportunity to present in conferences. For this College has formed Student Research Cell.
- They are actively involved in co-curricular and extra-curricular activities for all round development of their personalities such as Sports Day, Annual Day, College Fest, International Conference, Seminars etc.
- These programme helps them to sharpen their skills and help them to groom their personalities and make them responsible.

### Slow Learners:-

- Under Group Study Programme, slow learners are assisted by advance learners to cope up with their academic issues and knowledge gap.
- Remedial lectures are organised to clarify the doubts and concepts of important topics for improving the class

performance.

- Faculty delivers the lectures in simple and lucid Language to clarify the concepts.
- Faculty members also prepare and provide subject notes to students, chapter wise and check their assignments frequently to monitor their performance.
- Mentor identifies slow learners with personal and/ or psychological issues and recommends them to counsellor as and when required.

Note: This year Group Study Programme was not conducted on account of pandemic but problems of the students were redressed by the class incharge.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
848	14

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

Our college believes and adopts student centric methods to improve student knowledge, skills and abilities. The institute organizes workshop, guest lectures, field visit, Industrial visits, seminars, group discussion, project and assignment and case studies to enhance the learning experience of the students. The teaching aids like power point presentation, speech for one minute, group discussion etc. make the teaching - learning process more interactive and participative.

- **Experiential learning:**



Students are imparted with practical knowledge by conducting separate practical lectures in information technology lab and electronics lab. Students are given practical exposure through fields visits and Industrial Visit every year for a week duration where students get opportunity to acquaint themselves with industries standard operating procedure which was interrupted due to pandemic. To enhance the practical knowledge with innovation, we do encourage our students to make some project works in BSc.IT, BMS and BAF. Programmes.

- Participative learning:

Faculty encourages classroom discussion on subject related topics and current issues related to their respective subjects. Faculty also focuses on enhancing knowledge of students beyond the prescribed syllabus, curriculum and updates them with practical knowledge through examples, case studies, role play, quizzes, preparatory tests, debates and group discussion.

- Problem solving methodologies:

The students are encouraged to come up with their subject related doubts or queries. Subject teachers assist them to solve their problems not only during lectures but even after lectures. For practical subjects like accountancy and mathematics home assignments are given on regular basis. Extra lectures are conducted for students in order to make them fully prepared for examination.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The presence of Information and Communication Technology (ICT) undoubtedly allows new ways of learning for students and teachers and helps the latter to interact with students. At our college by understanding the benefits of incorporating ICT tools in the teaching process, the faculty members have been using the ICT platforms such as Microsoft Teams, Teach Us, Academix and Google forms with the help of ICT infrastructure like Internet,

Projector, Laptop, Computer, Smart phones etc.

The college has a fully integrated in-house managed online teaching, assessment and evaluation platforms. Since students are equally sophisticated in the use of technology the teaching and learning was done effectively by keeping faculties as the focus of the learning process. These online platforms proved successful for teachers and students to connect as the teachers can take out time and read queries at ease and answer suitably.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://www.mvmeducation.com/degreeCollege/infrastructure-for-ict/ict-enabled-tools/">http://www.mvmeducation.com/degreeCollege/infrastructure-for-ict/ict-enabled-tools/</a>

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

#### 2.3.3.1 - Number of mentors

11

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

14

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

1

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

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

##### 2.4.3.1 - Total experience of full-time teachers

56

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

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

Every year the orientation program is scheduled for the first-year students which helps them to understand the evaluation process. Examination committee communicates the evaluation process in the staff meeting. The evaluation process is then updated to the students. During the orientation programme parents are given a brief explanation about the evaluation process of internal examination in the college and semester end examination. The students are informed regarding all the criteria for the internal assessment like projects, home assignment, internal test etc. and also made aware of the eligibility criteria required to appear for the final examinations.

Examination committee of the college formulates evaluation process and it is communicated to faculty members, course coordinator and principal for ensuring its effective implementation. The college at the commencement of each academic year examination committee is formed to ensure smooth functioning of the examination process. Through close supervision by examination committee, the institution ensures effective implementation of the evaluation process with reference to the university guidelines.

Strategies adopted for student improvement:

Remedial classes are organized to clarify doubts, revision of core topics for improving performance.

Appropriate counselling with additional teaching, eventually helps students to attend classes regularly.

All the staff members maintain cordial relation with students and deal with their problems in a gentle manner.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Examination related grievances are handled by the Examination Committee to ensure openness, fairness and transparency. Consolidated mark list is displayed on website and respective class group. The mark sheets for the semester end examination are

distributed to the students online. Learners take up their examination related grievance to their respective class in-charge and/or programme coordinator.

1. Programme coordinator brings it to the notice of examination committee.

2. Examination committee handles the grievances looking at its nature of grievance.

3. The entire process is monitored by the chief examination in-charge.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/grievance/">http://www.mvmeducation.com/degreeCollege/grievance/</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The course outcome clearly reflects the knowledge and skill the students acquire by learning that course and it defines the cognitive processes a course provides. While defining the learning outcomes, much care is taken that they describe the knowledge, skills and competencies that students are expected to acquire as a result of completing their programme of study. The framework of the Programme Outcome (PO), Programme Specific Outcome (PSO), and Course Outcomes (CO) designed by the faculty are discussed in meeting by the respective department, validated and presented before the Head of the institution. Once approved by the Head of the department it is finally uploaded on the website.

The departments hold brainstorming sessions to design strategies so that outcomes are attained by the students. New recruits of the department are briefed on the Programme Outcomes and the Course Outcomes. POs, PSOs, COs are explained to them after the allocation of the respective courses. The Programme Outcomes, Programme Specific Outcomes and Course Outcomes of all courses/programmes are made available on website. Programme Outcomes, Programme Specific Outcomes and Course Outcomes are discussed with the parents and their ward at the time of

admission by the members of the admission committee and same is also discussed by the students regularly in the class by the course teacher

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.mvmeducation.com/degreeCollege/programs-outcomes/">http://www.mvmeducation.com/degreeCollege/programs-outcomes/</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The aim of the college is to be an academic centre of excellence in research, training, and education and aspire to create and foster a learning environment that enables participants to be leaders. The outcomes revolve around learning decision making skills in the competitive business context, developing critical and analytical thinking when faced with complex business situations, providing solutions in the context of corporate governance issues within an ethical framework, developing the ability to work effectively in teams, managing conflicts and able to identify and apply management principles in solving problems.

The measurement is carried out on the entire batch of students in the respective programmes and does not use sampling. The attainment of programme and course outcomes are evaluated on the basis of the following parameters.

1. Academic performance of the students at each semester examination held twice in an academic year.
2. The outcome is measured using research project, classroom assignments, internal test, practical projects, presentation and viva voice.
3. The outcome is measured in terms of professional courses pursued by the students like CA, CS, CMA, FRM, ACCA, etc
4. The outcome attainment is measured in terms of successful completion of recruitment, selection, placement and training process.



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.mvmeducation.com/degreeCollege/programs-outcomes/">http://www.mvmeducation.com/degreeCollege/programs-outcomes/</a>

### 2.6.3 - Pass percentage of Students during the year

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

261

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="http://www.mvmeducation.com/degreeCollege/academic/annual-report/">http://www.mvmeducation.com/degreeCollege/academic/annual-report/</a>

### 2.7 - Student Satisfaction Survey

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

<http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/STUDENT-SATISFACTION-SURVEY-FOR-ACADEMIC-YEAR-2020-21-1.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

0



File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

0.0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

19

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

3

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

3

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

The institution has focused on connecting to the community through various community-based activities. The institution is having clubs and associations of students like N.S.S. Unit, Rotaract Club, WomenDevelopment cell emphasizing on social welfare of the local community with the following activities: 1. Neighborhood community: To achieve personality development of students through community service like Covid-19 Pandemic Awareness Campaign, Anti-plastic awareness campaign. 2. Sensitizing students to social issues: To provide an opportunity for students to address the needs and concerns of the community in cooperation with Rotary Club, through activities like webinars on social skills and mindfulness, an awareness program on Project

Sakhi, and Blanket Donation Drive. 3. Holistic development: To build a gender-sensitive campus by promoting the general well-being of female students and staff and undertaking awareness programs on gender sensitization, women's mental health, and women's empowerment. Institutional also promote the holistic development of students. Students are encouraged to participate in community-based activities, cultural activities, sports activities, life skills training throughout the year. In Holistic development, Institutionadopts a practical approach to a comprehensive learning system, which focuses on the development of students' intellectual, emotional, social, physical, artistic, creative, and spiritual potentials. The institution seeks to engage students in the teaching/learning process and encourages personal and collective responsibility. The main objective of engaging students in such activities is not only focusing on mere learning but also on implementing what is learned.

File Description	Documents
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/events-2/">http://www.mvmeducation.com/degreeCollege/events-2/</a>
Upload any additional information	No File Uploaded

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

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

5

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

450

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

3

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

5

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

#### Classrooms:-

The college has five big classrooms with seating capacity of 130 students each, eleven medium sized classrooms with seating capacity of 60 students each, a computer lab with eighteen computers having latest configuration and internet facility. An Electronic lab which contains all electronic instruments as per requirement of University Curriculum.

Learning Resource Centre (Library) is located on fourth floor of the college building with 1783.92 Sq.Ft. area and more than 6000 books, periodicals, magazine, journals, newspapers etc.

The College has Seminar Hall with area of 881.57 Sq.Ft. with all state of Art facilities which can be used for conducting seminar and workshops.

The Examination Room having area of 260.27 Sq .ft is located on the third floor of the college building.It has all facilities necessary for smooth conduct of examination such as copier, printer, WiFi etc. It has restricted entry with security enabled bio-metric entry authorisation.

#### Laboratory :-

The College has Electronic Laboratory and IT Laboratory which mainly cater to the academic needs of Commerce,Management and IT students.The college has two full time IT technicians to maintain stock register ,log book in laboratory and maintaining equipment, kits, wires , probes e.t.c. For all computer related problems,a service provider is hired.Computers are regularly updated with anti-virus software to protect them from malicious programs.CCTV cameras are installed in Electronic lab as well in IT Laboratory fro surveillence purpose safety and security of equipment there.

#### Computer Equipments:-

The College has 32 computers installed in various departments and cabins.These machines are maintained by the IT technicians appointed by the college.IT technicians takes rounds daily morning to all locations where computers are installed.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/infrastructure-for-teaching/">http://www.mvmeducation.com/degreeCollege/infrastructure-for-teaching/</a>

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

- **Cultural Activities:-**

The College has a large full air-conditioned Smt. Shalini G. Shankar Convention Center having a seating capacity of 600 (Area 6967.75 Sq. Ft.) and Convention Center-Mini having capacity of 200 persons is situated on the Second floor(Area 2346.12 Sq.

Ft.).

- **Sports and Games :-**

Our institution provides indoor and outdoor sports facilities. The institution has sports ground within the campus adjoining the college building which is maintained on regular basis for outdoor games like cricket, football, handball, basket ball, kho-kho, kabaddi, volley ball e.t.c. The College Management has engaged an external agency Brid's Sports Academy who has train professional coaches. All outdoor sports related activities and equipments are maintained and upgraded by academy coaches from time to time. There is gymkhana on 4th floor of the college building, there are carrom boards, chess boards and table tennis tables which are been maintained as and when required. College has sports in-charge who is responsible for maintenance, monitoring and upgradation all indoor sports equipments from time to time. Sports in-charge also keeps stock register and expense records of indoor sports related equipments.

- **Indoor Sport Activities:-**

Gymkhana Area for Indoor sports activities with area 784.30 Sq. Ft. Badminton Play area on first floor with area 2607.24 Sq. Ft.

- **Outdoor Sports Activities :-**

The College has Playground with area 17,555.90 Sq. Ft. and Recreation ground with area 13,553.90 Sq. Ft.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/infrastructure-for-activities/">http://www.mvmeducation.com/degreeCollege/infrastructure-for-activities/</a>

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

7

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**



9

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

0.10 Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

Institution make efforts to keep library equipments and books in good conditions. Librarian take proper care of library maintenance. The library is equipped with CCTV cameras to prevent pilferage and overall monitoring and surveillance. The Library of the college is computerised using MICM Software .The MICM support and maintenance is done by library staff .The hardware related support and maintenance is looked after by the IT technicians from time to time. Apart from this institution has outsourced the house keeping service which is responsible for cleaning and dusting of library on regular basis. Library is partially automated using MICM software solutions. Functions in the library are Accession of new book, Issue return of book for library

member, Barcoding of books, Generation of reports has been done by the software.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://www.mvmeducation.com/degreeCollege/library/">http://www.mvmeducation.com/degreeCollege/library/</a>

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

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

NIL

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

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

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

<b>2.1</b>	
File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>
<b>4.3 - IT Infrastructure</b>	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
<p>1) Because of COVID Lockdown in Teaching Learning process took place via Online Mode. For this purpose all infrastructure and facilities provided to faculty members at their home.</p> <p>2) Campus has introduced Learning Management System -Microsoft Teams for conducting online lectures and Exams.</p> <p>3) IT Facilities like Internet, Wifi is utilised by faculty members by themselves or wkich reimbursement is done by institution.</p> <p>4) All technical issues, updatation and maintainence of nmicrosoft teams is done by IT team from time to time.</p>	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
<b>4.3.2 - Number of Computers</b>	
18	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded
<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	C.10 - 30MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

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

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

16 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Institution has Infrastructure Committee consisting of representative of management and administrative staff to procure and deploy the fund for maintaining and upgradation of infrastructure facilities in the campus. Based on the actual annual expenditure of previous year, annual budget for current year prepared and put forward to management for final approval. Once the infrastructure budget is approved, it is utilized and executed in systematic and planned way with proper procedure.

1. Laboratory :- College has two laboratories, One is Electronic Laboratory utilised by B.Sc.IT students and faculty members whereas other one is Computer Laboratory which Laboratory is utilised by students and faculty of all departments. Electronic Laboratory's equipments remain in safe custody of faculty members. It team also looks after maintenance and upgradation of

lab equipments from time to time. The Computer Laboratory is maintained by full time technical staff. Complaint register is maintained where any issue and problem related to it is registered and timely keep records of users utilising the IT lab facility. Electronic lab and IT lab both have CCTV Cameras for security of equipments.

2. Library :- Institution make efforts to keep library equipments and books in good conditions. Librarian take proper care of library maintenance. The library is equipped with CCTV cameras to prevent pilferage and overall monitoring and surveillance. The Library of the college is computerised using MICM Software .The MICM support and maintenance is done by library staff .The hardware related support and maintenance is looked after by the IT technicians from time to time. Apart from this institution has outsourced the house keeping service which is responsible for cleaning and dusting of library on regular basis.

3. Sports:- The college has Gymkhana which is having provision for indoor games like chess, carrom, table tennis, badminton court e.t.c. College has sports in charge to look after the gymkhana equipments and other activities. Sports in charge ensures that there is regular upgradation of chess board, carrom board and table tennis table. He is also responsible for preparing budget and procurements of equipments for gymkhana. The College has separate play grounds for the outdoor sports of Kabbadi, Khokho, Cricket, Basket Ball and Foot Ball. These grounds are maintained by civil contractor appointed by the Management with the help of professional coaches. All outdoor sports equipment are kept in store room under safe custody of coaches. They maintain stock register for the same which is monitored by infrastructure committee from time to time.

4. Computers :- The College has 32 computers installed at various facilities such as administrative office, computer laboratory, examination room, HR department, Library, staff rooms, coordinators room and the cabins of Principal, Vice Principa, Coordinators e.t.c. These machines are optimally utilized for academic, administrative and examination related work.

5. Classrooms :- The College has sufficient number of classrooms, benches ,desks and boards are cleaned everyday by the house keeping service. The institution has contract with Unify Facility Management Pvt Ltd for cleanliness and hygiene of all classrooms washrooms. Class IV staff is also involved in regular

monitoring of classrooms and to ensure that class rooms are properly cleaned. Tubelight , fans ,air conditions e.t.c are switched off properly during non working hours. College has annual maintenance contracts for maintenance of water purifier and cooler for drinking water.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

1

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

11

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

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

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2021/12/Supporting-document-final-5.1.3.pdf">http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2021/12/Supporting-document-final-5.1.3.pdf</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

**Nil**

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

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>



<p><b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b></p>	<p><b>A. All of the above</b></p>								
<table border="1"> <thead> <tr> <th data-bbox="97 607 539 674">File Description</th> <th data-bbox="547 607 1437 674">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="97 674 539 891">Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee</td> <td data-bbox="547 674 1437 891" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="97 891 539 992">Upload any additional information</td> <td data-bbox="547 891 1437 992" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="97 992 539 1133">Details of student grievances including sexual harassment and ragging cases</td> <td data-bbox="547 992 1437 1133" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>	Upload any additional information	<b>No File Uploaded</b>	Details of student grievances including sexual harassment and ragging cases	<b>No File Uploaded</b>	
File Description	Documents								
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>								
Upload any additional information	<b>No File Uploaded</b>								
Details of student grievances including sexual harassment and ragging cases	<b>No File Uploaded</b>								
<p><b>5.2 - Student Progression</b></p>									
<p><b>5.2.1 - Number of placement of outgoing students during the year</b></p>									
<p><b>5.2.1.1 - Number of outgoing students placed during the year</b></p>									
<p> </p>									
<table border="1"> <thead> <tr> <th data-bbox="97 1435 539 1503">File Description</th> <th data-bbox="547 1435 1437 1503">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="97 1503 539 1603">Self-attested list of students placed</td> <td data-bbox="547 1503 1437 1603" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="97 1603 539 1704">Upload any additional information</td> <td data-bbox="547 1603 1437 1704" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Self-attested list of students placed	<a href="#">View File</a>	Upload any additional information	<a href="#">View File</a>			
File Description	Documents								
Self-attested list of students placed	<a href="#">View File</a>								
Upload any additional information	<a href="#">View File</a>								
<p><b>5.2.2 - Number of students progressing to higher education during the year</b></p>									
<p><b>5.2.2.1 - Number of outgoing student progression to higher education</b></p>									
<p><b>6</b></p>									
<p> </p>									

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

2

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities**

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

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

00

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

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

The purpose of the Student Council (SC) is to serve as the effective communication medium between the administration and students. Even though there is a fair chance to every student to communicate at any time with the administrative officials, Student Council acts as the interactive body facilitating primary level of communication. Student Council also assists in planning and development of various cultural, sports, social, recreational and other educational interests of students in the institution. The Student council provides scope to contribute in the development of students' leadership skills, program planning and volunteering. All the student office bearers are the nominated posts. This nomination is purely based on the merit of their leadership activities exhibited during the previous years. The Class representatives are nominated by the Class Teachers. Cultural activities representative and Sports activity representative are nominated by Cultural Coordinator and Sports Coordinator of the institution respectively. Appropriate gender balance in the Council shall be given priority. The fundamental role of Student Council is the facilitator of sharing information between administrative officials and the students.

The set of objectives for the council are

- To promote an environment conducive to educational and personal development.
- To support the management, administrative officials and faculty in the development of the Institution by means of sharing the opinion/suggestion/feedback of the council .
- To represent the views of the students on matters of general concern.

The functioning of the Student Council should be adhered to the objectives of the council. The council shall work with the administration in the planning and development activities of the students. The key functions are:

- Work closely with the administrative officials, teachers and students

- Should be easily reachable to the students in the institution
- Involve as many students as possible in the student development activities of the institution.

File Description	Documents
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/FORMATION-OF-Students-Council-2020-21.pdf">http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/FORMATION-OF-Students-Council-2020-21.pdf</a>
Upload any additional information	No File Uploaded

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

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

12

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

### 5.4 - Alumni Engagement

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

Former students or alumni of an institution can play an immensely positive role in higher education transformation. It has great ability to build a skills and knowledge sharing network. It is therefore strategic for institutions of higher learning to establish and maintain good relations with its alumni by inviting them in decision making, network building and development processes towards the overall advancement of any institution. In order to do so, it is vital for the institutions to have

established open and direct communication channels with alumni and ensure that alumni representatives provide a strong support to the managing body of the institution. Consisting of former students, the alumni association plays a significant role in defining the goodwill of any institution by being brand ambassadors. 'MESA (MVM Ex-Students Association)' is the name of our alumni association. MESA is an active association. Some of the ways it has contributed to college's efforts are as follows: 1. Alumni are a member of IQAC, 2. Alumni are a member of CDC 3. Amid the pandemic, our alumni, Mr. Naresh Sharma guided the students successfully in organising college fest Clairvoyance virtually.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

#### Vision:-

To create an institution which leads to well-established principles of attaining excellence in education for competitive growth with proficient techno-savvy-humane foundations.

#### Mission:-

We deliver excellent and holistic quality education for overall development of the students and strive for their continual development in our endeavour in making them quality human beings and responsible citizens of our nation.

**Communication of Vision and Mission Statement to the Stakeholders:**

- The vision, mission and objectives of the institution are communicated to the stakeholders in the following ways:
- College prospectus College website
- Display at the main entrance of the College Building The display on each floor
- Display in the library
- The display on teacher's daily diary
- The display on Conference/Seminar/Workshop Brochure
- During Induction training to teachers by HR personnel
- During the Orientation of a new batch of students

**The policy statements and action plans for fulfilment of the stated mission:**

All policy statements and action plans involving quality aspects in academics and administration are discussed by the Principal with the Heads of Department and faculty members and further discussed in the Education Committee meetings and decisions are recommended to the Managing Committee for sanction and implementation.

**Interaction with stakeholders:**

In the beginning of the academic year there are induction programs for new teachers, orientation programs for students and PTA meetings conducted to inform all stake holders of the action plans for the smooth functioning of the institution throughout the academic year and clarifications of queries from the stakeholders.

**Plan of action by IQAC and committees:**

In line with mission and vision of the Institute, IQAC prepares plan of action in the beginning of Academic year. Similarly all committees and clubs also prepare plan of action for their respective area focusing on achievement of vision and mission of the Institution.

**Reinforcing the culture of excellence:**

The Motto of the Campus is Creating Quality ....Delivering Excellence. In keeping with this the Management is constantly wanting to upgrade on the procedures and processes which would lead to improvements in the quality of education.

Effective leadership is managed through the statutory committee such as College Development Committee(CDC), Education Committee(EC) and Internal Quality Assurance Cell(IQAC) etc.the constitution of which is provided in the additional information.

File Description	Documents
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/about-us/">http://www.mvmeducation.com/degreeCollege/about-us/</a>
Upload any additional information	<a href="#">View File</a>

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

**1. Decentralization:**

- **Autonomy to Departments:**

Coordinators have freedom to take decisions related curriculum implementation, teaching learning methodology, examination and other co- curricular activities in their respective departments. Coordinators also conduct frequent meetings with staff members to plan and execute departmental activities. Coordinators also interact frequently with parents and students to take suggestion and feedback for overall improvement and also have autonomy to implement the suggestions received from parents and students.

- **Autonomy to faculty:**

The college management has delegated authority and provided operational autonomy to the Principal and Vice Principal to implement the plans and policies to achieve overall organizational goals and objectives. Various Committees are formed by the Principal and operational autonomy is given committee in charges to implement various academic, extra-



curricular and administrative activities. Faculty members are free to adopt the teaching methodology and use to various teachings aids to make the learning experience interesting.

- Autonomy to students :

In NSS and DLLE unit, students manager are given autonomy to organize and implement various in-house events as well as community engagement activities in coordination with faculty in charge and students. Cultural Association of the college organizes activities throughout the year where operational level autonomy is given to students. College has its own intercollegiate fest "clairvoyance" which is completely planed, organized and managed by students.

## 2. Participative Management:

- College Development Committee (CDC)

CDC has been constituted as per guidelines of the University of Mumbai. Faculty members, external members from other college, respresentative of managment and students are part of CDC. College Development Committee conducts two meetings in each semester to review the development of college and also provide constructive action plan for college development. It reviews the activities of the college and makes recommendations about infrastructure development and other administrative matters.

- Internal Quality Assurance Cell (IQAC)

IQAC has been constituted in the college under the Chairmanship of the Principal. Faculty members, admin staff, students, alumni and representatives from community and industry are part of IQAC. Suggestions are taken from all stakeholders for overall quality enhancement in various areas of academic and non-academic aspects for which minutes are recorded and necessary actions are taken for its implementation. Action taken report is prepared, and approved by members to ensure that set targets are achieved within given time frame.

- Students Quality Circle

Students Quality Circle is an initiative of IQAC where student representative of each class voluntarily come together to form

students quality circle.. Students 'Quality Circle meeting is conducted after regular interval where students conduct brain storming sessions on issues and problems faced by them and provide suggestions for improvement to higher authority.

- Students Council

Students' Council is formed in the beginning of academic year. Various representatives like President, Vice presidents, General secretary and other designations are selected. Representatives of student's council interact with the Principal and teachers frequently to put forwards their opinion, suggestions, grievances, if any. Student's council members also plan and organize various activities in college.

File Description	Documents
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/naac-igac/igac-meeting-photos/">http://www.mvmeducation.com/degreeCollege/naac-igac/igac-meeting-photos/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Mechnism for srategic plan Formation:**

- Institution has Education Committee which looks after all the aspects of improvement and excellence in quality of education, in institution. The Education Committee is represented with members from Management, Principal, Programme Co-coordinators, Administration, Infrastructure, Human resources and Finance department. This Education Committee meets every second Saturday of the month, where all matters related to Degree College are discussed and minuted. On the basis of the deliberations, Education Committee prepares action plan for future growth and development of college in line with mission and vision statement.

College has Infrastructure Committee consisting of members

of management, administration and finance. Committee looks after all the aspects related to development and maintenance of infrastructure in the college. Infrastructure committee conducts monthly meetings for reviews and action.

There is monthly Operations Meeting of administrative heads with college principal and vice principals, where all the issues related to infrastructure development and maintenance are discussed minuted. All the suggestions and recommendations made during Operations Meeting are forwarded to Management Committee for further approval and action by administrative head of the college.

Institution has IQAC. Meetings are conducted twice in each semester where suggestions are taken from external expertise from the field of industry, education, social welfare etc.

Institution also has College Development Committee which consists of internal faculty members as well external members. College Development Committee conducts two meetings in each semester to review the development of college and also provide constructive action plan for college development.

Students 'Quality Circle meeting is conducted where students conduct brain storming sessions on issues and problems faced by them and provide suggestions for improvement to higher authority.

#### Mechanism for strategic plan deployment:

- To deploy the perspective plan effectively, regular meetings are conducted at management level and faculty level. Based on discussion, opinion and suggestions from all stakeholders plans are prepared.
- Annual budget is prepared in the beginning of academic year keeping in mind the strategic plans. In Annual budget provisions are made for different aspects of development of institutions. Annual Budget is approved by the management.
- Based on the plan of action and available budget resources are organised and plan of action is put to implementation.
- Continuous review, monitoring and controlling is also done at various levels to ensure that plans are effectively

implemented.

- The deviations in the plan are checked as soon as they are noticed and corrective action is taken by the Principal.

#### Perspective Plan

We prepare our action plan for future growth and development of college in line with mission and vision statement. The College is always well ahead of time to meet the requirements of stakeholders. Accordingly the College has perspective plan for development in year 2021-22. Perspective plan focuses on need based courses, faculty development and infrastructure.

- Starting post-graduation course - M.Com
- Introducing additional programme - B.Com. Actuarial studies
- Recruitment of more number of NET/SET qualified faculties
- Persuading faculty for enrolling for Ph.D. and those who have enrolled to expedite the process.
- Undertaking more number of Research projects by faculty
- Starting of Green Audit
- Starting of Academic Audit/ISO Certification
- Provision for Renewable source of energy
- Proper maintenance of rain water harvesting system.
- Enhance participation in Cultural and Sports activities.
- Make extensive use of Technology in teaching learning and administration.
- Take initiatives for providing welfare facilities for the teaching and non-teaching staff.
- Take initiative for students welfare fund to provide assistance to needy students.
- Starting Research Centre for Ph.D. in Commerce.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/naac-igac/igac-plan-of-action/">http://www.mvmeducation.com/degreeCollege/naac-igac/igac-plan-of-action/</a>
Upload any additional information	No File Uploaded

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

#### Quality policies:

- The College has a formally devised Quality Policy in the areas of development of infrastructure, academics, research, sports and co-curricular activities. The Quality Policy of the College is formulated by the Head of the institution in consultation with the programme coordinators and other stakeholders, IQAC and CDC members. The College is in the process of writing 'Quality Manuals' for the above aspects to put Quality Policy in action in a formal way.
- The quality policy on Infrastructural Developments states that the College should endeavor to develop state of art infrastructure for the students to enable them to excel in academics and sports.
- The quality policy on Academics states that the College should endeavor to achieve the highest standards in all aspects of academics.
- The quality policy on Research states that the College should endeavor to provide Centre of Excellence in promoting and developing research culture in all streams in the College.
- The quality policy on Sports states that the College should endeavor to provide indoor and outdoor sports infrastructure to the students to encourage them to participate confidently at the University, State and National and in future International level.

#### Administrative Set Up

- The organizational structure of the College is made up of the MVM Management, Education committee, The Principal,

Vice Principal, Coordinators, Faculty, Administrative staff, Accounts Head and Facilities staff. The MVM management is responsible for infrastructure, finance and recruitment of the personnel.

- MVM runs the College administration through Education Committee and Managing Committee (MC). The MC consists of a total of eleven members. The MC functions effectively on account of close co-ordination between its members.
- The Principal supplies the required data received from the academic and administrative departments as well as from other stakeholders including students and parents on the basis of which key decisions are taken by the MC.
- The day-to-day decisions are taken by the Principal in consultation with the academic and administrative departments.
- Decisions about curriculum, quality sustenance in the respective subject, faculty performance evaluation, research and extension are taken by the respective programme coordinators in consultation with the Principal. The programme coordinators are also involved in a variety of administrative work such as examinations.
- The administrative work of the College is carried out by the committees consisting of faculty as its members along with the administrative staff. These committees are appointed by the Principal in accordance with the College academic, co-curricular and administrative activities.
- The Administrative and Accounts Sections perform the tasks relating to secretarial support and Accounting.

#### Appointment, service rules, procedures

- There is HR manager who look after all HR related matters.
- All HR policies are communicated to employees at the time of joining of employee, during induction.
- Employee Handbook includes all provisions related to appointment, service rules, procedures etc. Employee Handbook also consists policies related to employees like code of conduct, recruitment, promotion, grievance redressal etc. and same is shared with employees.



File Description	Documents
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/about-us/">http://www.mvmeducation.com/degreeCollege/about-us/</a>
Link to Organogram of the Institution webpage	<a href="http://www.mvmeducation.com/degreeCollege/about-us/leadership-and-governance/">http://www.mvmeducation.com/degreeCollege/about-us/leadership-and-governance/</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

#### Welfare Schemes for Teaching Staff:

- College has a staff welfare committee and designated staff secretary looks after the issues related to welfare of faculty members and communicate the same to higher authorities.
- Staff welfare fund is utilized for staff refreshment and other misc. expenses towards staff.
- There is separate Teachers Training fund created which is utilized for training and development of faculty members.
- Management facilitates loans through management promoted Mogaveera Bank located in premises.
- The management complies with all government regulatory norms like maternity benefits, leaves, provident funds,



gratuity, etc.

- Management provides medical relief on case to case basis to its employees.
- Fee concession to children of staff members studying in MVM school and college.

#### Welfare Schemes for Non Teaching Staff:

- Advance against salary.
- Financial assistance in case of medical emergency
- The management complies with all government regulatory norms like maternity benefits, leaves, provident funds, gratuity, etc.
- Fee concession to children of non teaching staff members studying in MVM school and college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

01

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

01

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

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

06

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

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

### Performance Appraisal of Teaching Staff:-

The Performance Appraisal system is used to evaluate performance of faculty on the following parameters:

- Academic performance.
- Appraisal of personal traits, abilities and skills of teachers.
- Appraisal of research and extra-curricular activities.

The College has a three-tier Performance Appraisal System for teaching staff. The Confidential Reports of teachers are submitted annually before the end of academic year. The performance examined and verified at three levels as under:

- Remark by coordinators
- Remark by the Principal.
- Remark by the Chairman, Education Committee

These Annual Performance Appraisal Forms (Confidential Report) constitute important records for the purpose of promotions.

### Procedure of performance appraisal of teaching staff:

The Performance Appraisal System for the Teaching Staff of the college is as per the norms fix by the management. Each faculty member does the self -Appraisal covering various aspects of their job role during academic year. This is then discussed by the faculty with their immediate supervisors/ programme coordinators. After the appraisal by the programme coordinators, the teaching staff further discusses with the principal and with the management representatives.

### Performance Appraisal of Non-Teaching Staff:-

Appraisal of every member of the Non-Teaching staff is done by Principal, Administrative Head and Management representatives.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

Institution has a strong and robust internal audit and statutory audit carried out annually. Audit are managed by qualified and experienced CA firms Two separate firms are involved for internal audit and statutory audit firm respectively.

- **Internal Audit:-**The Internal Audit of the college is conducted by the internal auditor appointed by the management by making necessary resolution in the meeting for the period of one year. The internal auditor completes his audit work quarterly and at the end of the financial year, he gives audit report to the management. The internal audit is conducted annually by Yashwant Co.

- **External Auditor:-**The External Statutory Auditor is also appointed for the period of one year by the management, in its annual general body meeting by passing necessary resolution. External statutory audit is performed by Ashok Rao company appointed by the Management. The auditor presents his audit report to management. The college complies with all government, regulatory and University of Mumbai affiliation regulations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers**

during the year (INR in Lakhs)

0

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

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

##### Institutional strategies for mobilisation of Funds:-

The financial resources of the College comes exclusively from the Management since the College is Unaided. The Management provides additional funds to the individual academic department for providing better facilities to the staff and students. Budget and review meetings are held regularly to monitor the utilization of funds.

The College receives funds from following sources:

- From Students fees:

The collection of tuition fees from the students is the main sources of funds to meet day to day activities of the college.

- From donors and sponsors:

The Management has been fortunate to get funding from various donors especially for the infrastructural requirements .The CSR Committee has been constituted by the Management to explore the possibility of sourcing CSR funds from various private and public sector companies.

- From MVM Trust:

In case of deficit or additional fund requirement, the MVM trust provides the required fund.

**Institutional strategies optimal utilization of resources:-**

Every year, college prepares annual budget, half yearly budget, and Quarterly Budget for all the activities under different heads and present it to management for approval. Funds are distributed according to budget with an intention to maintain financial discipline. Frequent check and control is kept on expenditure and statement of expenditure on each activity is submitted in each education committee meeting. This helps to control the budget.

The institution optimises its available infrastructural resources in following ways:

- Renting out its infrastructure for conduct of University examination and professional examinations like ICAI.
- Renting out part of fifth floor to Head office, Mogaveera bank.
- Renting out Convention centres on first floor and second floor for various educational, social cultural purposes.
- Renting out classrooms to IMS proschool and Miles education on Sundays and holidays to conduct educational courses in Financial Management and CPA competitive examinations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5 - Internal Quality Assurance System**

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

**IQAC Mechanism:**

- The process for internal quality checks has been put in place by the College through the establishment of the Internal Quality Assurance Cell (IQAC). The IQAC plays a key role in the quality assurance efforts within the existing academic and administrative system. The IQAC receives inputs from every department - both academic and administrative
- The Principal holds periodic meetings with department heads, faculty members and administrative staff in order to ensure smooth implementation of the College plan/calendar.



These mechanisms at the Department and the College levels ensure the sustenance and enhancement of quality. All major decisions for quality sustenance and assurance in the College are jointly taken by the Internal Quality Assurance Cell (IQAC), College Development Committee (CDC) and the Programme Coordinators.

External members on its committee:

- IQAC has two external quality experts. The significant contribution made by them is: Making suggestions as per developments in the external environment.
- Assisting in the conduct of Conferences and Workshop students and alumni contribute to the effective functioning of the IQAC
- The IQAC Streamlines the activities to be undertaken during the academic year, accordingly committees are made, students are also involved in these activities. The alumni contribute to the functioning of IQAC.

IQAC communication to stakeholder:

The IQAC communicates to the stakeholders in following ways:

- The major decisions and initiatives of the IQAC are communicated to the Staff Members through the Heads of the Departments.
- The IQAC holds periodic meetings with the members of administrative staff to communicate them the goals and plans for the IQAC.
- The IQAC Plans and Proposals form the basis for agenda of the Local Managing Committee (LMC) meetings.
- The IQAC communicates with the students, parents and other stakeholders as and when occasion permits to inform them about the IQAC plans
- .The College web-site updates students and external stakeholders about the various actions and initiatives of IQAC.

IQAC initiative for Quality assurance:

Students quality circle is an initiative of IQAC where student representative of each class voluntarily come together, conduct meetings and brainstorming sessions to provide suggestions for improvement in overall quality of education in the institution.



File Description	Documents
Paste link for additional information	<a href="http://www.mvmeducation.com/degreeCollege/naac-igac/">http://www.mvmeducation.com/degreeCollege/naac-igac/</a>
Upload any additional information	<a href="#">View File</a>

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

On the initiative of IQAC, the college reviews and implements teaching learning reforms by way of the following:-

#### Review of Teaching Learning Process:

- Workload and time table is prepared by Time Table Committee. Time table committee prepare weekly time table and daily time table and same is communicated to faculty and student in the beginning of each semester.
- Faculty members conduct lectures as per assigned workload. Curriculum is covered as prescribed by University of Mumbai.
- During lectures faculty members are free to adopt various teaching methodologies. Students are continuously evaluated on the basis of class test, internal examination, projects, assignments, their active class participation etc.
- Along with the prescribed curriculum, various activities are also conducted under departmental clubs to provide additional knowledge to students.
- Faculty members also conduct remedial classes for students to solve their doubts and queries.
- At the end of semester examination is conducted and results are declared.
- This entire process of teaching learning is continuously evaluated and monitored by coordinators, Vice Principal and Principal through Departmental meetings, staff meetings and IQAC meetings.

#### Structure and Methodologies of Operations

- Workload and time table is prepared and shared with students and faculty.
- Monthly Monitoring sheet is prepared by each faculty in beginning of each semester which indicates lectures planned and executed.

- Every faculty fills up the Faculty Daily Diary which is a record of daily lectures and activities conducted.
- The college has a system of Daily lecture reporting where the lecture conducted by individual faculty is reported to the Principal.
- College has Teach us app for students attendance records. At the month end Faculty Log report is generated to ensure that lectures planned are executed. If there is any gap, faculty members take extra lectures.
- At the end of semester faculty members submit Syllabus declaration slip duly signed by students to ensure that syllabus is completed.

#### Learning Outcome

- Learning outcome of learner is evaluated continuously through class tests, internal examinations, assignments, class participation etc.
- Learning outcome is also evaluated on the basis performance of learner in various competitive activities in areas like- their presentation skills, communication skills, leadership skills, decision making skills, organising skills etc.
- Learning outcome is measured quantitatively through result analysis at the end of each semester.
- Learning outcome is measured through exit survey conducted for students of Third year outgoing batch.
- Learning outcome is measured through feedback taken from students, parents and Alumni.
- College has implemented a system of evaluating individual teacher performance on various quantitative parameters.
- Mentoring sessions are conducted by faculty members where they interact with individual students and their parents and take their feedback on improvement of teaching learning environment in the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);**

**C. Any 2 of the above**

**Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.mvmeducation.com/degreeCollege/naac-igac/">http://www.mvmeducation.com/degreeCollege/naac-igac/</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

A session on Covid 19 & Lockdown impact on womens' mental health by Women Development Committee was conducted on 23rd October 2020. Awareness was created among students on issues related to women like stress, depression, violence against women, harassment, etc. students shared their experiences with speaker and speaker also gave them her valuable suggestions, and steps need to be taken.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/WDC-plan-of-action.jpg">http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/WDC-plan-of-action.jpg</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/SPECIFIC-FACILITIES-FOR-WOMEN-IN-CAMPUS.pdf">http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/SPECIFIC-FACILITIES-FOR-WOMEN-IN-CAMPUS.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**The college conducts Waste Management Program in the campus to create awareness on waste management, to understand the impact of hazardous waste on environment and to make students understand importance of waste recycling (waste of paper, plastic and e-waste)**

**Institute has provided 3 separate dustbins with different color labels (green for paper waste, yellow for plastic waste and red for e-waste) to instill the habit of sorting the respective waste in the students.**

**We follow BMC norms to manage waste.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/waste-management.jpg">http://www.mvmeducation.com/degreeCollege/wp-content/uploads/2015/10/waste-management.jpg</a>
Any other relevant information	<a href="#">View File</a>

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>E. None of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <b>1. Restricted entry of automobiles</b> <b>2. Use of Bicycles/ Battery powered vehicles</b> <b>3. Pedestrian Friendly pathways</b> <b>4. Ban on use of Plastic</b> <b>5. landscaping with trees and plants</b>	<b>C. Any 2 of the above</b>

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	<a href="#">View File</a>

<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and</b>	<b>E. None of the above</b>

**energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

To provide an inclusive environment i.e tolerance and harmony towards cultural, regional, linguistics, communal socioeconomic and other diversities, the institute has conducted following program:

Organised International Yoga Day by N.S.S. Unit on 6th November, 2020.

Kargil Vijay Divas was celebration by Rotaract Club on 26th July, 2020.

Celebration of Independence Day on 15th August, 2020.

Celebration of Shaam -E-MVM - Talent Hunt event by Cultural Association on 30th December, 2020

Organised Intercollegiate Fest- " Clairvoyance 2021" on 5th and 6th June, 2021.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The institute has organised the following programs to sensitize students and employees of the Institute to the constitutional obligations

Celebration of Independence Day on 15th August, 2020.

Celebration of Republic Day on 26th January, 2021.



File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals
<p>The institute celebrated the following program:</p> <p>Celebration of Kargil Vijay Divas on 26th July, 2020 by Rotaract club.</p> <p>Celebration of Independence Day on 15th August, 2020.</p> <p>Celebration of Republic Day on 26th January, 2021.</p>

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practices I:

Title of the Practice :- Student Quality Circle

- Goal:-

1. To improve in quality of Online teaching learning in the educational institute.
2. To provide opportunity to students to analyse and solve their own problems.
3. To change the attitude of students towards institute, from "I don't care" to "I do care".
4. To bring out the hidden potential of students to learn additional skills like brainstorming, problem solving etc.
5. To promote morale and motivation level of students.
6. To develop team spirit among students.

### The Context:-

SQCs are of self-managed groups led by students with support and resources especially provided by faculty and administration. Student Quality Circle is a formation of students usually between 6 to 12 members joining hands together purely on voluntary basis, focusing on improving the quality of teaching and learning. Usually meeting takes place twice in a semester with the coordination from the instructor. With mutual co-operative and collaborative approach, discussions are encouraged and subsequently problems are resolved. Expectation of students and faculty are matched and encouragement of learning environment is instilled.

**The Practice:-**

1. SQC meetings are held once a month for about an hour on regular basis. The members meet usually at the end of the lectures in consultation with the manager. The time of the meetings is usually fixed in advance in consultation with the manager and members.
2. The circle sits down together to identify problems of and on their own. This is done by using the technique of brainstorming.
3. The problems are voted and the one which gets highest votes becomes the common problem of the entire group.
4. The students get down identifying the causes which have led to the problem by brainstorming session.
5. After analysing the problem and its root cause QC members arrive at possible solutions or recommendations.
6. Recommendations are presented to the higher authorities i.e. Principal or Management.
7. Generally, management accept the recommendations. At times recommendations may be rejected. If rejected management explains reasons for the same.
8. The management implement the decision. To encourage students and increase the morale of students they are rewarded for their recommendation SQC members are recognised and rewarded for their positive and fruitful recommendations. Students may be provided monetary as well as non-monetary incentives.

**Constraints:**

Time consuming process- Participation not voluntary- Limitation to provide monetary incentives.

**Problem encountered and Resources required:**

Students are not aware about quality circle concept so every year it requires proper orientation followed by training session for successful implementation of student's quality circle. A coordinator need to keep control on students' quality circle to ensure that a SQC meeting goes in right direction. Coordinator provides necessary resources to conduct SQC meetings like stationery such as pens, paper, notebooks, black board and arrangement of suitable venue for conducting meeting.

**Best Practices II:**

**Title of the Practice :- Students Empowerment through Departmental Clubs**

• **Goals:-**

1. To enable learner to connect to a peer group who shares similar interests.
2. To provide a platform to learner where he or she will be meeting new people, making new friends, and participating in activities.
3. To let learner understand on how to work well with a team.
4. To provide opportunity to learner where he or she can work with diverse group, discover their passion, skills and experiment with areas of expertise.
5. To develop leadership skills of learner that will be invaluable in all areas of life.
6. To provide opportunity to learner to handle certain situations and test their current knowledge.
7. To provide opportunity to learner to gain knowledge, skills and experience in leadership, communication, problem-solving, group development and management, finance, presentation and public speaking.
8. To help learner to become a better-rounded individual – one that's ready to take on their future career.

**The Context:-**

We at MVM believe in empowering our students. College has taken a initiative to develop students clubs like department of Management Studies have club as " Minerva", Department of Accountancy and Fiancé have club named as " Finanza" and similarly department of B.Sc.IT have club as " Enigma". These clubs are voluntary group of students, by the students and for the students. Students are given freedom plan, organize and implement various activities for their academic and non-academic benefits. These club activities help students to develop their planning, organizing, leadership, public speaking and decision making skills. All these thing boost up the morale of learner and help to build their confidence level. what's great these student clubs is that while they learn to use skills like event management, event planning, and organising, they get to test them out in a safe environment where making mistakes is OK. Everyone is there to support them, so there's no fear in messing up or being wrong.

**The Practice:-**

1. In the beginning of academic year all students of respective departments are oriented about their clubs, its functioning and benefits.
2. Learner voluntarily join the club membership.
3. Core team of each club is formed which includes one or to faculty members and club representatives in leading position.
4. Core team conduct meeting, brainstorm and plan for various activities -academic or non- academic specific to their stream.
5. Core team put forward their ideas to higher authorities- principal or respective department coordinator.
6. After approval from higher authorities coordinators facilitate all resources required to organise activities.
7. All learners work as team along with core team and organise activity.
8. After successful completion of event reports are prepared and submitted to higher authorities.

**Constraints:**

Voluntary membership of learner- require controlling and guidance in financial aspects

**Problem encountered and Resources required:**

Only few students show willingness to take leadership position. Planning and organizing of event require monitoring from faculty. Coordinator provides necessary resources to conduct events like suitable venue, stationary items, and infrastructure, fund to organize event etc.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

**7.3 - Institutional Distinctiveness**

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

**Vision:-**

To create an institution which leads to well-established principles of attaining excellence in education for competitive growth with proficient techno-savvy-humane foundations.

**Mission:-**

We deliver excellent and holistic quality education for overall development of the students and strive for their continual development in our endeavour in making them quality human beings and responsible citizens of our nation.

The Motto of the Campus is Creating Quality ....Delivering Excellence. In keeping with this the Management is constantly wanting to upgrade on the procedures and processes which would lead to improvements in the quality of education. Effective leadership is managed through the statutory committee such as College Development Committee(CDC), Education Committee(EC) and Internal Quality Assurance Cell(IQAC) etc. All plans and policies are prepared and implemented in line with mission and vision of the institution. There is Transparency and Fairness in governance. All actions of Management and faculty are directed towards achievement of excellence and overall development of the students.

Students are trained in values through seminars, workshops, exhibitions. The institution lays priority on value based education and believes that it is vital for individual success as well as for society. Students are not only sensitized towards social issues and community problems but they are motivated to participate in diverse sports activities, and have won prizes at the intercollegiate, state and national level competitions. Hence, all measure taken by the Principal, Administrative Staff and Teaching faculty strive towards academic excellence, individual growth and societal progress.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.3.2 - Plan of action for the next academic year**



We prepare our action plan for future growth and development of college in line with mission and vision statement. The College is always well ahead of time to meet the requirements of stakeholders.

Accordingly the College has perspective plan for development in year 2021-22. Perspective plan focuses on need based courses, faculty development and infrastructure.

- Starting post-graduation course - M.Com
- Introducing additional programme - B.Com. Actuarial studies
- Recruitment of more number of NET/SET qualified faculties
- Persuading faculty for enrolling for Ph.D. and those who have enrolled to expedite the process.
- Undertaking more number of Research projects by faculty
- Starting of Green Audit
- Starting of Academic Audit/ISO Certification
- Provision for Renewable source of energy
- Proper maintenance of rain water harvesting system.
- Enhance participation in Cultural and Sports activities.
- Make extensive use of Technology in teaching learning and administration.
- Take initiatives for providing welfare facilities for the teaching and non-teaching staff.
- Take initiative for students welfare fund to provide assistance to needy students