



## YEARLY STATUS REPORT - 2020-2021

| <b>Part A</b>  |  |
|--|--|
| <b>Data of the Institution</b>                       |  |
| <b>1.Name of the Institution</b>                     | Rashtriya Shikshan Sanstha's<br>Swami Vivekanand Night College of<br>Arts and Commerce |
| • Name of the Head of the institution                | Dr. Anuja Palsuledesai   |
| • Designation  | Principal  |
| • Does the institution function from its own campus? | Yes  |
| • Phone no./Alternate phone no.                      | 09769934319  |
| • Mobile No:   | 9821176069   |
| • Registered e-mail                                  | swaminightcollege@gmail.com  |
| • Alternate e-mail                                   | principalanuja@gmail.com   |
| • Address  | Chhatrapati Bhavan, Datta Nagar,<br>Ayre Road,   |
| • City/Town  | Dombivali ( East )   |
| • State/UT   | Maharashtra  |
| • Pin Code   | 421201   |
| <b>2.Institutional status</b>                        |  |
| • Type of Institution                                | Co-education   |
| • Location   | Urban  |

|  |   |                |                             |               |             |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Financial Status   | UGC 2f and 12(B)  |                |                             |               |             |
| • Name of the Affiliating University   | University Of Mumbai  |                |                             |               |             |
| • Name of the IQAC Coordinator   | Dr. Sumant Autade   |                |                             |               |             |
| • Phone No.  | 09960043237   |                |                             |               |             |
| • Alternate phone No.  | 09769934319   |                |                             |               |             |
| • Mobile   | 9960043237  |                |                             |               |             |
| • IQAC e-mail address  | svnc.iqac@gmail.com   |                |                             |               |             |
| • Alternate e-mail address   | principalanuja@gmail.com  |                |                             |               |             |
| <b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>   | <a href="https://svnc.ac.in/">https://svnc.ac.in/</a>   |                |                             |               |             |
| <b>4.Whether Academic Calendar prepared during the year?</b>   | Yes   |                |                             |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:  | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/1.1.2-academic-Calendar-2020-21.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/1.1.2-academic-Calendar-2020-21.pdf</a> |                |                             |               |             |
| <b>5.Accreditation Details</b>   |   |                |                             |               |             |
| Cycle  | Grade   | CGPA           | Year of Accreditation       | Validity from | Validity to |
| Cycle 1  | C   | 1.93           | 2007                        | 22/12/2007    | 21/12/2012  |
| Cycle 2  | C   | 1.88           | 2016                        | 19/02/2016    | 18/02/2021  |
| <b>6.Date of Establishment of IQAC</b>   |   |                | 02/07/2007                  |               |             |
| <b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b> |   |                |                             |               |             |
| Institutional/Department /Faculty  | Scheme  | Funding Agency | Year of award with duration | Amount        |             |
| NIL  | NA  | NA             | NA                          | NIL           |             |
| <b>8.Whether composition of IQAC as per latest NAAC guidelines</b>   |   |                | Yes                         |               |             |
| • Upload latest notification of formation of IQAC  |   |                | <a href="#">View File</a>   |               |             |

|  |                           |  |
|--|---------------------------|--|
|  |                           |  |
| <b>9.No. of IQAC meetings held during the year</b>   | <b>05</b>                 |  |
| <ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>   | <b>Yes</b>                |  |
| <ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>   | <a href="#">View File</a> |  |
| <b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>  | <b>No</b>                 |  |
| <ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>   |                           |  |
| <b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>  |                           |  |
| <ul style="list-style-type: none"> <li>• Planning of curricular and co-curricular activities for the academic year 2020-21.</li> <li>• Proper implementation of the planned activities for the academic year 2020-21.</li> <li>• Participation of stakeholders in planning and implementation.</li> <li>• Delegation and decentralization of work in the execution of activities.</li> <li>• Follow up measures were taken.</li> </ul> |                           |  |
| <b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>  |                           |  |
|  |                           |  |

| Plan of Action   | Achievements/Outcomes  |
|--|--|
| Prepare academic calendar for the academic year 2020-21 and conduct activities in adherence to the academic calendar | All academic activities were conducted as per the plan chalked out in the academic calendar of the year 2020-21  |
| To conduct six certificate courses and six value-added courses during the academic year 2020-21.                     | All the courses were designed and conducted accordingly.   |
| To establish functional MoUs with other Institutions for academic and co-curricular activities.                      | MoU with St. Arnolds College, B, M. Ruia Girls College, Mumbai and activities conducted on women empowerment and other related issues.   |
| To conduct Teacher Exchange programme under MoU with Adv. V. B Deshpande College, Mulund, Mumbai.                    | The MoU signed with Adv. Deshpande College, Mulund and teacher exchange programme was run through online mode.   |
| To undergo academic, environmental and energy audit.   | The environmental audit, academic audit and energy audit done.   |
| To increase use of ICT in teaching learning and evaluation process.  | The extensive use of ITC was made both for regular teaching and internal evaluation purpose.   |
| To take initiatives for environmental sustainability.  | The initiatives such as plastic free campus, electronic waste collection center, solar energy plant, Air Quality Monitoring System installed and the data are displayed in the public interest on regular basis. |
| To establish student mentoring system in the institution.  | The student mentoring system has been successfully run.  |
| To conduct seminars and workshops on IPR and Research Methodology.   | Two workshops on IPR and one workshop on Research Methodology were conducted during the year 2020-21   |
| <b>13. Whether the AQAR was placed before statutory body?</b>  | Yes  |

- Name of the statutory body

| Name                          | Date of meeting(s) |
|-------------------------------|--------------------|
| College Development Committee | 30/10/2021         |

#### 14. Whether institutional data submitted to AISHE

| Year | Date of Submission |
|------|--------------------|
| 2022 | 17/01/2022         |

### Extended Profile

#### 1. Programme

|  |    |
|--|----|
| 1.1  | 02 |
| Number of courses offered by the institution across all programs during the year |    |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

#### 2. Student

|                                    |     |
|------------------------------------|-----|
| 2.1                                | 726 |
| Number of students during the year |     |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

|  |     |
|--|-----|
| 2.2  | 283 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year |     |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

|   |     |
|---|-----|
| 2.3   | 249 |
| Number of outgoing/ final year students during the year |     |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

### 3.Academic

|  |           |
|--|-----------|
| 3.1  | <b>11</b> |
| Number of full time teachers during the year |           |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

|  |           |
|--|-----------|
| 3.2  | <b>10</b> |
| Number of Sanctioned posts during the year |           |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

### 4.Institution

|  |           |
|--|-----------|
| 4.1  | <b>12</b> |
| Total number of Classrooms and Seminar halls |           |

|   |                 |
|---|-----------------|
| 4.2   | <b>74.22342</b> |
| Total expenditure excluding salary during the year (INR in lakhs) |                 |

|   |           |
|---|-----------|
| 4.3   | <b>65</b> |
| Total number of computers on campus for academic purposes |           |

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The academic calendar is prepared by holding online meeting of the staff members. The geographical area was under COVID-19 impact and there was complete lock down clamped by the Government as well as the affiliating University. In the online meeting, the contents of various courses were discussed and as per the direction of the

affiliating University online lecture programme schedule was prepared. It was discussed with the stakeholders including the members of management and representatives of students. The staff members were also asked about the probable challenges in implementing the academic delivery system. In the meeting, unanimously zoom application was selected for the purpose of delivery of the contents of various courses through online mode. The unanimous decision was taken on the basis of the feedback given by students and the staff members regarding the operational convenience of the application. The application incorporates all the needs and requirements which are required for online delivery of academic courses. Subsequent to the decision, the detailed time table was prepared and communicated to staff members as well as to the students. The students' WhatsApp groups were made to communicate the time table, lecture link and other notices and curricular contents.

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

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

In the beginning of the academic year 2020-21, as a normal convention the staff meeting was conducted through online mode. Because of the restriction imposed by the government due to COVID pandemic, there was complete lockdown across the State and even the country. The head of the institution conducted the meeting and apprised the staff members the challenges posed due to the pandemic. The staff members were informed that the academic delivery of all courses was required to be done through online mode and the convenient computer application was decided as zoom application. The institution subscribed this application for communication of various academic programmes to various stakeholders. The staff members also decided to use the same application because of its convenient operation. The application was selected because in the neighboring institutions also the same application. In the staff meeting, various difficulties of online teaching were discussed and probable solutions were given. The staff members also agreed to use Kahoot, Testmoz, Google forms, google classroom for continuous internal evaluation of the students on timely basis. Regular unit tests were conducted to ascertain the learning level of the students through

online mode and necessary remedial measures were taken to improve the same.

| File Description                     | Documents   |
|--------------------------------------|---|
| Upload relevant supporting documents | <a href="#">View File</a>   |
| Link for Additional information      | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/1.1.2-academic-Calendar-2020-21.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/1.1.2-academic-Calendar-2020-21.pdf</a> |

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

**B. Any 3 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

## 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**

0

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



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

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

6

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

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

174

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

174

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

### 1.3 - Curriculum Enrichment

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

##### Professional Ethics

Professional ethics are the integral part of Foundation Course, one of the compulsory courses at FY and SY level. At the higher level also professional ethics are imparted in the form of Corporate Social Responsibility in the subject of Marketing and Human Resource Development at TYBCom level. Business Law at the second year of commerce is also a compulsory course. Business Communication is at FYBCom and SYBA level.

## Gender

Gender issues are addressed through chapters & articles in the curriculum of Foundation Course, Political Science and Environmental studies. The institution thrives to develop the sense of gender equity and respect for every individual irrespective to gender.

**Cross cutting issues relevant to Environment and Sustainability:**

The institution also offers environmental studies as compulsory course at FYBCom level where issues related to environment and sustainability are addressed. The same is also the part of Foundation course and Environmental Economics.

**Human Values into the Curriculum:**

The institution also integrates human values into the curriculum in the courses such as foundation course, political science; environmental studies, Business law etc. and the efforts are made to inculcate these values among the students during process of regular curriculum delivery.

| 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 | <a href="#">View File</a> |

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

7

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

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

552

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

### 1.4 - Feedback System

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

A. All of the above

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

|  |   |
|--|---|
| <b>1.4.2 - Feedback process of the Institution may be classified as follows</b>  | <b>B. Feedback collected, analyzed and action has been taken</b>  |
| File Description   | Documents   |
| Upload any additional information  | <a href="#">View File</a>   |
| URL for feedback report  | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/1.4.2-A.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/1.4.2-A.pdf</a> |
| <b>TEACHING-LEARNING AND EVALUATION</b>  |   |
| <b>2.1 - Student Enrollment and Profile</b>  |   |
| <b>2.1.1 - Enrolment Number Number of students admitted during the year</b>  |   |
| <b>2.1.1.1 - Number of sanctioned seats during the year</b>  |   |
| 1080   |   |
| File Description   | Documents   |
| Any additional information   | No File Uploaded  |
| Institutional data in prescribed format  | <a href="#">View File</a>   |
| <b>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)</b> |   |
| <b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>   |   |
| 316  |   |
| File Description   | Documents   |
| Any additional information   | No File Uploaded  |
| Number of seats filled against seats reserved (Data Template)  | <a href="#">View File</a>   |
| <b>2.2 - Catering to Student Diversity</b>   |   |
| 2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners  |   |
| The institution identifies the learning capacity of the students on the basis of their academic performance at the entry level. Moreover, the class tests are conducted to evaluate the learning           |   |

capacity of the students. The students scoring more than 60% marks in entry level class tests are identified as advanced learners whereas those scoring less than 40% score are identified as slow learners. The students who fall in the category of slow learners are given attention by giving them suitable examples of the complex concepts and learning literature in the form of lecture notes, solved problems and they are given liberty of interaction during free lectures. Doubt solving sessions are conducted on regular basis and necessary assistance to the slow learners is provided during the same. Advanced learners are identified during entry level tests and the academic improvement of advanced learners is also taken care of. Besides regular classes, advanced learners are encouraged to participate in extra-curricular activities like inter-collegiate quiz competition, student seminar, individual projects etc. Extra learning resources are provided to the advanced learners for better understanding of the course content.

| File Description                  | Documents   |
|-----------------------------------|---|
| Link for additional Information   | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/2.2.1.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/2.2.1.pdf</a> |
| Upload any additional information | <a href="#">View File</a>   |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 726                | 11                 |

| File Description           | Documents        |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

### 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 institution offers under graduate and graduation courses in Commerce and Arts. The teaching methods adopted are likely to be different as per the requirement of the subject. The teaching methods are highlighted by the affiliating university and it is expected that all affiliating institutions are adhering to the methods of teaching suggested by the affiliating university. However, the methods of teaching differ from subject to subject and

course to course. The common form of method of teaching is chalk and duster across all the subjects and courses. The various subjects like Environmental studies contains the topics such as interpretation of thematic maps, mapping exercises and field experience, the foundation course contains the topics such as human rights, socio-environmental issues wherein the students are given project work. The subject of economics at all stages demands analytical thinking and application, therefore, group discussion, presentation, debates, seminars of Research methodology etc. are conducted. The subject of management and marketing involves the topics such as banking awareness, retail management wherein specific seminars and talks are arranged.

The academic year experience COVID pandemic wherein various activities were required to be conducted by following COVID protocols. Therefore the activities are conducted through online mode only.

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| Link for additional information   | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/2.3.1.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/2.3.1.pdf</a> |

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

The institution recognises the importance of Information and Communication Technology (ICT) tools. The institution has LCD projector installed. There are 4 such ICT enabled classrooms. The teachers as per requirement conduct their sessions in PPT Mode. However, the ICT was used with full potential during the Academic year 2020-21. The Covid-Pandemic left no choice but to organise the lectures in online mode with the extensive use of ICT. All the teachers attended various technology enhancement programmes right from learning about access to various platforms like Google Meet, Zoom, Google classroom, Jam boards, recording of slides, uploading the videos and slide presentation on YouTube. There has been extensive use of Learning Management System in the Pandemic era. Use of Google classroom and google sites as a platform to access the learning resources have also been used in an effective manner. Teachers undertook online quiz related to their subject module wise using Google forms. The study material, assignments, class tests and other learning resources were made available to the students through

Google classroom, Kahoot, Testmoz etc.

| File Description  | Documents   |
|---|---|
| Upload any additional information   | <a href="#">View File</a>   |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/2.3.2.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/2.3.2.pdf</a> |

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

#### 2.3.3.1 - Number of mentors

11

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

### 2.4 - Teacher Profile and Quality

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

10

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

#### 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

8

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

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

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

15

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

### 2.5 - Evaluation Process and Reforms

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

The affiliating University has introduced the revised course CBSGS (10 points) 100 marks Semester pattern to the first year B.A./B.Com from the academic year, 2016-17, respectively as indicated in the table linked herewith. Internal Evaluations are scheduled and conducted. Internal examinations are conducted by respective faculty member during their scheduled lectures. Students are made aware about the mechanism of Internal Assessment through Notice Boards, Academic Calendar etc. Dates of examinations are communicated to the students through notice boards and institutional website. Students are guided about the syllabus and internal assessment process in the orientation programme conducted in the beginning of the academic year. The internal assessment of student is the periodical evaluation of performance of student. Through continuous monitoring and evaluation of students within the campus, the College identifies students requiring special attention and offers necessary remedial coaching, if necessary. Evaluation is done as per the norms of



University of Mumbai. Online Tests and Assignments are conducted by some departments to understand the learning levels of the students after each module/unit through platforms like, Zoom meeting poll, Kahoot, Testmoz, google forms etc. Internal evaluation mechanism is monitored by IQAC and Examination Committee from time to time.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

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

The institution conducts University Examinations as per the University of Mumbai Ordinances. The examinations are conducted in a proper time bound manner as per the academic calendar. The results and outcomes are announced according to the norms of the affiliating university. The students are given opportunity to redress their grievances as per the norms of the university. There is a provision for revaluation and verification of the assessment done by the teachers. Moreover, there is a practice of moderation of answer books from the teachers of cluster institutions which is also done in a time bound manner. College Examination Committee deals with the grievances related to the F.Y/S.Y. Examinations. It ensures timely Redressal of grievances. The student submits application to the College Examination Committee. The Redressal is communicated to the student on time. The entire process is transparent and carried out within 15 days. Revaluation: Students may apply for revaluation and verification of marks. The College Examination committee provides the photocopy of answer books to students on demand. Unfair Means in Examinations are reported to Unfair Means Inquiry Committee. The institution, after verifying the facts, forwards it to the concerned department of the University.

| File Description                | Documents   |
|---------------------------------|---|
| Any additional information      | <a href="#">View File</a>   |
| Link for additional information | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/2.5.2-ICC-2020-21.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/2.5.2-ICC-2020-21.pdf</a> |

## 2.6 - Student Performance and Learning Outcomes

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

The institution is affiliated to the University of Mumbai in which the Board of Studies design the curriculum and syllabus that is outcome based. In order to make teaching and learning mechanism more effective the institution significantly identifies the importance of outcome-based curriculum. The course outcomes, program outcomes and Programme specific outcomes also help to shape the thinking and perspective of the student towards looking at a course. Outcome based learning serves as the basis to make faculty members more specific and focussed. There are in all 40 courses for B.Com program and 46 courses in BA program. The course for B.Com program includes Business Economics, Environmental Studies, Accountancy, Financial Accounting, Management Accounting Financial Management, Auditing, Commerce, Foundation Course, Business Communication, Mathematics and Statistics, Export Management, Computer Application and Analysis, Business Law.

The BA courses include Economics, Geography, History, Communication Skills, Marathi, Political Science and Foundation Course. The institution offers a graduate programme for BA(Economics Course) with 12 Papers at Last year (Sem V and Sem VI). The course outcomes for all the courses under B.Com and B.A program are designed and uploaded on the institutional website.

| File Description                                     | Documents   |
|--|---|
| Upload any additional information                    | No File Uploaded  |
| Paste link for Additional information                | <a href="https://svnc.ac.in/course-outcomes-ba/">https://svnc.ac.in/course-outcomes-ba/</a> |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded  |

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

Outcome based learning serves as the basis to make faculty members more specific and focused. Although, most of the teachers at informal level do assesses the understanding of the student for a specific course by asking them questions and having conversation with them. The course outcomes and program outcomes are assessed and evaluated through the internal examination system. The Term End Examination serves the basis for evaluation and assessment which is taken in first half and second half of the academic year. The learning levels of the students are evaluated based on the term end examinations and the same are mapped to derive programme outcomes.

The student is graded as per their performance in the internal exam

for all the courses. For courses like Foundation Course and Economics at TYBA level student are given project work related to the curriculum and syllabus. A new development in this respect was observed during the covid-19 pandemic where some departments also evaluated the students course wise through online quiz via google forms.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for Additional information | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/2.6.2.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/2.6.2.pdf</a> |

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

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

244

| File Description   | Documents                 |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Paste link for the annual report   | 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://svnc.ac.in/wp-content/uploads/2022/01/2.7.1.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

00

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

**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**

00

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

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

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

8

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

### 3.2 - Research Publications and Awards

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

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

2

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

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

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

03

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

### 3.3 - Extension Activities

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

Extension activities are conducted in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development during the last five years Response. The institute promotes regular engagement of faculty, students and staff with neighborhood community for their holistic development and sustained community development through various activities. Community oriented programs are organized under which students and staff participate voluntarily in community based activities with neighborhood. In the light of restrictions posed due to COVID-19 pandemic, it was not physically possible to conduct outreach programmes on the neighborhood areas. However, the institution has made efforts to sensitize the community regarding precautions and

necessary health measures. The online programme such as COVID-19 awareness campaign, awareness campaign for vaccination etc. were organized. Besides, vaccination drives for residents in the vicinity of the college were conducted in association with local administration and health department.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/3.3.1.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/3.3.1.pdf</a> |
| Upload any additional information     | No File Uploaded  |

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

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

1

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

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

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

6

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

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

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

124

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

### 3.4 - Collaboration

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

2

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

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

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

2

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution is an Evening College offering graduation programs in Arts and Commerce. The institution has its own management information system where the students are informed about various announcements not only through notice boards but also through Short Message Alert Service. There are 13 classrooms, 2 computer labs, library and reading room, 2 seminar halls, gymkhana, girls' common room, mentoring room, toilets on each floor, staff room, administrative office etc. Ten classrooms are developed as smart classrooms with necessary IT infrastructure which are augmented and maintained on regular basis. Besides there are 4 LCD Projectors installed in seminar rooms. The entire College campus is brought under CCTV surveillance. There are 32 CCTV cameras installed in all the classes, corridor, administrative office and computer lab and staff room for monitoring the lectures taken for various courses. The institution has upgraded institutional website and the same is being updated on daily basis. The institution has also provided institutional email addresses to both staff and students for electronic communication and the same are used for sharing of learning resources.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/4.1.1_compressed.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/4.1.1_compressed.pdf</a> |



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

**Sports:**

The college Sports Committee encourages students to participate in events at Intra-Collegiate, Inter-Collegiate, District, State and National level. The Institute has a dedicated and experienced Physical Trainer who looks after the sports related activities on the campus. Students are encouraged to participate in individual and group events. The dedicated rooms are made available for Gymkhana in the college. Along with the instruments and sports equipments for indoor and outdoor games, Gymkhana is also equipped with multipurpose fitness instruments for the students.

**Outdoor Game Facilities Indoor Game Facilities**

Throw ball & Volleyball pole, Table Tennis, Box Cricket and Badminton, badminton pole,

Carrom boards, Chess, Sports Equipment's: Badminton Rackets, Cricket Bat, Cricket Ball, Weight lifting, Tug of War Rope, Throw Ball, Hand Ball etc.

**Cultural:**

Along with academics and sports, cultural activities play an important role in the holistic development of students. The College has Cultural Committee promoting the rich cultural heritage of our country; This committees conduct several activities wherein there is an active participation by students. To conduct intra and inter collegiate cultural events appropriate space is available in the college premises. The institution also makes budgetary provision for conduct of cultural events.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/4.1.2_compressed.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/4.1.2_compressed.pdf</a> |

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

10

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

10

| File Description  | Documents   |
|---|---|
| Upload any additional information   | No File Uploaded  |
| Paste link for additional information   | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/4.1.3_compressed.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/4.1.3_compressed.pdf</a> |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a>   |

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

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

5,00,255/-

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

#### 4.2 - Library as a Learning Resource

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

The SMART Library Software is developed by TantraVed.

The experts at TantraVed provide regular training and guidance to the library personnel.

The Online Public Access Catalogue module of the software allows library database searching by entering preferred terms and is mainly

used for information retrieval. The database Maintenance module covers all operations of database creation and maintenance. It takes records from the acquisition module for the books recently acquired. The key features of the module are duplicate checks with on-screen record comparison, provision to scan and Accession register printing. Additionally, the software has an excellent support and updates system.

All the work related to issue and return is computerized. The SMART Library software is a totally integrated software package encompassing all aspects of library management. This software covers all areas within the preview of the library for efficient Information Management and at the same time provides a precious tool to all its members to have access to these resources at their fingertips.

Features of SMART Library Software:-

Unicode Support with Multilingual Search

Graphical User Interface

Cataloguing

Bar-code Enabled Issue/ Return

OPAC (Online Public Access Catalogue)

Books Bar-code

Students Bar-code

Book History

Member History

Catalogue Printing

There are printers available in market for bar-code printing. But the software has such an inbuilt mechanism that there is no need to print separate bar-codes. Libraries have to maintain the records of its history, Management Council, its various activities, no. of books in library, rare books, remarks of renowned visitors, staff record etc. The library can incorporate any such information on its website using this software.

In order to spread the reading culture in Maharashtra and to bring all the libraries in Maharashtra under one roof, an App has been developed for android phone users. This is free to all APP (Application) developed by TantraVed. The App is required to be bought by the library. Once the App is bought, the library can extend its usage to its users. The library has to enter all the necessary data after buying this software. TantraVed Team always guides, trains and cooperates its all stakeholders.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for Additional Information | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/4.2.1_compressed.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/4.2.1_compressed.pdf</a> |

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

C. Any 2 of the above

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

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

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

**Rs. 2,16,992/-**

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

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

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

11

| File Description                                  | Documents        |
|---|------------------|
| Any additional information                        | No File Uploaded |
| Details of library usage by teachers and students | No File Uploaded |

**4.3 - IT Infrastructure**

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

The institution has been at forefront in providing the IT facilities. Before the second cycle, the institution had already taken a novel step of distributing laptops to the teaching faculties to enable them to learn the Information and Communication Technology tools for better teaching learning mechanism. This was an important step with respect to the provision of ICT facilities The desktops are also repaired regularly through AMC's which is carried out every year. If required, the desktops are also replaced. Similarly AMC for printers, uploading software whenever required is also done. The number of computers , softwares are acquired depending upon the need of the time.

In the year 2019-20 the total number of computers were 33 out of which 22 desktops are in the computer laboratory for conducting practicals for BCom Program for last Year(Sem V and Sem VI), 7 Desktops were in Office ,3 in the departments and others were 4 with the available band with of 40mbps.The institution is in the process of installing additional Wi-Fi facilities in the premises in view of online and offline teaching made mandatory by the affiliating institution and the government of Maharashtra.In the year 20-21 the student computer ratio was 8:1 and the total number of computers were 90.

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

|  |                           |
|--|---------------------------|
| <b>4.3.2 - Number of Computers</b>   |                           |
| 90   |                           |
| File Description   | Documents                 |
| Upload any additional information  | No File Uploaded          |
| Student – computer ratio   | <a href="#">View File</a> |
| <b>4.3.3 - Bandwidth of internet connection in the Institution</b>   | A. ? 50MBPS               |
| File Description   | Documents                 |
| Upload any additional Information  | <a href="#">View File</a> |
| Details of available bandwidth of internet connection in the Institution   | No File Uploaded          |
| <b>4.4 - Maintenance of Campus Infrastructure</b>  |                           |
| <b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>                      |                           |
| <b>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)</b>         |                           |
| 7,42,2342/-  |                           |
| File Description   | Documents                 |
| Upload any additional information  | <a href="#">View File</a> |
| Audited statements of accounts.  | No File Uploaded          |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)  | <a href="#">View File</a> |
| 4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. |                           |
| <b>Computer Laboratory-</b>  |                           |
| <ul style="list-style-type: none"> <li>IT infrastructure is under AMC.</li> <li>Regular monitoring of IT infrastructure.</li> </ul>  |                           |

- Appropriate warranty from the manufacturer is ensured at the time of purchase.
- Inverters and UPS are maintained under AMC.

**LIBRARY:**

Books are purchased as per the following procedure:

1. Library Budget is allocated to all departments
  2. Requirement list is called from the departments
    1. Books are procured and accession is carried out at Library
    2. Bills are forwarded to Accounts Department
- Regular inspection and maintenance of book shelves / cupboards .
  - The pest control activity is undertaken periodically.
  - IT infrastructure in the library is maintained under AMC
  - Book binding is carried out through an outsourced vendor

**GYMKHANA:**

- College Gymkhana is regularly maintained under the guidance of Gymkhana In-charge of the College.
- Repair and servicing at regular intervals is carried out by technical experts from outside.
- Some items are purchased from the manufacturers/ dealers.
- Electrical fittings are repaired through approved agency by the management.

**OTHERS -**

- CCTV cameras, customized computer soft ware, computer hard wares, photocopying machine, Inverter batteries are maintained under AMC.
- The furniture, computers, library resources are insured

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/4.4.2.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/4.4.2.pdf</a> |

**STUDENT SUPPORT AND PROGRESSION**

|   |                           |
|---|---------------------------|
| <b>5.1 - Student Support</b>  |                           |
| <b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>   |                           |
| <b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>   |                           |
| 16  |                           |
| <b>File Description</b>   | <b>Documents</b>          |
| Upload self attested letter with the list of students sanctioned scholarship  | <a href="#">View File</a> |
| Upload any additional information   | <a href="#">View File</a> |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)  | <a href="#">View File</a> |
| <b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>  |                           |
| <b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>   |                           |
| 16  |                           |
| <b>File Description</b>   | <b>Documents</b>          |
| Upload any additional information   | <a href="#">View File</a> |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)  | <a href="#">View File</a> |
| <b>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</b> | <b>C. 2 of the above</b>  |



| File Description  | Documents   |
|---|---|
| Link to institutional website   | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/5.1.3.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/5.1.3.pdf</a> |
| Any additional information  | <a href="#">View File</a>   |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a>   |

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

68

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

68

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

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

**C. Any 2 of the above**

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

## 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

0

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | <a href="#">View File</a> |
| Upload any additional information     | No File Uploaded          |

### 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

21

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

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

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

**examinations) during the year**

0

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

**5.3 - Student Participation and Activities**

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

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

9

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

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

The institution has a constituted student council as per the requirements of the University Act. The student council acts as a mediator between students, administration, and teaching. It helps in encouraging the academic, social, and cultural activities. They contribute to the institution in the form of services under NSS activities, smooth organization of the Annual day of the institution.

The Students' Council Committee as per Maharashtra Universities Act constitutes of following structure.

**Serial No**

**Committee Members**

1

**President (Principal)**

2

**Secretary**

3

**One Girl student representative**

4

**One Representative from the Schedule Caste or Schedule Tribes or Nomadic Tribes, De-notified Tribes, Other Backward Class.**

5

**One student from each class (Class Representative)**

6

**One student from NSS, Sports and Cultural Activities (to be Nominated by the Principal of the institution)**

7

**One Senior Teacher (Co-ordinator appointed by the Principal)**

8

**NSS (In charge) and Director of Sports shall be permanent invitees**

The students' council constitutes and functions for the betterment of the students and institution.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/5.3.2.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/5.3.2.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

**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**

6

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

**5.4 - Alumni Engagement**

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

The College has active Alumni Association registered with The Charity Commissioner, Thane. The main purpose behind establishment of alumni association was to engage alumni into various curricular, co-curricular and extra-curricular activities for betterment of existing students. The alumni association of the institution is active in terms of their regular meetings, programmes and constant support in conduct of activities for the existing students of the institution.

The alumni students attend and provide assistance during sports week and Annual prize distribution ceremony. They also participate and

contribute in community activities like attending NSS residential camp. The Alumni Association of the institution has also remarkably contributed to community awareness campaign to make public awareness about COVID-19 by the way of posters, webinars, quiz competitions etc. Also the members of alumni association conduct social outreach programme such as blood donation drive and cleanliness drive on regular basis. The caution money collected towards alumni association is utilized for programmes conducted by the association in the betterment of the existing students of the institution. Few of the alumni also guide existing students about various job opportunities and skills required for the same.

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

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

E. <1Lakhs

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |

## 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

The institution is affiliated to the University of Mumbai and the classes are being conducted during evening times. The philosophy behind conduct of various courses is to provide knowledge and bring the members of the society to the main stream education who are deprived due to their economic and professional compulsions. The institution is running normal BA / BCom courses for which the financial burden on the learners is minimal in comparison with the other courses offered by University of Mumbai. The institution is situated in suburban part of Mumbai (Dombivli) wherein service sector provides more employment. The institution provides various facilities to the students in payment of fees. Installment system of payment of fees is provided to all students who desire to opt the same. The institution is run on grant in aid basis wherein the fee structure is less burdensome in comparison with the institutions run

not on grant in aid basis. The institution provides all those academic, curricular and extra-curricular facilities to the students which a normal day-time affiliated institution provides.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/6.1.1.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/6.1.1.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

The college administration is Team work by maintaining the hierarchy and by allotting duties and responsibilities to staff members. The effective leadership is visible in various institutional practices such as decentralization and participative management. The top leadership provides operational decentralization and promotes involvement of the staff in the institutional processes through IOAC. The staff is involved the process of decision making processes through college committees. Depending on expertise of staff members the duties are allotted to them. The College Development Committee acts as the apex body between functional and decision making authorities of the college. The CDC plays an important role in decision making. The budget of the college, the planning of activities , seminars etc. is discussed in CDC which are further discussed with the governing body of management.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/6.1.2.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/6.1.2.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college administration always strives effectively implementation and deployment of the perspective plan of the college. Based on the feedback from staff, students and stakeholders of the college the perspective plan is made. Accordingly, the budgetary provision is made in the annual budget or

revised budget is put before CDC if the need be for its sanction. Then, the quotations are invited for the same if it comes under physical infrastructure, and after following its due process the infrastructure is augmented. For the academic upbringing the said issue is discussed with the experts of the said subject and action is taken.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/6.2.1.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/6.2.1.pdf</a> |
| Upload any additional information                      | No File Uploaded  |

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

The College was started as a Degree College in the year 1998 by Rashtriya Shikshan Sanstha and it is permanently affiliated to University of Mumbai and is included in 2(f) 12 (b) schedule of University Grants Commission. The Principal of the college is entrusted with the administrative, academic, supervisory, and financial duties. Non-teaching administrative staff is headed by Office Superintendent whereas Library Staff is headed by the Librarian. College Development Committee is formed in the college and it is constituted as per the provisions given in Maharashtra University Act of 2016. For smooth administration of the college different committees like Admission Committee, Cultural Committee etc. are formed. Similarly, the Committee like Examination Committee, IQAC, WDC, Anti Ragging Cell are formed to look after different issues. The decisions are taken in accordance with the Perspective Plan of the college and Policy Document by following due rules and regulations. The service conditions are strictly followed given in the Maharashtra University Act and rules and regulations issued by Higher and Technical Education Ministry Maharashtra Government for members of Teaching staff. Similarly, for the Non Teaching Members of staff the service rules and regulations are followed which are given by SS code of Maharashtra.



| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | Nil   |
| Link to Organogram of the Institution webpage | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/6.2.2.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/6.2.2.pdf</a> |
| Upload any additional information             | <a href="#">View File</a>   |

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

A. All of the above

| File Description  | Documents                 |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document   | <a href="#">View File</a> |
| Screen shots of user interfaces   | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | <a href="#">View File</a> |

**6.3 - Faculty Empowerment Strategies**

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

Rashtriya Shikshan Sanstha runs Swami Vivekanand Night College at Dombivali since 1998. The college has welfare measures for Teaching and Non Teaching Staff and even for the students of the college.

For Teaching Staff -

All the members of teaching staff are always motivated for academic upbringing and to undertake research work. The successful meritorious members of Teaching and Non Teaching staff are felicitated by college and management. For all the members the registration fees paid for attending workshops, seminars and conferences is reimbursed. Similarly, seed money is granted to teaching staff for undertaking research projects. Similarly, all the teaching staff members are insured with Accidental Policy from New India Assurance Company.

**For NON-Teaching Staff -**

All the members of teaching staff are always motivated for academic upbringing. The successful members of Non Teaching staff are felicitated by college and management. Similarly, all the teaching staff members are insured with Accidental Policy from New India Assurance Company.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/Institutional-Policy-Document_compressed.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/Institutional-Policy-Document_compressed.pdf</a> |
| Upload any additional information     | No File Uploaded  |

**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**

3

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

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

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

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  | <a href="#">View File</a> |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | <a href="#">View File</a> |

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

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

5

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

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

The college follows the following Staff Appraisal System.

For Members of Teaching staff -

The teaching staff submits Self appraisal form annually in the given formats annually. Similarly, they submit CAS formats for their

promotion in the formats given by University. This includes the work load, participation of teachers in research activities, co-curricular and extracurricular activities and initiative taken by the teachers for the overall development of the students. This form is appraised by the Principal. Feedback is solicited from students in the prescribed forms. After analysis of the Feedback forms, appreciation for the recognition of the efforts is placed on record by the IQAC in the staff meeting.

**For Members of Non- Teaching Staff -**

The evaluation of the Non teaching staff is made by way of Confidential Report. The confidential report in respect of each non teaching staff is prepared by the Office Superintendent and forwards to Principal. By way of Informal Means, the Management members in coordination with the Principal collect information from various stakeholders to know the satisfaction level in respect of services rendered by the non teaching staff. The suggestions are considered at the time of discussion relating to promotions, job rotation etc.

The members of Teaching and Non Teaching staff are felicitated for their achievements

by the College and Management.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/Institutional-Policy-Document_compressed.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/Institutional-Policy-Document_compressed.pdf</a> |
| Upload any additional information     | No File Uploaded  |

#### **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 College accounts office keeps the records of all account related transactions. It handles the records of staff salaries. It also maintains the books of accounts for every transaction between the College and its stakeholders. The books of accounts are audited every year by the external auditors to ensure transparency. The external auditor is appointed by Rashtriya shikshan sanstha. Presently, M/s. P.G.Ranade & Company is entrusted with this audit work. The complete Income and Expenditure Account and balance sheet of the financial year is prepared which is duly signed by Principal and Chartered Accountant is put before CDC for its sanction which is further forwarded to Rashtriya Shikshan Sanstha for its sanction. The information related to audit and Income and Expenditure account of financial year closed on 31st March is submitted every year before 31st July in Form-5 and Form-6 to office of Regional Joint Director of Higher and Technical Education of Maharashtra Government. Then, Administrative Officer and Sr. Auditor from office of Regional Joint Director of Higher and Technical Education of Maharashtra Government also do the Audit for each and every financial year.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/Institutional-Policy-Document_compressed.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/Institutional-Policy-Document_compressed.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

50,000/-

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

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

Major source of funds for the institution is by way of fee collection. The deficit, if any, is funded by the management. Institution makes an appeal to donors to make general (development work) or specific purpose (as per direction of donor) donations. The institution applies for the sponsorship of seminars/workshops.

Depending upon the need and report of feedback from stakeholders, the perspective plan is prepared and accordingly the budget is granted for augmentation and maintenance of physical and academic infrastructure and other expenses. The due process is followed before issuing work order. All the rules and regulations given by Government of Maharashtra and University of Mumbai are followed in total before utilizing the funds.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/Institutional-Policy-Document_compressed.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/Institutional-Policy-Document_compressed.pdf</a> |
| Upload any additional information     | No File Uploaded  |

**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

The perspective plan is prepared in the beginning of the academic year and necessary follow up is taken to achieve the task planned for the year. The perspective plan is discussed with the members of IQAC from time to time and necessary activities are conducted in order to achieve objectives sought in the perspective plan. Regular meetings of IQAC are held to discuss and finalize activities for developing quality culture in different sections of the institution. Quality initiatives are taken up for improvement in administration, academic, co-curricular and extra-curricular departments. The constant efforts are made in order to institutionalize the quality culture for betterment of the institution and society at large. IQAC, being a nodal agency of the institution is responsible for bringing quality culture in the institution and institutionalize quality practices in academic and administrative department.

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

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

Based on the recommendations given by the members of peer team during second cycle of NAAC accreditation, the post accreditation initiatives have been taken. Every year Perspective Plan is prepared for the next year for implementation and accordingly the steps have been taken. The teachers are encouraged to use ICT in their regular teaching-learning process. IQAC has organized training programmes for teachers on innovative teaching methodologies, learning management system, computer applications in Management Information System (MIS), MOOCs and online learning platforms etc. from time to time. IQAC has set up system for periodic tests and continuous internal evaluation mechanism wherein teachers are encouraged to use modern techniques for internal evaluation of the students using advanced tools like google forms, testmoz, kahoot etc.

More specifically the following changes have been observed for improving the overall function of the institution

- The number of computers has been increased during last five years and also appropriate augmentation is done. Students are also given hands on experiences on computer handling and use of different software is given from time to time.
- Book bank facility available in the institutional library has been extended to maximum possible number of students.
- The system for structured feedback from different stakeholders has been developed. During first three years, the feedback was collected using analog method and analyzed subsequently. Now, the analog feedback system has been replaced with digital feedback collection and analysis of the same.

**IQAC initiatives in incremental improvement in teaching learning process:**

- At the advent of information and communication technology

and need for changing teaching -learning methodologies, the teachers are encouraged to use ICT in their regular teaching-learning process. IQAC has organized training programmes for teachers on innovative teaching methodologies, learning management system, computer applications in Management Information System (MIS), MOOCs and online learning platforms etc. from time to time.

- IQAC has set up system for periodic tests and continuous internal evaluation mechanism wherein teachers are encouraged to use modern techniques for internal evaluation of the students using advanced tools like google forms, testmoz, kahoot etc.

- The course outcomes, programme specific outcomes and programme outcomes are displayed on the institutional website and are made available for the students and other stakeholders.

- Feedback on the curriculum is obtained from students and alumni and the same is analyzed and corrective actions are taken as and when required.

- Teachers are also encouraged to prepare study material in the electronic form and circulate the same among the students through electronic media such as institutional websites, google classroom, email etc.

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

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

**B. Any 3 of the above**



| File Description   | Documents   |
|--|---|
| Paste web link of Annual reports of Institution                                    | <a href="https://svnc.ac.in/wp-content/uploads/2021/08/IQAC-Annual-Report-2020-21.pdf">https://svnc.ac.in/wp-content/uploads/2021/08/IQAC-Annual-Report-2020-21.pdf</a> |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a>   |
| Upload any additional information  | <a href="#">View File</a>   |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <a href="#">View File</a>   |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Gender Equality is a global issue, and discussions on women's emancipation and her rights are at the forefront of many worldwide formal and informal campaigns. As the awareness of gender issues increases, women spontaneously take action against women's oppression and exploitation. The institution conducts the gender audit and has its own gender policy.

The following points highlights the Gender Policy.

- There shall not be any kind of discrimination on the basis of gender.
- The institution shall provide equal opportunity for all genders.
- Freedom for all genders to express their free and fair opinion.
- There shall be an accessible, active, unbiased and confidential grievance redressal cell
- The institute shall arrange effective measures for the safety and security of all genders. GENDER SENSITIVE FEATURES OF THE COLLEGE

- PROGRAMS/ ACTIVITIES CONDUCTED FOR GENDER RELATED ISSUES:

-

- IQAC, CWDC and NSS Unit of college had organized following programs for gender related issues:

- Date

Name of the Event

Number of Participants

14th April 2021

Genderlog 2021

CEDAW - Panel Discussion

100

6th to 24th September 2021

Genderlog 2021

Students' training for symposium

24

25th September 2021

Genderlog 2021

Students' Symposium on Social Entrepreneurship among youth a step towards sustainable development

28

9th October 2021

Genderlog 2021

Poster Making Competition on Economic Independence & Gender

## Equality

24

21st August 2021

Entrepreneurship in India: Past, Present and Future

64

### FACILITIES FOR THE GIRL STUDENTS

**Safety measures:** Adequate light available at all the sections of the college. College is well equipped with CCTV surveillance.

**Common Room:** Common room is available for Girls.

**Washrooms:** Separate washrooms are available for girls students on every floor.

**Sanitary Napkin vending and disposal machine:** It is installed in girls' toilet area on first floor.

| File Description   | Documents   |
|--|---|
| Annual gender sensitization action plan  | <a href="https://svnc.ac.in/wp-content/uploads/2022/01/7.1.1-CWDC-2020-21.pdf">https://svnc.ac.in/wp-content/uploads/2022/01/7.1.1-CWDC-2020-21.pdf</a> |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Nil   |

|   |                              |
|---|------------------------------|
| <p><b>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></p> | <p>C. Any 2 of the above</p> |
|---|------------------------------|

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| 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

Rashtriya Shikshan Sanstha run Swami Vivekanand Night College of Arts and Commerce, Dombivli believes in "Let's go green and keep our campus clean". The NSS unit of our college has played a pivotal role in waste management by organizing various awareness programs, conducting tree plantations and various other activities. Apart from these activities, the importance of waste management and methods of waste disposal mechanism is taught to students through the subjects like Environmental Studies and Geography. In college campus the following initiatives are taken towards the waste management of solid waste and E-waste.

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded          |
| Geo tagged photographs of the facilities  | Nil                       |
| Any other relevant information  | <a href="#">View File</a> |

|   |                              |
|---|------------------------------|
| <p><b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b></p> | <p>C. Any 2 of the above</p> |
|---|------------------------------|

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | No File Uploaded          |

### 7.1.5 - Green campus initiatives include

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

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

C. Any 2 of the above

| File Description                             | Documents        |
|--|------------------|
| Geo tagged photos / videos of the facilities | No File Uploaded |
| 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**

B. Any 3 of the above

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | <a href="#">View File</a> |
| Certification by the auditing agency                                      | <a href="#">View File</a> |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information  | <a href="#">View File</a> |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment**

C. Any 2 of the above

**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**

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

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

To build a nation of youth who are noble in their attitude and morally responsible, the college organizes and conducts several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. To develop the emotional and religious feelings among the students and the faculty, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation and amusement but also to generate the feeling of oneness and social harmony.

. Various commemorative days like International Women's Day, Yoga Day, Teachers Day, Gandhi Jayanti, Youth Day, AIDS Day, and Constitution Day along with national festivals like Independence Day and Republic Day are regularly celebrated in the college. The NSS unit and Cultural Committee of the college organise skits to disseminate communal and socioeconomic messages. This establishes positive interaction among people of different communal, socioeconomic, linguistic and cultural backgrounds.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded          |
| Any other relevant information   | <a href="#">View File</a> |

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

The institution celebrated the Constitution day on 26th Novemebr, 2021 aslo claed as Samvidhan Divas to create awareness about the constitution of the India. World Aids Day, Ekta Divas, Mahatma Gandhi Jayanti are some of the other important days that are clebrated in the institution.The objective is to create awareness about the rights and duties of the citizens among the students and to to become a responsible citizen.

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

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

C. Any 2 of the above

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

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

The institution has cultural committee which organises the celebration of events and Annual day. However due to Covid-19 norms student s were prohibited form entering into the college leading to restrsriptions on Physical celebrations. However the constitution day on 26th November, 2021 was celebrated in the college. The NSS day was also celebrated in virtual manner. Besides, Republic Day, Independence Day, Maharashtra Day, Yoga Day, NAtional Youth Day, International Womens' Day etc. were celebrated.

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

## 7.2 - Best Practices

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

### Best Practices

**Title of the Practice:** Environmental Awareness Among Community

### Context

Rashtriya Shikshan Sanstha's Swami Vivekanand Night College of Arts and Commerce, Dombivli believes in Value of Environment. The covid



pandemic period has shown the entire world the importance of Oxygen for human lives. The man made scarcity of oxygen, which is actually free gift of nature, is witnessed during pandemic. Therefore, the college follows the activities of creating Environmental Awareness Among Community. Similarly, the importance of waste management and methods of waste disposal mechanism is taught to students through the subjects like Environmental Studies, Foundation Course and Geography.

### Goal

The college strives to inculcate practice among all stakeholders which will lead to positive impact on environment which will indirectly help in bringing higher level of administrative and academic efficiency. Therefore, the college has focussed on creating Environmental Awareness Among Community.

### Activities

The following initiatives are taken towards the waste management of solid waste and E-waste in the college campus.

### Waste Management

- To achieve a healthy and conducive environment on our campus, we stringently follow the waste segregation by employing Dry and Wet waste bins all over the campus. Dry waste generated is sent for recycling and wet waste from waste bins are composted in our very own compost pit. The composting process is monitored by the volunteers of NSS. Each compost pit takes at least 3 to 4 weeks to form manure. The compost obtained is filtered, processed, and used for the small garden in the campus and then distributed the surplus manure.

### Waste Recycling & Reuse System

- The paper waste generated is either sent for recycling or is used by the creative team of our college during college fests. The NSS volunteers collect all the unused ruled sheets available on the campus to make notebooks and are distributed among under-privileged students and staff members. Corrugated boxes were upcycled many times to make creative dustbins that are placed in each classroom for collecting dry waste.
- Our college teachers orient students routinely that paper or plastic waste is not bad, but how you dispose of it, is bad.

## E-Waste Management

- Electronic goods are put to optimum use; the minor repairs are done by the teaching or non-teaching staff themselves but the major repairs are handled by the hired technical assistants and are reused. The equipment which cannot be refurbished is disassembled and segregated to send to recyclable units. Instead of buying a new machine, buyback option is taken for technology up gradation. The e-waste generated from hardware which cannot be reused or recycled is being disposed off centrally through authorized vendors.
- The waste compact discs and other disposable non-hazardous items are used by students for decoration during college fests as creative means of showcasing the waste management practice. We have named the competition as "The best out of waste".
- E-waste generated in the campus is collected through the maintenance team and is safely disposed of through vendors. The students also gain awareness about E-waste management and its effects through various seminars and regular EVS lectures. Various aspects of E-Waste like disposal, ill effects, recycling, limitations, etc. are discussed in these lectures.
- E-waste is collected in the college campus and it's subsequently handed over to KDMC's e-waste management department for appropriate disposal.

## OTHER ACTIVITIES

- Regular display of Air Quality Parameters
- Undertaken and completed research project on Real Time Air Quality Monitoring in Dombivali City using Handheld Air Quality Monitoring Device
- Submission of research project to Kalyan Dombivali Municipal Corporation on Real Time Air Quality Monitoring in Dombivali City
- Installation of vermi culture plant
- Installation of Automatic Weather Station with Digital Display in campus

## OUTCOME

Due to practicing the above activity among stakeholders, the college has witnessed positive impact on regular functioning of the college due to higher level of efficiency which is noticed due to changes in atmosphere in college campus. It has helped to bring greater

ease in overall working practices.

Title of the Practice: Digital Monetary Literacy

Campaign and Promotion for Digital and Monetary Literacy

Context:

Our college has made best use of this Covid-19 pandemic for promoting digital monetary literacy amongst all the stakeholders of the college. The college conducted various activities to make students as well the staff aware of the importance of digital monetary literacy. The students have been trained to make payments online using various digital platforms like credit card, debit card, GPay, UPI, NEFT, RTGS and netbanking.

Digitalisation in India is no longer a luxury existing as an add-on feature to functions like banking, shopping, travelling and others. It has now percolated to almost all walks of life, transforming businesses and governments to become a new way of life. Be it paying a vegetable vendor through a United Payment Interface (UPI) or filing taxes online, New India is adapting to a digital lifestyle at a rapid pace.

Successive attempts by the government through programs like Digital India programme have empowered a large part of the population with basic digital literacy skills. However, there now exists a need to channelize this acquired literacy into economic activities for the whole population to come under the ambit of digital financial inclusion. It would enable them to become a part of the larger digital economy.

Digital monetary literacy is the set of competencies required for full participation in a knowledge society. It includes Knowledge, skills and behaviors involving the effective use of digital devices such as smart phones, tablets, laptops and desktop PC, for purpose

of communication, expression, collaboration and financial transactions.

Digital monetary literacy is the first step towards paperless work which encourages the environment friendly behaviour of students.

#### Goals:

Digital monetary literacy is the most important lifelong learning tool. With the increased importance of technology in society, digital monetary literacy is gaining recognition as the most valuable tool for lifelong learning. The influence of technology on education and other fields of life is the main reason to promote digital monetary literacy practice in our institution.

Digital literacy is one component of being a digital citizen. Institute engages to educate our staff, students and also the community to become digital citizen. Digital technology allows people to interact and communicate with family and society on a regular basis.

#### Activities:

1. At the beginning of the year, we conducted two orientation programmes for the students which covered the complete information of digital monetary literacy. First, we conducted an online Zoom meeting for all the students of our college to make them aware of online admission procedure, paying college fees through various digital modes and downloading fees receipts for their further reference. Second, We conducted class-wise meetings on Zoom platform to orient students more about using credit cards, debit cards, UPIs, GPay, PhonePay, NEFT and RTGS instruments for paying fees online. The students were encouraged to use digital modes for their other financial transactions too. All their queries were sorted out. A short video was also prepared for the convenience of students and it was circulated in their respective class-wise WhatsApp groups.
2. In collaboration with National Stock Exchange (NSE), an Investor Awareness Programme was conducted online on 9th October 2021. The intention was to make our students familiar with share market proceedings, IPO, mutual funds, commodity market and currency market.
3. A guest lecture was scheduled on Digital Literacy on 11th October 2021 for the benefit of our students. Mr. Radhey Pandit from RP's Academy guided students on various digital tools for enhancing distance education opportunities as well

as safe usage of these tools and applications for safeguarding our financial transactions. Mr. Pandit responded cleverly to all the doubts raised by the students.

4. A free Online Investor Awareness Program (eIAP) on Securities Market was also conducted on 29th October 2021. It was conducted under the aegis of SEBI-IPEF (Investor Protection Education Fund) for the staff, students as well as their parents. The program was designed to stimulate young minds towards savings and investments. A lot of topics were discussed by Dr. Sarika Lohana under this 'Introduction to Securities Market'. Some of them are listed below:

1. How to buy and sell shares in Stock Exchanges
2. Introduction to Mutual Fund Investing
3. How to invest in Initial Public offer (IPO/FPO/OFS)
4. How to invest in Rights Issue?
5. Impacts of Corporate Actions - Dividends, Bonus, splits etc.
6. Investor Grievance Redressal Mechanism
7. Depository Services (NSDL/CDSL)
8. KYC Procedure (Opening of Trading and Demat account)

5. An awareness program for the staff and students was also conducted on 6th December 2021 on Cyber Frauds and Secure Banking. It was organised in association with HDFC Bank

#### OUTCOME

Due to practicing the above activity among stakeholders, the college has witnessed positive impact on regular functioning of the college due to higher level of efficiency which is noticed due to changes in atmosphere in college office due to changing practices. It has helped to bring greater ease in overall working practices. The practice of accepting cash and depositing it in banks has been replaced by online payment partially and therefore the college administration has got relief up to certain extent especially during covid pandemic.

| File Description                             | Documents                 |
|--|---------------------------|
| Best practices in the Institutional web site | <a href="#">View File</a> |
| 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

The college makes consistent efforts in fulfilling its social responsibility towards the downtrodden sections of society. The college authorities, staff and students believe that the true essence of empowerment lies in creating sustained forms of emancipation by generating lasting opportunities. An awareness of the plight of the marginalized and under-represented is the antidote to the forces of self-centred gratification so prevalent in our consumerist generation. Catering to the need of the economically and socially underprivileged students of the nearby areas of Thane district, who are part time learners, employed during the day, the college has been contributing to the upliftment of the academically and economically challenged section of society by empowering and equipping the first generation learners to become better citizens. The night college gives an opportunity for students to complete their graduation without disturbing their earnings. Further, we also give admission to students particularly dropouts or students with gap in their education who after completing their education are placed in main stream jobs contributing to the growth of society. Needless to say but for want of this opportunity these students would be social misfits and perhaps some even anti-social elements.

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

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

#### PLAN OF ACTION

- To improve academic performance of the students
- To initiate the procedure for NAAC A&A ( 3rd cycle ) of the college
- To augment physical and academic infrastructure
- To explore innovations in teaching methodology and adapt it
- To organize seminar/workshop/conference in college
- To promote e-learning methods
- To conduct need based technology oriented community programmes as a part of best practice
- To encourage research among teachers
- To sensitize students on the issues like gender equity, clean and green campus