



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	
	Shri Vile Parle Kelavani Mandals's Usha Pravin Gandhi College of Arts, Science and Commerce
• Name of the Head of the institution	Dr. Anju Kapoor
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02242332040
• Mobile No:	9820306613
• Registered e-mail	upgcm.principal@upgcm.ac.in
• Alternate e-mail	info@upgcm.ac.in
• Address	Bhaktivedanta Swami Marg, Juhu Scheme, Vile Parle (west)
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400056
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing												
• Name of the Affiliating University	University of Mumbai												
• Name of the IQAC Coordinator	Smruti Nanavaty												
• Phone No.	02242332044												
• Alternate phone No.	02242332041												
• Mobile	09820588518												
• IQAC e-mail address	iqac@upgcm.ac.in												
• Alternate e-mail address	info@upgcm.ac.in												
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.upgcm.ac.in/Common/Uploads/ContentTemplate/188_Download_AOAR_2019-2020%20Copy_Submitted_toNAAC.pdf												
4.Whether Academic Calendar prepared during the year?	Yes												
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.upgcm.ac.in/Common/Uploads/TabbedContentTemplate/801_Download_Acad.%20Calendar%20Sem.%200I%20to%20VI%202020-21.pdf												
5.Accreditation Details													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>A</td> <td>3.04</td> <td>2017</td> <td>23/01/2017</td> <td>23/01/2022</td> </tr> </tbody> </table>	Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	A	3.04	2017	23/01/2017	23/01/2022	
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 1	A	3.04	2017	23/01/2017	23/01/2022								
6.Date of Establishment of IQAC	19/08/2017												
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,													
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Nil</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> <td>0</td> </tr> </tbody> </table>	Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	Nil	Nil	Nil	Nil	0			
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount									
Nil	Nil	Nil	Nil	0									
8.Whether composition of IQAC as per latest NAAC guidelines	Yes												

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	3
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p style="color: purple;">Pre academic session conducted on MS Team Platform Capability Enhancement Initiatives Gender sensitization initiatives and Gender Audit Conducting department wise Research Conferences on virtual platforms Social outreach initiatives during pandemic</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
Enhancement of Research Culture	Research Publications by Faculty members, Virtual Research Conferences by departments, Research methodology workshop for PG students
MOOC Courses by staff	Faculty members completed MOOC courses
Curriculum feedback from all stakeholders	Feedback analysed and actions suggested
Capacity building for staff	MS Teams Training
Online workshops and seminars	Department wise workshops and seminars by industry experts
Skill development initiatives for students	Soft skills training, language and communication activities such as online quizzes and competitions
Development of standard operating procedures	Admission process, facility usage process, process for linkage and collaboration, SOPs for conducting seminars, conferences or workshops and document submission
Collaboration with institutions of repute	Memorandum of understanding signed with 9 institutions for resource sharing and student live project work
Online cultural activities: Intra and inter collegiate	Runners up at Mood Indigo (IIT Festival), In house poetry recitation event
Mental health programs and online counselling sessions	Seminar by experts, counselling sessions by college counsellor, principal and coordinators
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
College Development Committee	15/12/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2019 -2020	24/01/2020

Extended Profile

1. Programme

1.1	291
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1738
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	290
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	627
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	26
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	26
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	17
4.2 Total expenditure excluding salary during the year (INR in lakhs)	5,12,31,727
4.3 Total number of computers on campus for academic purposes	135
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	
<p>The vision and mission of institute guide the institute's curriculum delivery. IQAC prepares the academic calendar in the beginning of the academic year in line with the academic calendar of University of Mumbai. In the departmental meeting, courses are allocated to the faculty members, before the semester begins. Departmental time table for each semester is prepared in accordance with academic calendar. Every faculty prepares teaching plans for effective curriculum delivery. The departmental time table and teaching plans are submitted to IQAC for review. On approval by the Principal, the time</p>	

table is set in the SAP module for recording conduct of lecture and attendance. The time table is communicated to students through college website and notice board. The teaching plans are shared with students. Programme outcomes, Programme specific outcomes and Course outcomes are discussed with students and uploaded on website. Curriculum feedback is undertaken from various stakeholders each year and analysed. On the basis of the feedback, action is taken at departmental level to improve curriculum delivery and outcomes. Soft skill sessions, guest sessions, workshops, seminars, field visits, project work, masterclasses are organised throughout the year to supplement the curriculum and increase industry interaction and improve practical learning.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The college IQAC creates an academic calendar that corresponds to the university academic calendar. The academic calendar is posted on the notice board for students and staff for reference, and it is also posted on the college website for all stakeholders. The academic calendar contains information about instructional, non-instructional days, term breaks and holidays. Faculty members prepare their own teaching plans, in line with the college academic calendar. Internal examinations are held according to the college academic schedule planned at department level. Students continuously undertake internal evaluations designed using variety of methods and techniques, including the administration of home assignments, quizzes, surprise tests, internal examinations, open book exams, presentations, and projects. Internal exam timetables are prepared and posted on the college website and on the notice board well in advance of the exams, in accordance with the academic calendar. Faculty members regularly monitor student attendance and class participation and encourage students to participate in class activities and student engagement programs. Value-added courses and certificate programs are arranged by all the departments periodically considering the examination schedule. Some courses require field trips, internships, study tours, and project work, all of which aid in the student's comprehension of the subject.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

<p>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</p>	<p>A. All of the above</p>
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File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

7

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

10

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

481

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

481

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The university curriculum is followed by the institute. Students are taught ethical values as part of their course curriculum through courses such as Ethics and Governance, Indian Ethos in Management, Business Communication, Media Laws and Ethics, Effective Communication, Press Laws and Ethics, Advertising in Environment in Legal Ethics. Soft skills and placement training imbues students with professional values. Internships, field work, project work, interaction with industry professionals through guest lectures, workshops and seminars, introduce students to professional standards at workplace. Gender issues are incorporated in the following courses - Business Communication, Foundation Course - I, Media Gender and Culture. Gender sensitization and women empowerment

programs are also conducted at college to supplement the curriculum. Human values are inculcated in the students through Foundation Course - I and Foundation Course - II and through activities such as teaching sessions with underprivileged children, organ donation awareness program, animal welfare program, anti-corruption vigilance program and events at old age homes. Environmental consciousness is propagated in courses like Foundation Course - I, Foundation Course - II, Foundation Course - III, Green Computing and practically through student participation in waste management, sustainable living, paper bag making activity, soil health and composting, indoor sapling planting activities.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

158

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

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

1620

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://upgcm.ac.in/Common/Uploads/ContentTemplate/191_Download_Feedback%20Analysis%2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

720

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

270

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

As all students have different learning levels & needs it becomes all the more important that the special programs be designed which cater to their requirements. The first year students of all courses are administered a course preparedness test at the beginning of the term in the first semester. Course-wise assessments of all students are done and three categories of students are subsequently made viz. those preferring fast pace of teaching, those who prefer slow pace of teaching & those who have difficulty in memorizing information. Based on the student responses, students are categorized into the three aforementioned categories. The activities conducted for the students who prefer fast pace of teaching/learning include making them attend expert lectures and master classes on current trends and advances in the industry. These students are encouraged to participate in various workshops, seminars and conferences, student colloquiums, inter-college competitions, presentation of research papers etc. This category of students is encouraged to enroll for different certification and add-on courses run by the college as well as those outside. The activities conducted for the students who prefer slow pace of learning are designed after the reasons are identified. Extra and remedial lectures are held for the slow

learners in the subjects they require extra coaching. The third category of students is those who have difficulty in memorizing information. Memory retention and recollection activities are conducted for these students such as techniques of focusing attention and how to organize and structure information, utilizing mnemonic devices.

File Description	Documents
Link for additional Information	http://www.upgcm.ac.in/NAAC/CR2/2.2.1_ad.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1738	26

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The different student centric methods adopted by the institute can be listed as:

- 1. Experiential learning:** The different experiential learning methods include learning through activities such as field visits to the industry and organizations, field work, entrepreneurial activities, research work; activity based learning, interactive sessions with experts, internships, volunteering at NGOs.
- 2. Collaborative learning:** In this type of learning, a group of students is involved in an activity which essentially capitalizes on different skill sets and resources each group member possesses. Group members actively engage with one another, share resources and take on different roles all aimed towards achieving a common goal. Collaborative learning is done through group projects, group discussions, performance of skits, role play, group presentations etc.

3. Problem Solving Methods: This method enables the students to gain knowledge by observing, analyzing, brainstorming, interpreting and performing application eventually offering a solution. Such methods include case studies, research projects, field projects etc.

4. Learning through add on and certificate courses: These courses are closely aligned to the industry requirements and experts are deputed to deliver the content. Some of these courses are Digital Media Marketing, Stock and Equity Markets, Graphic Design, Linux Administration, Sports management, Film Appreciation, Hip Hop Course, Google Adwords, Stock Markets, Digital and New Media PR.

5. Learning through co-Curricular and extra-curricular activities: The students' participation in various activities such as workshops, seminars, conferences, volunteering at NGOs, organizing Orientation programs, Annual day, Literature and Sport Festivals, entrepreneurial events, participation in film festivals, IT based festivals etc.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

In terms of ICT infrastructure, the college offers state of the art facilities. All departments are given laptops, desktop computers as well as well-equipped electronic and computer labs as well as separate projectors. College offers one of the best studios along with a Chroma setup, editing room and recording room for students. The various ICT tools are: SVKM WIFI, Student Portal, SAP, Smartboards, Ebrary, Databases, Inflibnet, College website, Social media pages of college, AISHE, MKCL, Shodhganga, Researchgate, Slide Share, Turnitin, Language lab, LCD Projector, Slide Changer Tool with Laser Pointer, Tethering Platform and HD wires, Camcorder, Teleprompter, Recording Studio, Music Mixer, Mac Air, Cell phone (EXAM Committee), Photocopy Machine (Copier & Printer), Scanner, Intercom facility, Video Conference Hotline facility, Skype Call (From College), Oracle etc. Studio equipment include : Headphones Amplifier, Vocal Recording Mic, Tripod Mic Stand, Green Chroma Screen, LED Light with Accessories, Vocal Studio Pro, LED Monitor for Live preview, PR0-POP Filter, HDMI Splitter, Adobe Creative

Cloud for team , Pro Tools software, Camera - Nikon D750 24-120 MM KIT NIKON Camera Lens -Nikon, Nikon Lens AF-S 50MM, NIKON Lens, Camera Lens-Nikon Lens AF-S 85MM F/1.8 G, NIKON Lens, Microphone-BOYA-BY-MM1, Nikon ACC Battery EN-EL15A (BATTERY), NIKON, Memory Card - SanDisk Extreme SDHC 32 GB 90 MB/S, SANDISK, NIKON GODAX TT - 685, NIKON ENELOOP AA 2000 MAH (4 PACK), I BALL Presenter C9 I BALLAPPLE MAC Desktop Computer. The college has all latest licensed software like Adobe Suite. All students and teachers are given login access to the resources at all hours.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.upgcm.ac.in/NAAC/CR2/2.3.2_ict_to_ols.pdf

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

26

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

26

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

9

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

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

2.4.3.1 - Total experience of full-time teachers

196

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college rigorously follows the internal evaluation system as per the norms and rules laid down by the University of Mumbai. The

examination committee and individual departments prepare the internal examination schedule as prescribed in the academic calendar and communicate it to the students through the college website and notice boards apart from the teachers announcing the same in the classrooms. The internal evaluation is done comprehensively by taking into consideration the internal tests, assignments, viva-voce and project presentations as well as student attendance and class participation. The internal question papers are set by individual subject teachers as per the weightage of modules in the syllabus and submitted to the respective coordinator. The exam is conducted as per the schedule and invigilated by a junior supervisor. Using mobile phones and other smart devices is strictly prohibited in the examination hall. The courses which do not require the internal tests to be taken follow the assignment and project presentation and submission guidelines. The rubric for the evaluation of assignments and project presentations as well as the schedule of presentations is communicated to the students well in advance. The teachers share the feedback with the students after the presentation and the changes are suggested as well before the final submissions are done. The internal marks for First Year and Second Year are submitted in the online as well the offline mode to the central examination office and for the Third Year students on the examination portal University of Mumbai.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The guidelines laid by the University of Mumbai are followed rigorously. Assessment schemes for all courses are given by the University. Continuous assessment evaluates a student's progress throughout the semester. The marks allotted for the internal assessment are 25. 20 marks are earmarked for the tests/assignment/projects while 5 marks are allotted for class participation and attendance. Two sets of question papers are prepared to ensure transparency and curb any malpractices. The exhaustive question banks for all subjects are prepared and from this the questions are generated which ensures complete objectivity. For the different courses, different types of assignments and projects are designed keeping in mind the program and course objectives. Students are assessed after completion of individual

modules through activities like quizzes, group discussions and extempore. The assessment includes internal tests, assignments and project presentations individually and in groups. The assignments are both submitted online on the student portal through SAP as well as in the offline mode. The rubrics are made and followed rigorously. Student performance is tracked and gap areas are identified for remedial sessions. The detailed feedback is discussed with the student. This leads to improved performance in the later examinations. Once the subject wise final results are declared, a notice for filing for revaluation is put up on the notice board and on the college website. They are given 10 days' time to fill the form and in case there are any grievances, they are addressed by the teacher. Since the pandemic time, Microsoft Teams platform has been extensively used for teaching learning and conducting examinations.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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.

Program outcomes, program specific outcomes and course outcomes are explained during the orientation program as well.

B.A.(FTNMP)- To prepare students in the production aspects of Film Television & New Media, as required by the present media environment, to empower the students in the production & managerial aspects of the media business.

B.M.S.- Knowledge of business, Management functions and its effective application, Critical thinking, Problem solving and decision making, Innovation, Conceptualization and creative thinking, Communication, Interpersonal skills & Social Skills, Research, analytics and Business intelligence, Global citizenship, Ethics, governance and conflict handling.

B.A.M.M.C. - To equip the learners with professional skills essential for making career in Entertainment industry, Cinema, Television, OTT Platforms, social media platforms ,to make learners develop a global awareness of political, social and corporate issues, to equip learners an ability to create and design emerging

media products.

B.Sc.(I.T.)- Understand, analyze and develop computer programs in the areas related to algorithms, system software, multimedia, web design, big data analytics and networking for efficient design of computer based systems of varying complexity.

M.Com (B.M.)- Acquisition of management knowledge, Ability to frame, analyze and solve complex management problems and take decision by being aware of the risk factors.

M.Sc.(I.T.)- Ability to apply the knowledge of Information Technology with recent trends aligned with research and industry, Ability to apply IT in the field of Computational Research,

M.A (E.M.A.)- To equip the learners with professional skills essential for making career in entertainment industry, Cinema, Television, OTT Platforms, social media platforms, building a foundation for research.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.upgcm.ac.in/PO,%20PSO%20and%20CO/M_146
Upload COs for all courses (exemplars from Glossary)	View File

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

The evaluation of program outcomes, program specific outcomes and course outcomes are done by mapping graduate attributes. Each course has identified a set of graduate attributes and scoring is done by mapping them in each subject in each semester. Graduate attributes of the various courses include: Knowledge of business, management functions & its effective application, critical thinking, problem solving & decision making, innovation, conceptualization & creative thinking, team work & intercultural competence, communication, interpersonal skills & social skills, research, analytics & business intelligence, global citizenship, ethics & governance & conflict handling, environmental consciousness & cross cutting Issues, digital capabilities & lifelong learning, problem analyses, application of tools and techniques, solution development, development of artistic talent and creativity, creation & designing

of media products, global & local awareness of political, social & corporate issues, application of rhetorical principles in creative fields, community engagement, interdisciplinarity etc.

Student placements are done via the college placement cell and through individual applications also. They reflect on the attainment of the attributes or qualities a particular course graduate must possess. Students also land internships and subsequent employment based on skills which they have acquired while being enrolled in a course. A lot of students also opt for higher education both in the country and abroad. Since employability and higher education are also considered to be objective of a course, the higher number reflects the attainment of objectives.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

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

618

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

https://upgcm.ac.in/Common/Uploads/ContentTemplate/197_Download_Final_SSS_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
0.35	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File
3.1.2 - Number of 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	
1	
File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	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	
22	

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

3.2 - 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

11

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - 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

6

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

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

It is said that if you want to change the world: start with the next

person who comes to you in need. With this thought in our minds, and a desire to help change the world in our hearts, the NSS Unit of UPG College began its journey of social service by lending a helping hand to its neighbourhood communities. In the years that students spent focused on giving back to society, they rarely noticed how many qualities they had ended up taking away from it in the form of their own personal development.

Leadership and Responsibility

Volunteers took charge of educating underprivileged kids throughout the years. While teaching kids in Indian Foundation for Educational Transformation (IFET), BMC schools and Voice of Slum NGO amongst others, students used to design the entire academic syllabus and teach children whose schools had been shut down. During blood donation drives, volunteers organised and managed the whole event each year from planning to executing and took charge of various departments to ensure a smooth working. Students also developed their knowledge in disaster management, which enabled them to take charge in disaster situations and help guide others to safety.

Empathy and Awareness of Different Sections of Society

Coming from a comfortable city lifestyle, students learnt to adapt to the simplistic environment of rural India during their 7-day residential camp. Upon seeing the lives of economically lower classes, people with disabilities, abandoned members at orphanages and old age homes and members from the LGBTQ+ community, students became aware of their own privilege and gained a changed perspective towards all members of society. They were mobilized with empathy for others and a sense of giving respect and kindness to everyone they encountered henceforth.

Confidence

'Social Sensitisation Series' is our year-round initiative within students to discuss and spread awareness about various issues prevalent in our society and how, we not only contribute to them, but what we can do to help reduce them. Students leave these brainstorming sessions as more confident, opinionated, and active citizens who are better-equipped to be changemakers in society. By participating in fests, competitions and other extra-curricular activities like street play performances, students also learn to

step out of their comfort zones and discover hidden talents within them.

Teamwork

As much as the essence of students' development is created from working for others, it is equally built from working with others in a team. While organizing large events, webinars, competitions, blood donation drives, and other campaigns, students learnt how to coordinate with different types of personalities while learning to grow and establish themselves in a group environment.

The years that students spend serving others equip them with personal qualities, values and a sense of humanity that they carry with them for the rest of their lives. Even after their time in college comes to an end, it is often seen that students will continue with acts of charity and social service on an individual level while encouraging others to join them in their efforts.

File Description	Documents
Paste link for additional information	Nil
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

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

141

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

1650

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - 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

36

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

13

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

UPG College of Arts, Science and Commerce is progressive, generous and endeavours to provide facilities keeping in mind the changing needs and the new programmes introduced by the College.

UPG College has 16 Classrooms, two computer laboratories, one electronics laboratory & 2 Studio rooms for smooth academic functioning.

All classrooms are air-conditioned and Wi-Fi enabled and upgraded to a virtual learning platform with Smart boards to support the virtual classroom; public addressing system is also present in all the classrooms. Thus all classrooms are a state of art Facility. The staff room has computer systems with internet connectivity for the faculty. Laptops are made available to the faculty and students for lectures and presentations on request.

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

College library is available to students, teachers and nonteaching staff members during regular office timings for Offline & Online access to plethora of online reading material. The Library conducts User Orientation Program for the students of first year undergraduate and post-graduate programmes at the beginning of each academic year.

Internet Access Speed across the campus is as follows: ISP details along with bandwidth-

Airtel: 200 Mbps, Blazenet: 200 Mbps, NKN: 1Gbps, 7Star: 200 Mbps, JIO: 200Mbps

During this corona pandemic situation, we have used licensed MS Teams Learning management system for delivering online lectures & practical's seamlessly for all students. All In-house and visiting faculties have also smoothly conducted proctored internal as well as external examinations.

We have installed Wi-Fi routers (Qty 18) on each floor nearby every classroom for smooth internet connectivity across campus.

Apart from online connectivity we have also incorporated Online Feedback, Evaluation and Analysis System with total Digitalization for Efficient Resource Utilization.

Thus we are adopting Application Based Education (ABE) for the effective teaching-learning process. Through Applications of

Learning, students demonstrate and deepen their understanding of basic knowledge and skills. These applied learning skills cross academic disciplines and reinforce the important learning of the disciplines.

Career guidance & counselling centre is devised to assist students to make and implement informed educational and vocational choices which would eventually help them realize their full potential.

The College also has a sound proof and air-conditioned studio room with a seating capacity of 30 students. The AV room is fitted with a Apple & Macintosh desktop computer with smart Boards, which is used for editing, recording & dubbing films, holding guest lectures, student presentations, seminars, debates, workshops etc.

Bio-metric Flap Barrier machine has been installed for recording attendance of faculty, students and staff.

The seminars are usually held in the Seminar Hall which have a seating capacity of 140 persons at any given time and facilities such as audio visual aids, advanced technology where several guest lectures, debates, Pre- placements talks, opening ceremonies of various associations, seminars and conferences are organized throughout the year by various departments.

These halls have facilities like a podium and good acoustics that provide a conducive ambience. Events such as faculty development programmes, college festivals are held at these venues.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.upgcm.ac.in/naac/CR4/4.1/4.1.1/UPG_BUIDLING_PLAN.pdf

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

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

1. The campus area of College is 13279.50sq.mt. spread across three floors. College has structured Support services in the

- form of various cells and Committees such as the Grievance Cell, Women Development Cell, NSS, Cultural Committee, Research Cell, Counseling services, Mentorship Program, etc
2. The college can also avail of an open air auditorium called Jashoda Rang Mandir that is under the banner of SVKM. Several college festivals are held at this venue on sharing basis with sister concern institutions. Besides the college can also book the Bhaidas Hall & Mukesh Patel (large) auditorium each with a seating capacity of around 1100. The college holds its annual day at this venue.
 3. Apart from these other venues like Juhu Jagruti Hall, Santokba Hall, Jashoda Rang Mandir and Seminar hall are utilized for various academic as well as cultural activities on sharing basis within all SVKM institutions.
 4. Third floor & fourth foyer is also used for indoor Gymkhana activities such as Carom, Chess, and Table tennis.
 5. Timeslots for selection trials and practice sessions are booked in different grounds for events such as Football, cricket, badminton.
 6. The Institution has a " Doctor on Call" facility to meet medical emergencies and a Counsellor to attend to counsel psychological issues on Campus
 7. A dedicated space outside the staffroom is assigned as NSS Unit Space with storage facility along with DLLE & WDC units.
 8. Various awareness programmes like beach cleaning drive (every Month), Nutrition counselling, Skin counselling, self defence workshop, yoga & aerobics workshops, theatre & acting workshops, social media marketing sessions , Digital Security awareness sessions, etc are conducted by various committees.
 9. The fifth floor foyer is used by Cultural club for practice of cultural activities such as dance drama street play fashion show etc.
 10. The college appoints housekeeping staff from reputed agencies to ensure a hygienic environment. Thus the Institution strives to provide a clean and hygienic environment to its students and staff.
 11. UPG's LitFest is a celebration of art and culture, the first non-competitive festival of its kind. It provides an open platform to people from all walks of life including, but not limited to, students, teachers and professionals from various media platforms. LitFest branches into various departments such as written and spoken literature, music, dance, films, theatre, and fine arts.
 12. Techvanza is the first ever annual IT festival where each event is planned in such a way that shows and emphasizes on different concepts of information technology and how it

connects us in today's world.

13. Both these fests of our college are very unique and results into a great platform to mingle and connect with others from various walks of life.
14. College infrastructure facilities such as classrooms, computer labs etc are used during the college festivals conducted and organized by the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.upgcm.ac.in/NAAC/CR4/4.1/4.1.2/CU LTURAL PICS.pdf

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

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.upgcm.ac.in/NAAC/CR4/4.1/4.1.2/CU LTURAL PICS.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

38,671,371

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

4.2.1 Library is automated using Integrated Library Management System (ILMS) : YES

KOHA version 19.11

Nature of Automation Partially

Year of Automation 2012

Library automation refers to the use of the computer to automate the typical procedures of libraries such as cataloging and circulation. In the process of library automation, a library makes the use of computers and other technologies to support its systems and services.

Library is automated using KOHA software. KOHA is an open source software created in 1999 in New Zealand. It is an integrated library system, used world-wide by public, school and special libraries. The name comes from a M?ori term for a gift or donation.

KOHA was introduced to all SVKM and NMIMS libraries in 2017. Two days training session was held from 12th June 2017 to 13th June 2017 by NMIMS and Firstray.

Advanced two days training session was held from 4 July 2018 to 5th July 2018 by NMIMS and Firstray.

The Modules Available in KOHA are :-

1. Circulation: - It is used for issue, return and renewal of books.
2. Cataloguing:- Books are catalogued by entering details such as

Author, title etc.

3. Patrons :- It refers to users which include faculty, staff and students.
4. Reports :- Various reports are generated in this module.
5. Lists :- Various lists are generated in this module
6. Acquisition :- It is used for book purchase.
7. Serials :- It is used for journals and magazines.
8. Advanced Search :- Its about searching with the help of keywords.
9. Tools:- It has three categories, patron and circulation, catalogue and additional tools.

All students and faculties can access Union Catalogue at <http://library.svkm.ac.in/>. It is an Online Public Access Catalogue (OPAC). The Link of OPAC is available on College Website. This Union Catalogue has list of all SVKM/ NMIMS Institutions and users can access the books available in these libraries. Students and Faculty can avail the facility of Inter Library Loan (ILL). Library has a collection of 5857 books. All books in the Library have barcodes pasted and books are issued using Barcode Scanner. Books are classified using Dewey Decimal Classification (DDC) 22 edition. Library has 341 CDs, DVDs and films of various genre. Various facilities like Open Access, RFID Gate, CCTV, Air Conditioner, and WIFI are made available. Students and Faculties can get their research work plagiarism checked using Turn it in Software. The Identity cards also have barcodes, which are scanned while book issue and return. Library has RFID gate at entrance, which helps in ensuring the books going out of the library are properly checked out. Each book has tattle tape inside; therefore, a buzzer goes if book is not checked out properly. We also have remote access to various e resources through SVKM/ NMIMS Consortia.

<https://ezproxy.svkm.ac.in/login> Student Portal LMS is used to enhance Student Faculty interaction. Faculty Feedback from students is taken every semester using this LMS. Stock Verification is done every year using barcode scanner.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.upgcm.ac.in/naac/CR4/4.2/4.2.1/s_canscreenshots.pdf

<p>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</p>	<p>A. Any 4 or more of the above</p>
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File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

403067.00

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

31

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

All classrooms are Wi-Fi enabled and upgraded to a virtual learning platform with Smartboard (Qty 18). To support the virtual classroom the public addressing system is present in all classrooms.

The Computer Operating system is upgraded to the latest Windows Operating system to support the latest software application. Additionally, Computers upgraded to 20 GB RAM to support heavy multimedia software like Adobe Cloud Suite and 3D Max Studio.

The printer is upgraded every 3 years, currently; we are using a secure printer so only authorized users can access the printing facility.

We have upgraded CCTV points to secure the college campus and monitor activities. We have also upgraded CCTV cameras to IP cameras.

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

We have installed Wi-Fi routers on each floor and classroom (22access points), Wireless access point are upgraded regularly for a smooth internet connectivity.

ISP details along withbandwidth- Airtel: 200 Mbps, Blazenet: 200 Mbps, NKN: 1Gbps, 7Star: 200 Mbps, JIO: 200Mbps.

Total number of computers or laptops is 167 plus 18 Smart Boards. (185 Units)

We have implemented a biometric Flap Barrier at the college gate to curb unauthorized access to college premises.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.upgcm.ac.in/naac/CR4/4.3/4.3.1/IT Upgradation.pdf

4.3.2 - Number of Computers

135

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

12560356

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Laboratory:

Policy –

- The college shall have at least two computer laboratories and

one electronics laboratory for smooth academic functioning

- Computer laboratories are available to students, teaching staff and non-teaching staff members primarily for academic purpose.
- Alternative use of the computer laboratories can be considered keeping in mind other priorities.
- Hardware upgradation shall be done after every five years
- Computer hardware and electronic hardware shall be maintained regularly through contract with expert agencies or by the in house staff wherever applicable
- Only licenced software products shall be procured and installed on the computer hardware
 - Regular time tables for the use of laboratories are to be prepared after receiving approval from the Head of the Institution
 - Request to use the laboratories for non-academic purposes shall be submitted to the head of the institution 15 days before the commencement of planned event

Library:

Policy

- College library shall be available to students, teachers and non- teaching staff members during regular office timings
- Each student of the college to be given a library card
- Students, teachers and non-teaching staff members shall be given the access to the plethora of online reading material through library resources

Procedures

- In exchange of the library card, students can take any three books at a given point of time and they shall return the same within stipulated time

failing which a specified disciplinary action can be taken against the concerned student. The same is applicable to teaching and non-teaching staff members

Sports Complex:

Policy-

- For indoor sports, college gymkhana facility to be used and for outdoor sports external facilities are to be booked on rental basis
- Indoor sports facilities shall be open to students and college staff

Procedures

- Before using the indoor sports facilities, concerned student/s and staff member/s shall apply in advance to obtain the formal approval from the head of the institution
- Booking of the external venues shall be done in the most cost effective manner

Computers:

Policy

- Each computer laboratory shall have minimum 30 computer systems
- User profiles for all students and staff members shall be created
- Each academic department shall have at least two computer systems and one laptop
- Departmental computers and laptops shall be used only for academic and administrative purposes

Classrooms:

Procedures

- Concerned student/s and teaching and non-teaching staff member/s shall obtain a prior permission from the head of the institution to use the classroom for purposes other than teaching and learning
- Prior permission shall be obtained from the head of the institution to publicise any college event in the classroom during regular permission
- No publicity material to be placed in the classroom without the prior permission of the head of the institution

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.upgcm.ac.in/naac/CR4/4.3/4.3.1/ICT_TOOLS_SIGNED.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

14

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

File Description	Documents
Link to institutional website	https://upgcm.ac.in/Soft%20Skills/M_47
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
1630

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
1630

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above
--	----------------------------

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

114

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

116

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

21

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

0

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)	No File Uploaded

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

The Students' Council of Usha Pravin Gandhi College of Arts, Science and Commerce has been an integral part of the college, forming a communication chain between the college administration and the students. The Students' Council has also conducted events for the constant involvement of its students. In the year 2020-21, total 23 students were nominated to the Students' Council. All students submitted their confirmation online through email. Nomination forms were also sent online.

After confirmation, students elected a General Secretary from themselves. Elections for the post of secretary were conducted online on MS TEAMS platform. Ms. Saakshi Chandarana from TYBMM was elected as the General Secretary to the Students' Council.

"Izhaar" 2021 was conducted on 11th April at 4.00 pm by UPG 's Eloquence in collaboration with Students' Council online on MS TEAMS platform. The event's duration was 2 hours 30 minutes.

Total 22 students participated and 100 students attended this event. This successful event was graced by Principal Dr. A. Kapoor, Prof. Sriram Deshpande, Prof..Rajesh Maurya and Prof. Prashant Chaudhary.

The Students' Council work has not been confined to only these parameters as the need to rise to the occasion in case of special requirements and making valuable inputs in decision making for the benefit of the students and the administration always remains and integral part of the process. The year was a smooth functioning setup both for the students and the administration achieving landmark results.

The Student Council students also work for I.C.C (Internal Complaints Committee) which looks into sexual harassment at workplace, ragging etc. Students play a vital role in IQAC as well. Student from under graduate, post graduate and alumnus are members of IQAC. In C.D.C. (College Development Committee) General Secretary plays crucial place in liaising student body and administrative body.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

18

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

An institution's alumni are the reflection of its past, representation of its present and a link to its future.

Established in 2016, with Registration No GBBSD 1752, UPG College Alumni Association has created and maintained a life long connection between the institute and its alumni.

CONTRIBUTION OF UPG ALUMNI THROUGH NON-FINANCIAL MEANS

1.COMMUNITY SERVICE

Returning to college campus as a 'volunteer' for special events is a great way to demonstrate support and loyalty. Colleges and universities appreciate alumnus that dedicate time and skills to

annual events that raise awareness of the institution and foster community interaction.

In UPGASC NSS ALUMNI often contribute rigorously by attending community projects like BLOOD DONATION, PLANTATION DRIVE. NSS arranges camp visits and our alumnus in spite of their busy schedule attend camp stays and guide our current students.

2. GUIDING STARS

In our College events like UPG SPORTS EVENTS, Media festival like UPG LITFEST, we always witness the overwhelming enthusiasm of our alumnus giving their support right from planning, organizing, advertising, marketing of these events.

It is indeed a sight to behold our current students along with our prestigious alumni sharing the stage as well as learning actual LIFE SKILLS from each other.

3. RESEARCH ASSISTANTS, MENTORS AND FACILITATORS

Our alumni always assist actively in students in their various projects. Faculty conduct " Industry- Academia- Interface" projects for their subjects. During such projects, alumni often contribute significantly by offering their industry & corporate insights as well as practical nuances to our current students.

In our post graduate programs of M.A., MSC (IT), M.COM Students help as research assistants in their dissertation programme. The process of dissertation is often very cumbersome and intricate. Our post graduate alumni often mentor aspiring students in their dissertation assignment.

4. GUEST LECTURERS

Our Prestigious Alumni are often invited as guest lecturers, paper presenters or even for our various college programs to share their industry insights and through that interaction our current student learn a lot. We often invite our prestigious ALUMNI as a GUEST OF HONOUR in our annual day functions . It is indeed a very proud feeling to see our students sharing their wisdom on several topics such as how to create one's own market value, to enhance one's brand power etc.

5. Referrals

Providing positive online reviews at the college website or other higher education review sites our Alumni always act as "strong referrals". It aids in the recruitment effort that is vital for colleges to succeed.

The word-of-mouth praise is the most effective marketing tool, influencing the potential customer rather than college prospectus ,glossy advertising drives or expensive publicity. Our alumni act as brand ambassadors and refer our college name to their friends, family, relatives, neighborhood etc.

Being able to give back in ways like these illustrates a mutually-edifying relationship that may continue for years to come. In addition, these relationships often influence others to appreciate the institution and the lives it changes on a daily and yearly basis. Giving back is the ultimate return-on-investment that becomes a win-win for the institution as well as the student.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

SVKM's Usha Pravin Gandhi College of Arts, Science and Commerce is governed by its College Development Committee (CDC). The CDC of the college plans and executes policy and development related matters of the institution by setting effective goals and participative process of decision-making. The same is very important not only to the fulfilment of the vision and mission of the college but also in building the institutional philosophy.

The Principal, The CDC, IQAC and the teaching staff play a crucial role in the planning and execution of its policies in teaching, learning, research and other activities.

The formal mechanism in the institution to consolidate the academic and administrative planning and implementation reflects back to achieving its vision.

The vision and mission of the institution:

Vision

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

Mission

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

The vision and mission of the institute are in line with the objectives of higher education institutions.

Objectives

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

The Quality Policies are framed based on the Vision and Mission of the Institution and are driven by the needs of the industry, society and stakeholders. Deployment of the quality policy is done by providing requisite academic infrastructure, learning environment and ICT friendly work culture. The stakeholder's Feedback plays an essential role in framing and revising activities.

Quality Policy

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

IQAC has a well-developed process to ensure quality benchmarks of academic and administrative activities. IQAC formulates a perspective plan taking into consideration inputs from all stakeholders. This plan is presented and deliberated in IQAC under the chairmanship of the Principal to get consensus. This plan is forwarded to the governing body (CDC) for approval. The Institution policy believes in the involvement of all staff in decision making. To streamline the same, various committees at the Institute level are formed which look after academic and administrative activities which lead to the realization of the vision and mission of the Institute

File Description	Documents
Paste link for additional information	https://upgcm.ac.in/Vision%20and%20%20Mission/M_23
Upload any additional information	No File Uploaded

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

Usha Pravin Gandhi College of Arts, Science & Commerce encourages and motivates a culture of decentralization and participative management by involving teaching staff members in some different administrative roles.

The apex decision making body at the college level is the College Development Committee (CDC). The CDC has representation from the parent trust Shri VileParle Kelavani Mandal, society, alumni, Industry Experts, teaching staff, administrative staff and the students. For the participative decentralization and governance, the Principal has appointed the Course Co-coordinators for each of the programs conducted in college in each department and provided

administrative as well as academic freedom in decision making and mobility for effective governance.

Before the commencement of each academic year various college committees are formed under the guidance of the Principal. Important committees comprise teachers, non-teaching staff and students as well.

IQAC does the planning and evaluation for quality assurance in the college and organizes meetings periodically throughout the year. Faculty members participate in the management process not only through the CDC but also they are part of the Board of studies members, and other governing bodies of the University of Mumbai.

Every committee has the freedom to prepare their plan and decide implementation strategies. The college committees are responsible for admission, examination, purchases, welfare of students, organization of extension activities and preparing the working strategy for the effective functioning of the college. The departmental committee meetings are held as and when required for the implementation and organization of certain activities. A monthly report of activities is prepared by each course coordinator at the end of every month.

File Description	Documents
Paste link for additional information	https://upgcm.ac.in/Administrative%20Committee%20Team/M_44
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

IQAC prepares the strategic perspective plan before the beginning of the new academic year. The plan focuses on the areas such as academic calendar, training of teachers, workshops, seminars, collaborations, MOUs, curriculum enrichment, skill development, faculty development etc. The plan clearly highlights short term goals as well as long term goals for the academic year. Plan also clearly highlights the requirements for successful implementation of the plan.

Plan as prepared by IQAC is tabled before the College Development Committee for its approval after which it is communicated to all the

stakeholders. Plan gets uploaded on the college website also. Academic and administrative decisions in the academic year are taken after careful consideration of strategic perspective plan prepared by the IQAC.

For the academic year 2020-2021, strategic plan included short term goals in the area of research, career development of staff, webinars, training and implementation of online lectures and examinations. The same plan included long term goals in the areas such as skill development, curriculum enrichment, value education etc. Proper activities under all these areas were identified in the beginning of the academic year with proposed timeline for the completion of the same.

Academic targets based on the strategic perspective plans are given to the Heads of the Department for execution and administrative targets based on the strategic perspective plan are given to the registrar of the college for execution. Reports and stakeholder feedback of every activity conducted under the plan are maintained by the Heads of Department and college registrar respectively. This feedback is analysed for planning such activities in future.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://upgcm.ac.in/Common/Uploads/ContentTemplate/202_Download_2020-21.pdf
Upload any additional information	No File Uploaded

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

The college is affiliated with the University of Mumbai and is governed by Shri Vile Parle Kelavani Mandal, the college is having multi-tier systems for its governance.

At SVKM, the level of college is governed by the college mentor who is a representative of the Managing committee of SVKM. At the college level, the Principal is the apex of the internal administration and is assisted by the Registrar, Coordinators of

courses, staff, and IQAC.

The apex body of the college is the 'College Development Committee' (CDC).

Administrative Setup: The administrative setup consists of the Principal followed by the faculty in-charges, Registrar, Head clerk, Junior Clerks, Assistants, and Peons.

The organization of courses includes Course Co-ordinator, Assistant Professors stage-1, 2 and 3, Librarian.

The formal organizational structure of the library staff includes the Librarian, Library Assistant, and Library peon.

The formal organizational structure of the computer labs staff includes the Lab In-charge, Lab Assistant, Lab Attendant and Lab peon.

Service Rules: For the service conditions and rules, the college follows the rules and regulations laid down by the University of Mumbai, UGC, New Delhi and the Government of Maharashtra.

Procedures for Recruitment: In the college, the recruitment is carried out in accordance with norms laid down by the University of Mumbai and UGC from time to time

All the posts are recruited by the SVKM Management according to the norms of the University and UGC.

Procedures for Promotion: The promotion is allotted according to SVKM guidelines of CAS for unaided institutions.

Grievance Redressal Mechanism: The college has a Sexual Harassment Committee, Anti-ragging Committee, Internal Complaint Committee (ICC) and Disciplinary Committee for timely redressal of the student and the faculty grievances.

Mechanisms for grievance redressal:

a) Student's direct access to authorities - Students can directly approach the Principal, the Registrar, and Coordinators to put up their grievances.

b) Student's suggestion Box - The student can put their complaints

in written form in the suggestion boxes kept at different locations on the campus. The boxes are opened periodically and the authorities take cognizance of the grievances and suggest appropriate measures.

c) Student Council - The grievances of students are received through the members of the student council, and the appropriate measures are taken care of in coffee with a principal session in front of students itself.

d) Open Discussion with employees - Primarily, the Principal, the Co-ordinators and the Registrar resolve the grievances of employees through open discussions and interactions.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://upgcm.ac.in/Common/Uploads/TabbedContentTemplate/840 Download Organisation%20Organogram.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

1. Maternity leave - 6 months of maternity leave is given to female faculty members as per the rules.
2. Sick Leave - A total of 10 days' medical leave (In a Single Academic Year) is allowed for Staff members.
3. Casual Leave - A Total of 15 days' casual leave (In a Single Academic Year) is allowed for Staff members.
4. Duty leaves for attending conferences/seminars/research activities and examination purposes are allowed only against documentary evidence produced by the staff members.
5. Summer, Monsoon, Diwali, Winter Vacation & Bank Holidays as per University Norms
6. Employees Provident Fund scheme is provided to teaching as well as non-teaching staff.
7. Health Care Insurance is provided for the staff members and their family members up to ₹200,000 per individual.
8. College Teaching & Non-Teaching staff celebrates a healthy practice to go on Semester end Lunch /dinner nearby college premises.
9. On-campus Doctor facility is provided to all the members of staff as well for non-teaching staff.
10. A yearly health check-up at NANA VATY hospital is provided to all the Teaching as well non-teaching staff members.
11. The Parent Trust Shri Vile Parle Kelavani Mandal has an exclusive SVKM Pension Scheme for long term relations and welfare of employees.
12. Accident Insurance worth ₹ 5,00,000 per head for all the employees of SVKM.
13. Institutional Training for all staff members is given from time to time by HR Department as per need and availability of experts. Monthly 3-5 training programs are arranged at the SVKM level which is free of cost.
14. Ambulance on call
15. Counsellor on campus is available with appointments for staff and students.
16. Orientation for the new staff is organised by the SVKM each year.
17. Outbound Faculty Development Programs are arranged by IQAC on a yearly basis.
18. Travel Reimbursement for outstation Research Conferences depending on availability of research funds & budget utilisation.
19. Recreation Facility for staff
20. Joint Birthday Celebration for staff

File Description	Documents
Paste link for additional information	https://www.upgcm.ac.in/naac/cr6/6.3.1_Online_Learning_Opp.pdf
Upload any additional information	View File

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

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

4

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

2

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

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

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

12

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

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

The IQAC of the college initiates the process of self-appraisal for all the staff members by sending a mailer for the appraisal forms at the end of the academic year. The Teaching and Non-Teaching staff fill up the self-appraisal forms which helps them get clarity of their yearly performance within the given role. The Teaching Staff is given the PBAS-form for self-appraisal which includes assessment

in areas to evaluate their performance such as research, teaching and administration. The newly joined faculty members fill in a D2 form in addition to the PBAS forms. The D2 form carries additional information like educational background and previous experience of the faculty member. The forms are then reviewed by the course coordinator and then sent to the Head of the Institution to assign the final scores which becomes an indicator of their performance. In addition to the annual appraisal system the teachers fill in their achievements on the Oracle HRM portal on regular basis.

There are objective and subjective parameters in the form provide feedback to the teaching and non-teaching staff that cover the job responsibility carried out by the employees. The purpose of the appraisals is to make recommendations for the staff and discuss inadequacies or gaps that can be improved in the future.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The Institution has established practice for conducting external audits every year to ensure statutory compliance. Statutory audit is conducted on yearly basis by the statutory auditor of the institution appointed by the SVKM management from Time to time.

The audit staff thoroughly verifies the income and expenditure details via SAP system and it is conducted once in a quarter for a 5 to 10 days' period as per requirement from time to time.

The practice aims to monitor the effective and efficient use of financial resources as mentioned below:

- Before the commencement of every financial year, the principal submits a detailed budget .
- By considering the recommendations made by the departmental coordinators, to the management.
- The college budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery,

other consumable charges and non - recurring expenses like assets, furniture and other development expenses.

- The expenses are monitored by the accounts department as per the budget allocated by the management.
- Expenses over and above of budgeted heads during the year are considered at the OB level for sanctions.
- The audited statement is duly signed by the chartered accountant.

Name of the Auditor: Kishore A. Parikh & Co.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

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

Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute follows a process for the mobilization of funds and utilisation of resources.

The process involves various committees of the institute as well as the course coordinators and Accounts office.

- Mobilization of Funds, the student Tuition fee is the major source of income for the institute.
- Various non-government agencies sponsor events like seminars and workshops.
- Sponsorships are sought from individuals and private limited companies for academic events and fests.

Utilization of Funds

- An accountant monitors the optimum utilization of funds for various recurring and non-recurring expenses
- The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc.
- The quotations are scrutinized by the purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc.
- The Principal, Accounts department and purchase committees ensure that the expenditure lies within the allotted budget. The intervention of the OB is sought in case the expenditure exceeds the budget.

Resource Mobilization Policy and Procedure

- Before the financial year begins, Principal and course coordinators prepare the college budget.
- The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.
- It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses.
- The budget is scrutinized and approved by the CDC
- Accounts department and Purchase department monitor whether expenses are exceeding budget provision. Statutory auditors are also appointed who certify the financial statements in every financial year.

- The college aims at promoting research, development, collaborations and other activities, involving the faculty at various levels.
- Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on the availability of funds.
- Effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified lab technicians & maintenance staff
- The available physical infrastructure is optimally utilized beyond regular college hours, to conduct remedial classes, co-curricular activities/extra-curricular activities.
- The college infrastructure is utilized as an examination centre for University Examinations.
- Library functions beyond the college hours for the benefit of students, faculty, and alumni

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

During the academic year 2020-2021, Internal Quality Assurance Cell (IQAC) has significantly contributed towards institutionalizing the quality assurance strategies and process. Quality assurance strategies in the areas such as research, student skill development, faculty development, collaborations, life skills, e-learning and curriculum enrichment were successfully implemented by the Internal Quality Assurance Cell (IQAC) of the institution.

Teachers' participation in research activities was encouraged through a strategy of financial reimbursement for publication in UGC recognized journals. Departments were encouraged to conduct research conferences, workshops and seminars.

Various capability enhancement initiatives were undertaken for student skill development in the academic year 2020-2021. Quizzes and competitions in the area of language proficiency were conducted. Moreover, online workshops on yoga and mental health were conducted.

As part of e-learning strategy, faculty members were encouraged to complete MOOC courses on platforms such as Coursera. On campus professional development programs for teaching and non-teaching staff members were also conducted.

As part of regular curriculum enrichment strategy, feedback on the curriculum was obtained from various stakeholders such as students, teachers, industry and alumni members. Feedback collected was analysed and necessary actions were being undertaken.

To ensure proper organization and methodological proficiency, IQAC undertook the task of developing the Standard Operating Procedures for various activities.

File Description	Documents
Paste link for additional information	https://upgcm.ac.in/IQAC%20Policies/M_183
Upload any additional information	View File

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

IQAC prepares an Academic Calendar at the beginning of the semester and the same is uploaded on the website after approval from the Head of the Institution. The Academic calendar has records for instructional and non-instructional days as well as term schedule and holidays in accordance with the academic schedule of University of Mumbai. The Teaching Plans made by the faculty members are submitted to the course coordinator and shared with the student at the beginning of the semester.

Feedback is collected program-wise and course-wise from all the students through student portal during every semester. The feedback is analyzed by the IQAC and is shared with the respective faculty for areas of improvement. The Head of the Institution gives necessary warnings to faculty members for improvement if required.

Industry experts are invited to deliver guest session with an

objective to provide firsthand industry inputs to the students. Feedback is collected for every event and analyzed by IQAC along with course coordinator to get an insight for arranging similar sessions in future.

Students and Teachers are providing remote access to all e-resources for effective teaching and learning. Various ICT facilities like MS-Teams, Students Portal, Smartboards and Sense-connect (mirroring software) are also provided for effective conduction of online, hybrid and offline session. IQAC arranges training programs to train the staff and students to use these ICT facilities.

Student Satisfaction Survey is conducted annually and analysed to understand the overall satisfaction levels of the students and the areas of improvement are identified. Exit meetings are also arranged for the final year students to take an overall feedback from the students.

Coffee with Principal is another focused group interaction with the Principal and IQAC where students give their suggestions on various curricular and co-curricular aspects of college.

Suggestion Box is placed outside the office area and Library for students and staff to suggest areas of improvement.

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

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://upgcm.ac.in/Common/Uploads/ContentTemplate/200_Download_Annual%20Report%202020-21.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our college vision is to create a safe space for all the students and providing a gender sensitive environment .The concept of gender sensitization is not only applied to classrooms but also throughout the campus with the opportunities provided. We take pride in giving students a sense of equality in society in which women and men enjoy the same opportunities, rights and obligations in all spheres of life.

1. The college has successfully been able to organise a host of activities/events related to gender in 2020-21. A range of coordinated activities was conducted in the last year by important college committees such as Women's Development cell, Social Outreach unit, Department of Life Long Extension and Learning, and NSS, to collectively raise the awareness of students about various social issues that have resulted into the absence of gender parity in the society.
2. Awareness and sensitization is created towards gender equity as well as other gender minority (transgender) through these activities.
3. Various activities, workshops, webinars, events and lectures were specifically designed to holistically bring about an empowered outlook specifically for female students such as creating sexual awareness, understanding gender spectrum, knowing women's rights, detecting gender stereotypes, enlightening students about gender disparity and the importance of increasing gender parity.

4. The Women Development Cell organised several gender equity activities like a week-long "Self-Defence" workshop, Gender sensitization workshops with lawyers and social workers of leading NGOs like AKSHARA foundation, chat with Gynaecologists, and many more contests like open mic events and debate competitions.
5. The NSS committee has also conducted well-coordinated activities such as Child abuse awareness workshops, Social sensitization and child safety training webinar.
6. The Department of Life Long Extension and Learning (DLLE) has organized events for legal awareness and the Rotaract Club of College has also coordinated events on women rights and equality.
7. Even amidst the Pandemic of COVID-19 the college has organized events and taken the motto of gender equity forward. Online events, activities and webinars were organized to spread gender equity and sensitize the students to gender-related issues.

File Description	Documents
Annual gender sensitization action plan	http://www.upgcm.ac.in/NAAC/CR7/7.1.1/Annual%20gender%20sensitization%20plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.upgcm.ac.in/naac/CR7/7.1.1/7.1.1Web%20document updated.pdf

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

1. **Solid Waste Management:** The college produces paper, plastic in the form of dry waste, and wet waste in the form of decomposable left-over food items by the students, faculty members, other staff, and visitors. A waste audit was carried out by UPG College Social Outreach Department in collaboration with RUR Greenlife Pvt Ltd. Based on the recommendations, the college decided to segregate the waste into dry and wet waste. This practice has been adopted to segregate dry waste and wet waste. Separate bins marking dry waste and wet waste have been marked and placed on college campuses across various classrooms, computer labs, electronic labs, staffroom, office areas etc. At the end of each day, the waste is collected by the housekeeping department of the college and is sent to BMC (Brihan Mumbai Municipal Corporation) for segregation. In addition to this, the wet waste collected from the canteen area is used for decomposition and manure generation.

2. **Liquid waste management:** The college is situated in the heart of Mumbai. The college produces liquid waste in the form of sewage produced by washrooms present in the college campus on the mezzanine floor in the staffroom, on the 3rd-floor washroom, and on the 4th-floor washroom. The college has an adequate waste disposal system that is connected to the Brihan Mumbai Municipal Corporation sewage canals. Over and above, the management also has provided a sewage treatment facility to the college.

3. **Bio-Medical waste:** The college has an incinerator in place for any form of bio-medical waste that may be generated.

4. **E-Waste Management:** UPG college has a firm policy on e-waste management. The yearly E-waste generated in the form of wires, obsolete projectors, computers, and damaged electronic equipment are disposed in adherence to the rules framed by the Maharashtra Pollution Control Board. Environmentally sound technology is made use of while managing the e-waste. In addition to this, the BSc IT (Information Technology) Department of UPG college organized a massive e-waste drive which was a roaring success. The objective of this drive was primarily to create a sense of awareness as far as the hazards of electronic waste are concerned. Students were able to successfully collect all forms of electronic garbage that otherwise would have remained unnoticed. The E-waste was collected and safely disposed off at an e-waste recycling facility situated in Vasai. In addition to this drive as a practice,

5. **Waste recycling system:** The college has a dedicated wet waste

decomposing facility that converts wet waste into manure which is utilized in the edible garden, this has been taken up as a project by the Social Outreach Unit of the college. The dry waste generated such as papers, books, stationery items are sent to scrap dealers for further recycling.

6. Hazardous chemicals and radioactive waste management: The college does not generate any form of hazardous or radioactive waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://www.upgcm.ac.in/naac/CR7/7.1.3/7.1.3_waste_mgt.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	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).

Usha Pravin Gandhi College of Arts, Science and Commerce has a strong commitment towards creating an inclusive environment that constantly supports socio-religious diversity. Several events are conducted around the year to inspire a mood of communal harmony and brotherhood. This was the year of the pandemic, which ravaged humanity but couldn't quite break the spirit of harmony and fraternity of UPG. The E-Ganesha festival was one such unique event conducted from the 22nd of August to the 11th of September. It was an (online) inter-faith, communal gathering of students for what is known as a 'Virtual Aarti' that gives birth to a festive mood. Even during the pandemic, the RCUPG committee made sure that the vibrancy of E-Ganesha remained untouched, the joy spread through the wide smiles remained exceptional. A virtual aarti was conducted on all days followed by exciting and intriguing games. Another key event held that had fostered a sense of cultural diversity was 'Navatar'. The main motive for 'Navratri' is to celebrate the Power of a Woman. This event highlighted the power of females. It signified the story behind worshipping the goddess. It was praised and received by all the viewers and was a great success. 'Christmas with elves' was the final event of the year that was meant to spread happiness to the economically challenged section of society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

Usha Pravin Gandhi College of Arts, Science and Commerce organizes various activities to make students and employees aware of the constitutional obligation: Values, Rights, Duties and responsibilities of the citizens. Independence Day and Republic day are celebrated by organizing activities highlighting the importance of the Indian Constitution. The students are encouraged to participate in the activities of spreading awareness among citizens on social issues like Girl child safety, providing help to underprivileged people, protection of the environment, and sensitization to social issues. With the objective of spreading awareness of these issues amongst the people, several events such as 'Poetry writing competition on world environment day', 'Help others-to prevent people from suicidal act', 'Digital connect-to guide elderly people about digital media', 'Sign Language Training - to communicate with Divyang', 'Kali- Session on Legal Rights and Girl Protection', 'online teaching session via zoom with the underprivileged children of Voice of Slum NGO' and Social Sensitization events on topics such as "Are men always the villain", "Substance Abuse is a greater threat to individuals than the country as a whole." were organized. On the occasion of Indian Constitution day, Documentary Screening, Webinar, Quiz and Writing Competition on Constitution Day were organized to instill the constitutional values, duties, rights and responsibilities among students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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

A. All of the above

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

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

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

Throughout the year the college organized various national as well as international commemorative events and festivals. The donation drive for migrant laborers is one of them. There are an estimated 139 million migrants in the country, according to the World Economic Forum. The initiatives taken-up by the UPG College had definitely fulfilled the need of such migrants in little way at least. During the Covid pandemic, college took the initiative to organize various informative webinars. The college has also organized International Women's day, Kali - webinar to celebrate 'National Girl Child Day', Constitution day Documentary Screening, Webinar on Constitution Day and Writing competition on Constitution Day to create Consciousness about national identities among students. On the occasion of the Independence Day, the event 'The Great Indian Search' was celebrated to throw some light on the freedom fighters of India. The college organized an interactive fun session for children with disability to celebrate on the occasion of Children's Day. Some of the events organized during Humanitarian Week are Let's Talk - to know more about ourselves, shabdon ka karvaan - express yourselves, Portraits of Humanity, Itni Si Hassi, Sanskruti - Precious culture of India, and HOPE-optimistic way of life. Ganesh Chaturthi Celebration and Gurupurnima were celebrated as national festivals.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Online Feedback and Analysis (OFEAS) and Environment driven Green practises are the best practises initiated by our college of the year 2020-2021. 'OFEAS' tries to ensure that the needs of all key stakeholders are satisfied. A timely and regular feedback mechanism has been the key to meeting this objective. The practice involves obtention of feedback from students once a semester and for those of teachers, alumni and employers it's taken once every academic year. This system contains a central feedback process for the smooth conduct of the practice. A standardized questionnaire designed for each stakeholder is administered regularly to every stakeholder. The outcome of this practice is that it has led to a constant sense of satisfaction among the students, teachers, alumni, parents and professional bodies and the industry.

Environment Driven Green Practise tries to meet a series of objectives that tries to contribute to a greener environment not just on the campus but across the city. Conducting clean-up drives across the beaches and rivers in the city has been some of the key initiatives as part of this best practice. The grand outcomes of this practice have been the recognition of key government bodies and leading media channels.

File Description	Documents
Best practices in the Institutional web site	View File
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

Student receives an email regarding his/her acceptance in the college via the SAP system. Once done the student scans copies of the documents and uploads them using the provided link. The power automated system will run after a specific time period to assign the tasks to the admission committee members. After the documents are uploaded by the students, the responses are stored on the Office 365 Sharepoint system. The power automate system keeps the track of the forms which are accepted or rejected using the sharepoint and ms excel and updates the master file with the comments of form accepted and rejected. The office receives the same application in the form of email with the details of the student mentioned. This email consists of all the details of the student that is required for the processing the application and booking the student in the SAP system.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Following are the future plans for the college:

1. Resuming college as per academic calendar received from University of Mumbai, following all guidelines prescribed by the Government.
2. Initiating the hybrid mode of teaching learning and providing training to the staff to use the mirroring software - Senseconnect installed on all smartboards.
3. Revisiting Vision and Mission of the college and collecting inputs from all the stakeholders namely, students, teaching staff, non-teaching staff, IQAC members, CDC members and Parents.
4. Green Initiatives:
 - o Solar panel installation in the garden using the expertise of the in-house staff and students.
 - o Creating awareness of waste management and training students to generate green compost for the garden.
 - o Participating in the Tree plantation drive for afforestation under Ministry of Environment, Government of India.

- Creating awareness for recycling dry waste.
5. Conducting Department-wise Research Conferences to promote research culture in the college.
 6. Arranging research workshops for Post Graduate students for guiding them to conduct research work effectively.
 7. Procuring subscription for N-List for the staff and students.
 8. Providing Oracle HRM training to teaching and non-teaching staff.
 9. Conducting Audits
 - Conducting Academic and Administrative Audit
 - Conducting Energy Audit
 - Conducting Green Audit
 - Conducting Environment Audit
 - Conducting Intellectual Resources Audit
 - Conducting Financial Audit
 - Application for NIRF Assessment
 - Conducting ISO Audit
 10. Arranging programs for faculty members and non-teaching staff for professional development.
 11. Conducting department-wise workshops and seminars to bridge industry academia gap.
 12. Conducting online sports events for promoting sportive culture in college.
 13. Collecting survey for analyzing student satisfaction for teaching and learning in online mode.
 14. Arranging a film festival to celebrate short films and makers from the college.
 15. To start Media Incubator for nurturing the talent of selected students and giving them a platform for academia industry linkage through projects and training.
 16. To set up a research center in Mass Media for guiding Ph.D. Research Scholars.