



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



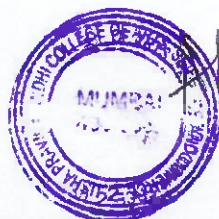
# Academic & Administrative Audit

Academic Year :

2019-2020

&

2020-2021



*Kapad*

Date : 3<sup>rd</sup> August, 2021

# INSPECTION COMMITTEE REPORT

For Usha Pravin Gandhi College of Arts,

Science and Commerce

The Academic and Administrative Audit Committee visited College on:

Day : Tuesday	Date: 03 <sup>rd</sup> August 2021	Time: 11.00am to 3.00pm
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The External Peer committee members for AAA appointed by College are:

No	Name	Designation	Address	Signature
1.	Dr. Mona Mehta	Chairman	Nagindas Khandwala College	
2.	Dr. Hiren Dand	Expert 1	Mulund College of Commerce	

Authorities of the organization who interacted with the AAA team are:

No	Name	Designation	Address	Signature
1.	Shri. Harshadbhai Shah	Management representative		
2.	Dr. A.Kapoor	Principal		
3.	Dr. Meena Chintamanini	CDC member		
4.	Mrs. Smruti Nanavaty	IQAC Coordinator		
5.	Mrs. Kalika Kherdikar	Registrar		
6.	Mr. Lokesh Tardalkar	IQAC Asst. Coordinator		
7.	Mr. Sriram Deshpande	NAAC Coordinator		
8.	Dr. Mayur Vyas Dr. Navita Kulkarni	Teacher Representative		

The Audit report has been submitted to UPGCASC on

Date : 03/08/2021

Place: Mumbai

Committee Chairman:

Dr. Mona Mehta

IQAC Coordinator :

Smruti Nanavaty 03/08/2021



Expert:

Dr. Hiren Dand

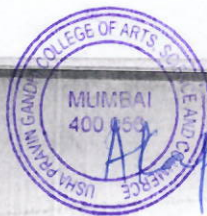
Principal:

Dr. Anju Kapoor

PRINCIPAL

IQAC CO-ORDINATOR  
SVKM'S  
USHA PRAVIN GANDHI COLLEGE OF ARTS,  
SCIENCE AND COMMERCE  
VILE PARLE (WEST), MUMBAI - 400 056.

SVKM'S  
USHA PRAVIN GANDHI COLLEGE OF ARTS,  
SCIENCE AND COMMERCE  
VILE PARLE (WEST), MUMBAI - 400 056



## INDEX FILE

For Usha Pravin Gandhi College of Arts,

Science and Commerce

No	File Name
1.	College Development Cell
2.	Internal Quality Assurance Cell
3.	Student Council committee
4.	Student Redressal Cell
5.	Internal Complaints Committee
6.	AISHE
7.	Standard Operating Procedures, policies
8.	Library
9.	Infrastructure/ Resource
10.	Student Progression
11.	value added courses
12.	Academics
13.	Teacher staff related
14.	Community & environmental services
15.	OFFICE ASPECTS
16.	Extension & Continuation of Affiliation
17.	Selection, Advertisements & Interview
18.	Teaching Staff and Approval
19.	Non Teaching Staff Appointments and Promotion
20.	Leave register
21.	Railway Bus and Concession

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22.	Government Scholarships and freeships
23.	Inward /Outward register
24.	Dead Stock register
25.	Accounts and Finance section
26.	Teachers workload and class timetable
27.	Annual maintance contract
28.	Best Practices
29.	Affiliation
30.	Purchase Committee



### Basic Details of the Organization:

I	<b>Name of the Trust/ Society</b> 1) Address 2) Phone No: 3) E-mail 4) Year of Establishment:	<b>Shri Vile Parle Kelavani Mandal</b> <b>Bhaktivedanta Swami Marg,</b> <b>Juhu Scheme, Vileparle (West)</b> <b>Mumbai 400056. Maharashtra.</b> <b>022-42333030/31, 022-42199999</b> ; ; 1934	<b>Remarks</b>
II	<b>Name of the College:</b>	<b>SVKM's Usha Pravin Gandhi College of Arts, Science and Commerce</b>	
	<b>Address:</b>	<b>Bhaktivedanta Swami Marg,</b> <b>Juhu Scheme, Vileparle (West)</b> <b>Mumbai 400056. Maharashtra.</b>	
	<b>Year of Establishment</b>	<b>2003</b>	
	<b>Contact Details:</b> 1. Telephone no with STD code 2. Fax no: 3. Mobile no of the organization 4. Organizational email: 5. Website address:	<b>022-42332044</b> NA NA info@upgcm.ac.in www.upgcm.ac.in	
III.	<b>Institutional Status</b> 1) Affiliating University: 2) Affiliation Status: 3) UGC Approval : 4) Financial Status:	<b>University Of Mumbai</b> <b>CONTINUATION</b> NA <b>Self Financing only</b>	
IV.	<b>Type of College:</b>	<b>Affiliated to University of Mumbai</b>	
V.	<b>Type of Faculty/Programme</b>	<b>Multi faculty Arts, Commerce, Science</b>	
VI.	<b>Special status conferred</b> <b>UGC-Special Assistance Programme</b>	NA	



**Section I:**

**What are the Objectives to Conduct the Academic Audit?**

(Kindly list at least three objectives of conducting the Academic Audit)

- 1. To enhance and verify existing teaching learning process.**
- 2. To identify gaps between academic delivery and industry requirements.**
- 3. To verify if the PO, PSO and COs are adhered to.**



## Section II: Governance Structure and Policies

Sr.No	Metric details			
1.	<p><b>Vision/ Mission and Goals (10)</b></p> <p>The Vision and mission statement is understood by the staff. The aims and objectives are realistic and achievable Assessment Parameters:</p> <p><b>Vision</b> 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.</p> <p><b>Mission</b> To inculcate life skills by providing value-based education and nurturing a scientific spirit of inquiry in the young minds.</p> <p><b>Objectives</b></p> <ul style="list-style-type: none"><li>• To sharpen students' focus and inculcate research culture thereby helping them to achieve academic excellence.</li><li>• To empower them for lifelong learning by fostering rational and independent thinking.</li><li>• To sensitize the students towards the neighboring environment and society at large.</li><li>• To stimulate students' inborn talent and skill by understanding their aptitude and capability and to mold their passion into profession.</li></ul> <p><b>Quality Policy</b></p> <ul style="list-style-type: none"><li>• Ensuring the support of all stakeholders enables the college to improve the services offered to the learners.</li><li>• Effective utilization of human and other resources to enhance the quality of education.</li><li>• Providing state-of-the-art infrastructure and ICT facilities to augment the teaching-learning process.</li><li>• Fostering competencies to equip learners to face demands of a changing world.</li><li>• Inculcating a sense of social and moral responsibilities towards society and the environment.</li></ul>			



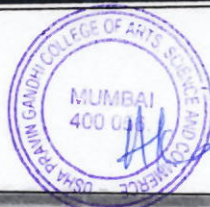
2.	<b>Principal (Regular./ Incharge (approved)/ Incharge (Unapproved)</b>	<b>APPROVED</b>		
	Name: <b>Dr. A. Kapoor</b>			
3.	<b>CDC</b>			
	a) Meetings held since formation	12		
	b) Agenda, Minutes and Action Taken Report of each meeting. % implementation of decisions	<b>YES</b>		
	c) Review of the decisions taken especially with respect to academics, research, student activities certain policies such as admissions, examination, etc.	<b>YES</b>		
4.	<b>IQAC</b>			
	a) Is Committee formed according to the IQAC norms?	<b>YES</b> <b>Email:</b> <b>iqac@upgcm.ac.in</b>		
	b) Number of Meetings held	<b>2 PER ANNUM</b>		
	c) Agenda, minutes and Action taken report	<b>Prepared by and circulated by IQAC Coordinator with team members.</b>		
	d) The working of the organizational IQAC is in tune with its vision and mission statements	<b>YES</b>		
	e) Whether a Perspective plan is in place and is working?	<b>YES</b>		
	f) Whether a short term and long term goals and objectives are identifiable by the IQAC and Management?	<b>YES</b>		
	g) How best the Peers from the committee are helping the organization grow?	<b>BY PARTICIPATING IN MEETINGS, SUGGESTIONS AND CRITERIA INVOLVEMENT</b>		
	h) Number of decisions made and its impact on the college.			
	i) Number of decisions taken in one year (more than 6, 4 to 5/ 2 to 3/ less than 2)	<b>Refer File: Minutes of meeting of IQAC</b>		
	j) Whether AQAR's are sent on an annual basis? (not for First Cycle colleges)	<b>YES</b>		
	k) Whether the IQAC has a working committee at college level? Number of meetings by the working committee this year	<b>YES</b> <b>NEC (NAAC EXECUTION CELL)</b> <b>4 MEETINGS</b>		



	l) Number of feedbacks taken? Analysis done? Action taken and Actions implemented?	CURRICULUM ONCE IN A YEAR TEACHING TWICE IN A YEAR		
	m) Audits conducted other than AAA? (Environmental/ teaching/ electrical/ water/ gender, etc.)	GENDER, ELECTRICAL, WATER		
5.	<b>Student Council committee</b>			
	a) Whether the student council has been formed as per the norms?	YES Refer to file number		
	b) Whether the student council is active?			
	c) Decisions made by student's council?			
	d) How active is the student council?			
	e) Student achievements related to the decisions done by student council			
6.	<b>Student Redressal Cell</b>			
	a) Redressal Policy of the college.	YES		
	b) Number of meetings conducted per year? Decisions taken	2 PER ANNUM		
	c) Number and nature of complaints received? Action taken on it?	2- Refer to minutes		
	d) Redressal procedure?	Yes		
7.	<b>Internal Complaints Committee</b>			
	Is ICC constituted as per the norms? 1) Presiding officer, two faculties, 2) non-teaching, one NGO in related areas, 3) student representatives. With at least 2 women in the committee)?,	YES		
	Are the details of ICC intimated on the notice board or at proper places? Is it mentioned in the prospectus and on the website?	YES		
	Number of complaints received and action taken?	One		
	Number of meetings conducted and activities conducted by the Committee?	4 meetings Activity : FEP : Role of Faculty members in handling Internal Complaints		
8.	<b>Anti- ragging committee</b>			
	a) Whether notifications about anti-ragging are put up on the campus?	YES		
	b) Awareness about anti ragging done?	YES		
	c) Meetings and report of cases. Action taken?	Meetings twice in a year. No cases		



			Remarks
10.	<b>Minority Affairs committee (SC/ST)</b>		
	a) Meetings held and issues discussed and new aspects implemented	N.A	
	b) Priority in Admissions, progression and during appointments.		
	c) Efforts to prevent discrimination at workplace and to create congenial environment.		
11.	<b>Right To Information (RTI)</b>		
	a) Whether committee exists with proper Authority	N.A	
	b) Whether the name of Appellate authority and the committee is displayed at visible place?		
	c) No of RTI cases & solutions?		
12.	<b>Purchase Committee</b>		
	Functional purchase committee with standard procedures present/ absent?	PRESENT	
	Sanctions of purchase done	YES	
	Purchased products/ goods have been delivered.	TIMELY	
14.	<b>AISHE</b> – whether each year certificate is obtained and the organization is registered with AISHE	YES	
17.	<b>Any other accreditation?</b>	NO	
18.	<b>Standard Operating Procedures, policies &amp; Benchmarks Developed:</b>		
	a) Number of SOP's developed and areas into which they are working.(% new created from previous AAA)	<ul style="list-style-type: none"> <li>• Admission</li> <li>• Purchase</li> <li>• Attendance</li> <li>• Defaulters</li> <li>• Library</li> <li>• Feedback</li> <li>• Research</li> </ul>	
	b) Average no of SOP's created each year and implemented.	3	
	c) Policies formulated? How are they implemented?	<ul style="list-style-type: none"> <li>• Infrastructu re/ Resource</li> <li>• Research and consultancy policy</li> <li>• Divyangjan policy</li> <li>• Annual gender sensitization plan</li> </ul>	



<p>19.</p>	<p><b>Committee working?</b>  <b>a) Library-</b>                  i. Decisions taken by library committee and Implemented in last one year?                  ii. % budget spent on library for purchase of books and Journals                  iii. Library memberships with other libraries.                  iv. OPAC installed and working?                  v. Digitalization of library and computer to student ratio in library/                  vi. Library utilization by; staff and by students?                  vii. Old and rare books and method to preserve them                  viii. Facilities for students?                  ix. Best practices by the library (number).</p>	<p><b>YES</b>  <b>i)Decisions</b>                  1. Subscription of NLIST                  2. Enhancement in e-resources usage                  3. Online Orientation to new students                  4. Book Exhibition to celebrate Marathi Bhasha Pandhravda                  5. Subscription of Research Journal                  ii)Rs. 3,00,000/-                   iii)AMERICAN CENTER, BKC                   iv)YES OPAC @Library.svkm.ac.in                  v)Done                  vi)                  vii) NO   <b>viii)Facility for students</b>  <ul style="list-style-type: none"> <li>• BAGGAGE COUNTER</li> <li>• CENTRALISED AC</li> <li>• CCTV SURVEILLANCE</li> <li>• WIFI</li> <li>• RFID</li> <li>• DIGITAL LIBRARY WITH EIGHT COMPUTERS</li> </ul>                 ix)2</p>		
	<p>b) Infrastructure development committee, their meetings and minutes and actions taken? Budget allocation for infrastructure                  c) Details of                  - Number of computers &amp; computer to</p>	<p><b>No.of Computers—167</b>   <b>Computer to Student Ratio—1:1</b></p>		



	<p>student ratio</p> <ul style="list-style-type: none"> <li>- Computer to administrative office staff ratio</li> <li>- Available band width currently</li> <li>- Facilities such as lecture capturing system/ media centre.</li> <li>- Wi- fi updating last done.</li> </ul>	<p><b>Computer to Admin Staff Ratio—1:1</b>  <b>Available Currently Bandwith</b>  <b>Airtel : 200 Mbps</b>  <b>Blazenet : 200 Mbps</b></p>	
	<ul style="list-style-type: none"> <li>- No of rooms for academic purpose (class rooms, benches &amp; accommodation in classes, class wise furniture and other details)</li> </ul>	<p>13 classrooms , 5 labs.  Avg 32 benches in each class with 64 seating capacity</p>	
	<p>e) other committees, their meetings, mintes and action taken reports</p> <p>Departmental filing (department wise)</p> <ol style="list-style-type: none"> <li>1. <b>Departmental staff details, appointments, etc.</b></li> <li>2. <b>Workload,</b></li> <li>3. <b>Timetable,</b></li> <li>4. <b>Teaching plan</b></li> <li>5. Teachers diary,</li> <li>6. Leaves record and necessary adjustments.</li> <li>7. Departmental meetings,</li> <li>8. <b>Student list,</b></li> <li>9. <b>Result analysis,</b></li> <li>10. <b>Examination dates,</b></li> <li>11. <b>Question papers,</b></li> <li>12. Activity planning,</li> <li>13. <b>Practical manuals</b></li> <li>14. <b>Practical related documentation</b></li> <li>15. Remedial course planning and execution</li> </ol>	<p>Refer  Departmental Files</p>	
	<p>methodology</p> <ol style="list-style-type: none"> <li>16. Bridge courses, - content, schedule, attendance, material, feedback, feedback analysis.</li> <li>17. One page student information and its analysis.</li> <li>18. <b>Teaching feedback and feedback analysis and action taken report on the analysis.</b></li> <li>19. Departmental Peer assessment of teaching and its analysis from external Peers.</li> <li>20. Departmental SWOC.- External &amp; Internal</li> <li>21. Student feedback on departmental functioning.</li> <li>22. College website related material uploading - PowerPoint presentations, notes, videos, films, links, etc.</li> <li>23. <b>Annual Departmental calendar</b></li> </ol>	<p>Refer  Departmental Files</p>	



### Section III: Student Progression (current year data)

1.	Total number of students in the organization faculty wise/ year wise and number of girls and boys	FYBAMMC - 116			
		SYBAMMC - 119			
		TYBMM - 115			
		FYBMS - 118			
		SYBMS - 118			
		TYBMS - 120			
		FYBSC(IT) - 131			
		SYBSC(IT) - 121			
		TYBSC(IT) - 117			
		FYBA(FTNMP) - 116			
		SYBA(FTNMP) - 125			
		TYBA(FTNMP) - 103			
		M.Sc.(IT) I - 48			
		M.Sc.(IT) II - 46			
		M.Com.(BM) I - 60			
M.Com.(BM) I - 66					
MA(EMA) I - 50					
MA(EMA) II - 59					
2.	Total Enrolment in the current year % enrolment in the present year against total number of seats (more than 80% / 70% / 60% / less than 60%)	1,748			
3.	% of category students a) percentage for current year b) efforts taken to fulfil the ratio c) % girl students	Gujrati Minority - 50% General category - 45.34% Others (sports, cultural, physically handicapped etc) - 4.66% Admission process 54.97 %			
4.	Students from other states	FYBAMMC - 16 SYBAMMC - 20 TYBMM - 16 FYBMS - 21 SYBMS - 16 TYBMS - 22 FYBSC(IT) - 1 SYBSC(IT) - 0 TYBSC(IT) - 0 FYBA(FTNMP) - 8 SYBA(FTNMP) - 9 TYBA(FTNMP) - 13 MA(EMA) - 3 M.Sc.(IT) - 1 M.Com. (BM) - 0			
5.	Students from other nations	Nil			
6.	% Divyang students and efforts to attract them.				
7.	Ratio of Boys to Girls?	Boys 787	Girls 961		
8.	Total number of students appeared for final year (find dropout ratio also)	Streams	Boys	Girls	Total
		TYBMM -	25	94	119
		TYBMS -	51	75	126
		TYBSC(IT) -	76	37	113
		TYBA(FTNMP)	29	28	57



	% drop out of girls vs. boys	) -			
		M.Sc.(IT) I -	23	23	46
		M.Sc.(IT) II -	25	17	42
		M.Com.(BM) I	26	43	69
		-			
		M.Com.(BM) II	22	27	49
		-			
		MA(EMA) I -	19	42	61
		MA(EMA) II -	19	36	55
9.	Total number of students passed in final year.	<b>Streams</b>	<b>Total Pass</b>		
		TYBMM	119		
		TYBMS -	126		
		TYBSC(IT) -	113		
		TYBA(FTNMP	57		
		) -			
		M.Sc.(IT) I -	46		
		M.Sc.(IT) II -	42		
		M.Com.(BM) I	69		
		-			
		M.Com.(BM) II	49		
		-			
		MA(EMA) I -	61		
		MA(EMA) II -	55		
10.	Percent attendance of the current year until the last month.	<b>Data availability in excel format</b>			
11.	Fellowships/ free-ships provided to students: Government/ Non-government (% beneficiaries)	<b>Student Name</b>	<b>Streams</b>		
		Sakshi Joshi	SYBSC(IT)		
		Deep Shah	FYBSC(IT)		
12.	Welfare schemes for students: its details and beneficiaries	<b>On campus doctor</b> <b>On Campus counselor</b> <b>Subsidized fitness center</b> <b>Subsidized canteen facility</b> <b>Railway concession</b> <b>Accidental insurance</b> <b>First Aid</b>			
13.	Awards given to students (total amount vs. total no of students)	<b>Awards of Rs. 10000 to meritorious students given to UG and PG students stream-wise</b> <b>Best Student of the year Award</b> <b>Total amount : Rs. 80,000</b>			
14.	Awards won by students from cultural events (national/ international/ state/ University/ Local)	<b>LOCAL—20</b> <b>NATIONAL—12</b> <b>INTERNATIONAL—14</b>			
15.	Participation of students in cultural events(number of events and percent participation at college level)	26.83			



16	Student participation in sports at international/ national/ state/ university/ local level)	05
17	Awards won in sports at various levels vs. total number of students	05
18	Indoor Sports events conducted in college and percent participation and total number of games played	One 25% Seven Games
19	Outdoor Sports events conducted in college and percent participation and total number of games played	One 75% Eleven Games
20	Percent participation of students in a) NSS b) NCC c) Any other	NSS -49 STUDENTS (2020-21) TOTAL STUDENTS 953 (FY& SY)  DLLE Unit WDC as per University Norms
21	Number of events conducted by NSS/ NCC/ others in one year (previous Year)	91 EVENTS CONDUCTED IN 2019-20

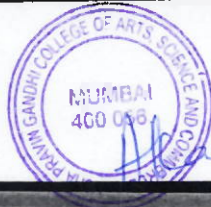
22.	Students completed graduation/ masters and employed by the college placement cell ( give details) Number of student registered for placement cell No of trainings conducted by placement cell and students benefitted. Number of pre-placement sessions conducted. Students directly placed. Students placed on campus through job fairs Students placed off campus through job fairs. Total number of MoU/ tie- ups created by institution in current year for placement. % students who have gone for	<b>Morgan Stanley—17</b> <b>Deloitte—10</b> <b>Endurance—1</b> <b>VM Jewellery—2</b> <b>Publicis Media—1</b> <b>Acumen—1</b> <b>Schneider Electric—1</b> <b>Zoopero—1</b> <b>Neosoft Tec—4</b>		



	entrepreneurship/ family businesses.			
23.	Students who have pursued their education further ( Progression) % progression of students passed.  Areas (subject)and levels (masters/ M.Phil/ Ph.d/ D.Sc of progression.	13.83%  60 students enrolled in master courses in UPG college  40 students enrolled in Indian and foreign university  2 students enrolled in Ph.D		
24.	Capability enhancement schemes conducted. Enrollment list and agencies involved Competitive exam cell/ career counselling/ remedial coaching/ language lab/ bridge courses/ yoga and meditation/ personal counselling/ any other	Yes  Refer to file number		
25.	Field and on hands training of at least 10 to 15 days ( more than (60 hours)	N.A.		
26.	Average percentage of students clearing GATE/NET/SET/ Civil services/ etc. (list of students, year , position achieved, related details)	2.5%  CAT-02 GRE-02 TOFEL-01 Any other -14		
27.	Registered alumni association present Alumni support:	Registered Alumni		



<p>1. % of new Alumni registered: New registered/passed out students X 100 ( with all details)</p> <p>2. Monetary Support In terms of funds: up to 1 lakh per year Up to 5 lakhs per year Support more than 5 lakhs support in services: Parenting support to existing students Support in kind: library/ Sports/ infrastructure/etc.</p> <ul style="list-style-type: none"> <li>• Support in terms of services: guest lecture/ mentoring/ etc.</li> <li>• Support in placements</li> </ul> <p>Alumni meetings:</p>			
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### Section IV Academics:

1.	Number of (Certificate/Diploma) Programs included in last five years (for certificate 150 hours for diploma 300 hours) Details with proofs	2 programs -2019-20		
2.	New , university or programs included in last five years	BA (FTNMP) MA(EMA) MCOM (BM)		
3.	Programs with choice based credit System	07		
4.	Number of Add-on programs conducted	-		
5.	Number of a) value added courses (30 hours skill based)or more offering skills b) Human value & professional ethics courses in education	12		
6.	students undertaking field projects/ internships students undertaking field projects/ internships (current year)	867		
7.	Curriculum enrichment provided in class room is prepared and uploaded on website.	NA		
8.	Number of teaching methodologies used with details.	BA (MMC)--07 BA(FTNMP)--11 BMS--06 BSCIT--05		
9.	Percentage of teachers using ICT for effective teaching and learning, e – learning resources.( list the tools and resources available	Smart Boards--100% Oracle--100% MS Teams-- 100% SAP--100% SVKM Portal--100% Sense Connect Software-- 100%		
10.	Number of ICT enabled classrooms and smart classrooms.	18		
11.	Whether - Course outcomes (CO's) Program outcomes (PO's) and Program Specific Outcomes (PSO'S) are displayed on the Website?	YES Available on Website		



12.	Average passing percentage of the college (only final year be considered) Total number of students present: Total number of students enrolled in first year Total number of students appeared in the final year Total number of students passed in final year Average passing percentage <b>Passing analysis; Distinction</b> First Class Second Class Pass Class Failed:	Refer to file Result analysis available		
13	Attainment for every course, faculty and Overall college.	YES		
14	How does college analyze results and how are they used for the future development of the organization?	Grade- Gender wise tabulation		

**14. How does college analyze results and how are they used for the future development of the organization?**

The result analysis is done after the declaration of results for the Undergraduate as well the Postgraduate courses. The analysis is tabulated as per the format provided by the exam department. It contains categories such as grades obtained, number of boys & girls as well as the toppers list. The result analysis sheets also reflect the date of declaration of results & pass percentage of the course.

The various faculties then check the gazette copy of the result which contains subject wise marks & grades. Remedial sessions are planned for the same. The remedial lectures are scheduled by the subject teachers and conveyed to the students. The remedial sessions are also taken upon the requests of the students.

The toppers and students with good grades are asked then to represent various clubs and committees like Rotaract club, Buddy Project, E-Cell, Placement Coordinators, Women Development Cell, DLLE, NSS, Cultural Committee etc.



**Section V: Teacher staff related(All Data for 5 years or from time since previous NAAC)**

1.	Average percentage of full time teachers, teachers with Ph.D. and their teaching experience.	Teachers 24 Ph.D. 9 37.50%		
2.	Percentage of teachers recognised as research guides	01		
3.	Number of teachers who have completed their Ph.D. in last five years	6		
4.	Average percentage of full time teachers who have received awards / recognitions/ fellowships at state/ national/ international level from government/ recognised bodies in last five years	State Level 4 National NIL International 2  Total 6  12.5%		
5.	Full time teachers from other states, their last degree and the state from which it was obtained.	GUWAHATI Ph.D (communication)		
6.	Grants received by teachers for research projects by the government/ non-government sources (industry/ corporate houses/ international bodies/ endowment/ chairs/ in the institution in the last five years). Percentage of teachers who have taken a research project in five years.	2017-18 nil 2018-19 nil 2019-20 01 2020-21 nil  Total Grant Sanctioned 0.35		
7.	Workshops /seminars on IPR/ Industry – Academia innovative practices conducted by college.	2017-18 – 04 2018-19 –13 2019-20–06 2020-21–17		
8.	Number of books published by teaching community at national and international level	2017-18 –07 2018-19–06 2019-20–07 2020-21–02		
9.	Number of teachers as research guides	1 - Dr. Navita Kulkarni		
10.	Innovations done by teachers	Dr. Manisha Divate-Applied for patent		
11.	Consultancies provided by teaching staff and amounts generated.	1 - Dr. Anju Kapoor		



*Anju Kapoor*

**Section VI: Community & environmental services (% participation)**

1)	NSS related activities – reports & Camps	92		
2)	Activities other than NSS	85		
3)	Environment related activities	31		
4)	Cleanliness programs	20		
5)	Gender equity programs	05		
6)	Gender sensitivity awareness programs	16		
7)	Green practices- plastic free campus / paperless office/ public transport measures/ waste management practices/ LED lamps/ Rain water harvesting	09		
8)	Solar energy put on the grid in last one Year	NIL		
9)	Human values & Professional ethics courses	06		



**Section : VII: OFFICE ASPECTS**  
**(Restricted to 5 bullet points under each aspect) (office filing)**

Sr.No.	Observation on Key Aspects ( 10 marks each)		250 (10 each)
1.	<b>General Administration</b> <ul style="list-style-type: none"> <li>• Fees Collection – Computerized/ not computerized</li> <li>• Roll Call – Generated from Software/ not generated</li> <li>• General Register</li> <li>• L.C. - Computerized Transfer process computerized?</li> </ul>	<b>ONLINE  GENERATED THROUGH SAP  IN SAP AND EXCEL FORMAT  BOTH MANUAL AND ONLINE</b>	
2.	<b>Extension &amp; Continuation of Affiliation</b> <b>*Aided:</b> First Affiliation, Extension, Permanent Affiliation and Annual Affiliation <b>*Unaided:</b> First Affiliation, Continuation of Affiliation and Permanent Affiliation applied	<b>CONTINUATION</b>	
3	<b>Selection, Advertisements &amp; Interview Procedures</b> <b>Aided:</b> <ul style="list-style-type: none"> <li>• Government NOC,</li> <li>• Advertisement draft approved by University</li> <li>• Advertisement in 2 News Papers [Regional &amp; English]</li> <li>• Selection Committee is demanded from University</li> <li>• Government Nominee is nominated by Joint Director</li> <li>• Interview being Called</li> <li>• Interview Chart prepared</li> <li>• Selection Committee Report</li> </ul> <b>*Unaided:</b> As per university norms [as above procedure]  <b>*Ext. Course:</b> Local Selection Committee, necessary sanctions <b>Dept.</b> [as above procedure]	<b>YES AS PER UNIVERSITY NORMS</b>	
4	<b>Teaching Staff Approvals</b> <b>*Aided:</b> <ul style="list-style-type: none"> <li>• Selection is done and the report is sent for approval at university</li> <li>• Management Resolution</li> <li>• Appointment Letter</li> <li>• Resume letter from the employee (acceptance letter)</li> </ul>	<b>AS PER UNIVERSITY NORMS</b>	



	<ul style="list-style-type: none"> <li>• University Approval draft</li> <li>• Approval copy from University</li> <li>• Joint Director Fixation</li> <li>• Confirmation</li> <li>• All CAS promotion to teachers is done as per above procedure</li> </ul> <p><b>*Unaided:</b> As per university norms [as above procedure]</p>			
5	<p>Non- Teaching Staff Appointments &amp; Promotions</p> <p><b>*Aided:</b></p> <ul style="list-style-type: none"> <li>• Government NOC</li> <li>• Advertisement in 2 News Papers [Regional &amp; English]</li> <li>• Interview – Interview Chart Report</li> <li>• Management Resolution</li> <li>• Appointment Letter</li> <li>• Resume letter from the employee [acceptance letter]</li> <li>• Joint Director Approval draft</li> <li>• Joint Director Approval</li> <li>• Joint Director Fixation</li> <li>• Confirmation</li> <li>• Promotion of 12yrs. &amp; 24yrs.</li> <li>• Seniority Promotion</li> </ul> <p><b>*Unaided Course Dept.:</b></p> <ul style="list-style-type: none"> <li>• Staff is appointed as when the need arises</li> </ul> <p>Yearly hike is approved</p>	<p><b>AS PER UNIVERSITY NORMS</b></p> <p><b>YES YEARLY HIKE GIVEN</b></p>		
6	<p>Statistical Information University of i MIS(DHE, Pune) AISHE(UGC) NIRF</p> <p><b>*Aided/Unaided:</b></p> <ul style="list-style-type: none"> <li>• MIS information uploaded to DHE Pune in September [online data] – file ready</li> <li>• All India Survey Higher Education [online data] file ready</li> </ul> <p>Uploading done/ not done</p>			
7	<p>Service Books &amp; Leave Records (Teaching &amp; Non – Teaching Staff)</p> <p><b>Aided:</b></p> <ul style="list-style-type: none"> <li>• Service Books maintained as per Joint Director Office</li> <li>• Computerized Leave Record is maintained as per service book</li> </ul> <p><b>* Unaided dept.:</b> Leave Record Bio-Metric</p>	<p><b>Biometric System SAP Oracle Monitoring RFID gates, HR view available to all staff Daily attendance record mailed to all staff</b></p>		



*Handwritten signature/initials in blue ink.*

8	<b>Admissions Procedures</b> <b>*Aided/Unaided/ Ext. Course dept.:</b> <ul style="list-style-type: none"> <li>• Filling up of Pre Admission Form designed by the college</li> <li>• Online Admission Form Filling on the digital portal</li> <li>• Confirmation of Admission on portal &amp; fees collection on customized software</li> </ul> Submission to Registration of the confirmed student	<ul style="list-style-type: none"> <li>• YES</li> <li>• YES (UOM)</li> <li>• YES , IN SAP</li> </ul>		
9	<b>Enrolment, Eligibility &amp; Migration</b> <b>*Aided/Unaided:</b> <ul style="list-style-type: none"> <li>• Provisional Eligibility applied by students</li> <li>• Provisional Admission is provided on producing Provisional Eligibility Certificate</li> </ul> Migration Certificate required for Confirmed Admission	<ul style="list-style-type: none"> <li>• YES</li> <li>• YES</li> <li>• YES</li> </ul>		
10	<b>*Aided/Unaided:</b> <ul style="list-style-type: none"> <li>• College level examination for U.G. Courses &amp; (Sem. III to Sem. VI are conducted by University)</li> <li>• All exam's conducted by University for P.G. course</li> <li>• Uploading Question paper of sem. I&amp; II college exam on college portal selection of set by Principal</li> <li>• Generation of Exam Forms for University exam from University Portal</li> <li>• Exam form Inward Process followed by Generation of Hall Ticket, Attendance Sheet, Supervisor Report, Printing of Blank Mark-list, Uploading Internal Marks on Portal</li> <li>• Uploading of Result Status of First Year students on digital portal for re-registration of Second Year Admissions</li> <li>• 1<sup>st</sup> Year stamping of Mark sheet &amp; Ledgers from University</li> <li>• 1<sup>st</sup> Year Ledger submission in binding format at University</li> </ul>	File Number-		
11	<b>*Aided/Unaided:</b> <ul style="list-style-type: none"> <li>• As and when demanded by students providing them 2 copies of transcript as per University Format</li> <li>• Rs. 500 is collected towards fees for the same</li> <li>• Bonafide Certificate is issued as and when demanded by students</li> </ul> Rs. 10 is charged towards the issue of Bonafide certificate	<ul style="list-style-type: none"> <li>• YES</li> <li>• 5 COPIES FOR RS. 1000.00</li> <li>• YES</li> <li>• RS.20.00</li> </ul>		



12	Railway/ Bus Concessions <b>*Aided &amp; Unaided</b> <ul style="list-style-type: none"> <li>• Railway/ Bus Concession is issued from 1<sup>st</sup> to 10<sup>th</sup> date of every month</li> <li>• Monthly statement is prepared on excel sheets</li> </ul> Submitting the same at Railway/ Bus to the Office	File No.		
13	Government Scholarships & Free Ships <b>*Aided/Unaided:</b> <ul style="list-style-type: none"> <li>• Students and Parent are orientated with procedure and norms.</li> <li>• Display of Notice on Digital Signage &amp; WhatsApp group</li> <li>• Collection of forms filled by students on the scholarship site</li> <li>• Verification of forms &amp; documents</li> <li>• The form is collected and approved by the authorities of Social Welfare Department</li> <li>• Generation of Statement B and submitting the same at social welfare department</li> <li>• Received Scholarship amount from Department</li> <li>• Order Collected from dept.</li> <li>• Payment is disbursed in students personal A/c</li> </ul> Utilization Certificate submitted to department	<ul style="list-style-type: none"> <li>• YES</li> <li>• ON WEBSITE</li> <li>• YES</li> <li>• YES</li> <li>• YES</li> <li>• NA</li> <li>• NA</li> <li>• NA</li> </ul>		
13 B	Non-Government scholarships, free ships, concessions. <b>Organizational effort to provide help to needy:</b> Concession in fees list Other supporting documents.	NO		
14	Inward & Outward Registers Aided/Unaided/ Ext. Course dept.: Digitized	AVAILABLE IN PHYSICAL FORMAT		
15	Dead Stock Registers <b>*Aided/Unaided Course dept.:</b> Register is maintained in excel format	AVAILABLE IN PHYSICAL FORMAT		
16	Records of Minutes Local Managing Committee, Quality Assurance Cells, Governing Body, School Committee & PTA <b>*Aided/Unaided/ Ext. Course dept.:</b> <ul style="list-style-type: none"> <li>• Records Maintained</li> <li>• CDC-Four times a year Office as and when need conducts meeting [ general, accounts &amp; budgets meeting]</li> <li>• IQAC - Twice a year (minimum)</li> <li>• Departmental Meetings - Twice a year</li> </ul> Committee Meetings - As and when required	FILE NO.		



17	Records of Computers, Printers, Lap Tops, Scanners, Projectors & Licensed Software's <b>*Aided/Unaided Course dept.:</b> <ul style="list-style-type: none"> <li>• Purchase of new equipment is recorded in the Dead Stock Register</li> <li>• New purchases are numbered</li> <li>• List Attached</li> </ul> Scrap is also donated & recorded	<b>AVAILABLE and maintained</b>		
18	Accounts & Finance Section: Cashbook, Ledger, Salary Registers, Salary Bills, Vouchers, Receipt Books, Fee Registers, etc. <b>Aided/Unaided Course dept.:</b> <ul style="list-style-type: none"> <li>• Accounts is maintained in SAP</li> <li>• Vouchers are printed from the SAP Software, Reconciliation is maintained in SAP</li> <li>• Salary Register of the Full Time Faculty's &amp; Non-Teaching Staff are maintained</li> <li>• Fees Receipts are printed from the customized software</li> </ul> Fee Register is maintained in the excel format	<b>YES</b> <b>SAP</b> <b>Salary Register maintained</b> <b>YES</b>		
19	College Budgets & Audited Balance Sheet <b>*Aided/Unaided Course dept.:</b> <ul style="list-style-type: none"> <li>• Budget is prepared Cost Center wise every year</li> </ul> Audited Balance Sheet is also prepared and submitted to the trust	<b>YES</b> <b>YES</b>		
20	Teachers Workload & Class Time Tables <b>*Aided/Unaided:</b> <ul style="list-style-type: none"> <li>• As per University norms &amp; approved form University/Joint Director Office</li> </ul> <b>*Unaided:</b>	<b>File No</b>		
21	Annual Maintenance Contract: Pest Control Air Conditions, Water Coolers, CC TV, Fire Extinguishers, Computers & Printers <b>*Aided/Unaided Course dept.:</b> List Enclosed	<b>File No</b>		
22	Non- Teaching Staff Welfare <b>Aided/Unaided/ Ext. Course dept.:</b> <ul style="list-style-type: none"> <li>• Medical Assistance on request</li> <li>• Fees / Financial Assistance on request</li> <li>• Family Picnic</li> </ul> Festival Celebration Birthday Celebration	<ul style="list-style-type: none"> <li>• <b>YES</b></li> <li>• <b>YES</b></li> <li>• <b>YES</b></li> </ul> <b>YES</b>		
23	Workshops attended by non-teaching staff <b>Aided/Unaided Course dept.:</b>			
24	<b>*Aided/Unaided/ Ext. Course dept.:</b>			
25	<b>* Overall neatness, presentation &amp; non- teaching staff cooperation.</b>			



**Section VIII: Best Practices (100) (one each in about 200 words, 10 marks each 10 X 7 =70& one distinctive practice 30 marks)**

1. In Curriculum	Online Feedback, Evaluation and Analysis System
2. Academics	Adopting Application Based Education (ABE) for the effective teaching-learning process
3. Extension	Clean up drive and plantation drive
4. student progression	Career guidance devised to assist students to make and implement informed educational and vocational choices which would eventually help them realize their full potential.
5. management practices	COFFEE WITH THE PRINCIPAL
6. Environment	Eco friendly campus
7. Distinctive practices	Comprehensive development of students to make them industry ready.



## Suggestions & Recommendation by Auditors

Sr. No.	Particulars
1	a) Research must be encouraged in the College, for that Seed Money for research must be constituted to encourage faculties to undertake Minor Research Project.
	b) Cash prize should be given for teachers who have completed Ph.D.
2	Training programs to enhance teaching learning process must be conducted on LOCF, Blooms Taxonomy and NEP.
3	Departmental profile and PPT's must be created for each department.
4	Incubation Centre must be set up to encourage entrepreneurship and content creation.
5	Solar Panel and Landscaping of garden area must be done for enhancing the infrastructure.
6	ISO Audit must be conducted to streamline all the processes in the college
7	The strength of the college is it has very good placement, student activities, ERP systems (SAP & Oracle), Library infrastructure and enthusiastic teaching and non-teaching staff.

1. Chairperson, Academic and Administrative Audit Committee

*Mona*  
3/8/21

Dr. Mona Mehta, Nagindas Khandwala College

2. Expert, Academic and Administrative Audit Committee

*Hiren Dand*  
3/7/2021

Dr. Hiren Dand, Mulund College of Commerce



*Altaf*  
PRINCIPAL  
SVKM'S  
USHA PRAVIN GANDHI COLLEGE OF ARTS,  
SCIENCE AND COMMERCE  
VILE PARLE (WEST), MUMBAI - 400 056

IQAC CO-ORDINATOR  
SVKM'S  
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