

Activity Audit Report
of
KET's V. G. Vaze College of Arts, Science and Commerce
(Autonomous)
Mulund (East), Mumbai – 400 081

For the Academic Year 2022-23 and 2023-24

Under Quality Assurance Initiative

By

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And

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15th and 16th April, 2024

**THE KET'S V.G. VAZE COLLEGE OF ARTS, SCIENCE &
COMMERCE (AUTONOMOUS) MULUND, MUMBAI – 400 081.**

Activity Audit 2022-23 & 2023-24

The Activity Audit for AY 2022-23 and 2023-24 was conducted on 15th and 16th April 2024. Total 19 activity groups made their presentations and interacted with panel to share their activities in last two years and to understand how they can function effectively in future and contribute optimally to overall development of the students.

Dr. Shilpa Suryawanshi, Assistant Professor, Department of Political Science, KET's V. G. Vaze College, (Autonomous) Mulund and Dr. Lata Poojari, Assistant Teacher, Department of Botany, KET's V. G. Vaze College, (Autonomous) Mulund were the expert on the panel for the audit.

The following were the observations and the recommendations of the panel for various activity groups:

Day, 15th April 2024

1. Alumni Association

Discussion Held

- Only Convener was present, other 5 members were absent and they are non-alumni.
- Mr Kaushik. Gada and CA Amol Kane resigned. Compliance are not met.
- There was less registration on the Alumni mobile Application and IOS not supported. Some students could not register due to technical issues.

Suggestions Given:

- A new CS needs to be appointed ASAP.
- A meeting of all directors to be held immediately
- A meeting with Principal, IQAC Coordinator and committee member in charge of Criterion 5, IQAC to be held immediately.
- Staff who are alumni should be added to the committee.
- A separate counter of alumni registration to be kept at the admission counter.
- Funds can be brought through well placed alumni.
- Since it is a requirement of the NAAC, Alumni Meet to be held.
- To tap alumni as resources for placement or any other services which they can offer.
- To give a list of such alumni who can act as resource persons, who can offer value service to the alma mater.
- To make such list available to the teachers where in teachers can tap these resources.
- Data entry to be done of Alumni
- To take assistance of IT Department when required
- To register students at entry point while they are seeking admission

2. Career Guidance Training & Placement Cell

Discussion Held

- Regarding Policy document

Suggestions Given:

- Personality Development Programs to be held across all faculties
- TNS (Logistics) to be taken into consideration while designing future programmes and events
- More workshops (skill based) to be conducted to bridge the gap between college and industry.
- Schedule meeting and work in collaboration with In-charge of the Criterion 2, IQAC.
- More MOU's to be signed.
- BVoc and PGDPCM to look into 100% placement of their students.

3. Counselling Cell :

Discussion Held:

- Various activities conducted in last two years and counseling sessions taken by specially appointed counselor in the last one year were discussed.

Suggestions Given:

- Team is very small and it needs to be expanded. 5 Teachers from Degree and 5 Teachers from Junior College to be incorporated.
- Team should make teachers aware to be sensitive towards counseling needs of the students.
- Teaching staff needs to be sensitized about the age gap/generation gap between teachers and students
- 15 hours Course to be organized to enable teachers to become "Teacher Counselors".
- A separate session on "Myths and Misconceptions Regarding Seeking Emotional Help" to be organized across all faculties (class wise).
- More MOU's with other institutions may be signed for availing free services for students
- A Separate room to be given for the Counselling Cell.
- Peer group support and Teacher group support to be done through whatsapp groups.
- Exam Committee and Counselling cell to work in collaboration for addressing the issues faced by students who are found resorting to Unfair Means during exam.

4. G.D. Kelkar Skill Development and Finishing School Centre

Discussion Held:

- SOP for the guiding the functioning of the Centre.
- Major issues concerning were low attendance, lack of infrastructure and pending payment to Tata power

Suggestions Given:

- Drafting of a SOP for the Centre is essential
- Schedule meeting and work in collaboration with the In-charge of Criterion 1 and 5, IQAC.
- Every department has to develop 30 hours certificate course.
- If any one project is waived off from NEP framework then STC can be given instead of that project work.
- More MOU's to be signed with alumni for new courses with collaboration with Alumni Association.
- Looking for availability of classrooms and liaisoning (MOU's) is in process.

5. Green Initiative Environment Club / Nature and Hiker's Club: Dr. Ajit Kengar (C) Dr. Supriya Thale presented

Discussion Held:

- What is done with compost/manure prepared?
- Generation of funds through sale of organic manure.

Suggestions Given:

- All members of the activity group should remain present for the Activity Audit
- To work in co-ordination with Sukesh Sir and In-charge of Criterion 7, IQAC.
- Canteen kitchen waste to be managed effectively
- Hikes, Natures Trail for teachers and students to be organized. Suggested places are: 1. Govind-Sudha Nursery 2. Kaas Pathar, 3. Biodiversity Park, Airoli, 4. Go Green Panvel, 5. Yusuf Meherally Centre, Panvel 6. Bhandup Pumping Station, 7. Butterfly garden, Nashik, 8. Hariyali, 9. Godrej-Mangrove 10. Tetavali, Dapoli, Ratnagiri. One male member of the committee should accompany on every hike
- Signages in College required.
- To work in collaboration with BMC and bag awards
- To have catchy taglines for events in order to achieve SDG's.
- Contact Dr. Neeta. Mehta to get connected to the Entrepreneur of Torra, Ms. Kalpana Vandana (Aanandi) for recycling old clothes that would avoid landfills
- Survey on cloth market in Mulund may be carried out by students as a part of their project.
- Plastic in exchange for Plants program to be undertaken in collaborate with NGOs like Hariyali.
- Take list of NGOs from Dr. Shilpa Suryawanshi.
- Green audit - Synergy energy audit to be undertaken
- Beautification of college with creepers to be undertaken.
- Separate Notice Board needed.
- Common Meeting with Sukesh Sir, Principal & Team to be organized
- APJ Abdul Kalam's film on 'Water' to be screened for students.
- Guest Lecture on Sanitation to be organized.
- More MoU's need to be signed.
- Events to be organized for students on the theme 'Best out of Waste', 'Recycle and Reuse'.
- To revive Solar panels.
- To focus more on Water Conservation in College.

6. Gymkhana

Discussion Held:

- Ranangan could not be conducted in AY 2023-24 due to lack of funds. 20% of the total amount collected has to be given to College, so it was not feasible.
- Collection of 19 lakhs towards Gymkhana Fee from Degree College to be used for various Gymkhana activities.
- Students are admitted from sports/management quota by Gymkhana.
- Physical Education Period Activities to be conducted according to the formal syllabus.
- for the purpose of various competitions at national and international level free training and appointment of coaches for students is required
- Gymnasium is non-functional due to lack of funds for appointing instructor.

Suggestions Given:

- Initiatives to be taken to develop students for various sports.
- Appointment of sport coaches need to be made to develop skills of students.
- Self-protection workshops may be conducted for all
- Students other than those enrolled in Gymkhana and specially abled students to be trained in the sports of their liking
- Teaching staff sports activities to be organized.
- Student Progression data in various sports to be maintained
- MOU's to be signed with sports academies
- Visit to Sports Academy (Balewadi) to be organized.
- Rifle shooting to be started.

7. Development Programmes for Non teaching staff and support staff

Discussion Held:

The convenor presented various welfare measures available and activities conducted for non teaching staff and support staff.

Suggestions Given:

- Rest room for support staff on 2nd floor to be made available
- Mediclaim-insurance to be taken for the support staff.
- Training in canva & corel draw to be held for non-teaching staff
- Awareness Sessions on distant learning and various government schemes to be conducted.
- Session on 'Workplace etiquette', 'How to reduce stress', 'Importance of meditation' to be organized
- One-day picnic for administrative staff to be arranged.
- To motivate the support staff to acquire higher education

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Activity Audit 2022-23 & 2023-24

Date : 16/4/2024

1) Literary Associations, Cinelitt & MAYUR

Cinelitt

Discussion Held:

Convenor presented the various events conducted for the A.Y 22-23 and 23-24.

Suggestions Given:

- To organize one day visit to National Museum of Cinema, Pedder Road
- More number of MOUs to be signed.

English Literary Association (ELA)

Discussion Held:

Various activities of ELA were presented

Suggestions Given:

- Training for Radio Jockey, Stand-up Comedies to be conducted
- Collaboration with other colleges & institutions is to be undertaken
- To start blog of English Literary Association

Hindi Sahitya Parishad (HSP)

Discussion Held:

Suggestions Given:

- To encourage students to Participate in Avishkar
- Translation training to be imparted
- To increase collaborations with other departments.
- To continue collaboration with Hindustan Prachar Sabha
- To conduct events on 'लोक साहित्य' and 'लोक कला'

Marathi Vangmay Mandal

Discussion Held:

- Success of 'Vachan Katta'.

Suggestions Given:

- To invite and felicitate Dr. Prakash Parab
- MOU with Marathi Granth Sangrahalay to be signed
- The programmes based on 'लोक साहित्य', 'लोक कला', 'बखर', 'संत साहित्य', 'लोकप्रिय कवींच्या निवडक कविता' (बालकवी, कुसुमाग्रज व शांता शेळके) to be organized
- Visit to Sahitya Samellan to be organized
- Workshop on 'Unicode', 'शुद्ध लेखन', 'विज्ञान लेखन', 'विज्ञान कथा लेखन' to be arranged

2) NSS

Discussion Held:

- **Institutional Social Responsibility**

Suggestions Given:

- To maintain continuity in events.
- To conduct events in collaboration with other activity groups or departments
- First Aid & Disaster Management Courses to be organized
- MOU with different organizations to be signed
- Research and survey of the adoption of villages to be undertaken.
- Activities introduced by University & those conducted by College to be segregated.
- To undertake educational visit to Vatsalya Trust, Orphanages, Women's Homes, David Sassoon Industrial School etc.

3) Research Development Cell

Discussion Held:

- AVISHKAR
- Patents

Suggestions Given:

- Course for research conception and execution to be designed
- Software on plagiarism check to be purchased
- Research Policy to be drafted.
- To organize faculty wise Staff Research Colloquium
- To orient students on various referencing styles.

4) Vaze Sanskruti

Discussion Held:

- Junior College -Other than annual day, not much significant events were conducted.

Suggestions Given:

- More number of events/competitions, especially traditional ones such as classical vocal, classical dance, folk dance, to be conducted. Gazal singing, Bollywood free style dance , light vocals and Instrumental (percussion and non-percussion) to be conducted throughout the academic year.
- In accordance with NEP – IKS, the themes can be dedicated to Eastern, Western, Northern and Southern zones of India and can vary year-to-year.
- Invite eminent personalities /alumni for the events.
- Activities pertaining to Fine arts needs to be undertaken.
- Mandal Art workshop can be organized
- To work in collaboration with VEETHEE for innovative events.

5) Science Association

Discussion Held:

- Activities conducted were related to junior college.
- Degree college need to conduct more activities.
- Students should be made aware of all competitions conducted outside and more students should be allowed to participate in them.

Suggestions Given:

- Considering the big team, more activities to be conducted
- Classic Experiments in the field of science to be showcased
- More activities on various aspects of Science, Social Science and Commerce Subjects to be organized.
- To organize Educational visit to 1. Nehru Science Centre, 2. Star Gazing-Vangani, 3. TIFR, etc.
- Best Scientist Award to be given every year to students.
- To collaborate with Humanities to organize various programmes
- To celebrate the birth centenary of renowned Scientist from India and the World.
- To start newsletter
- To organize a guest lecture on ‘Neuroplasticity/ Brain plasticity’ in collaboration with the Counselling Cell and Department of Psychology.
- To organize a film festival on ‘Sci-Fi movies’.

6) Students Council & Students Grievances

Discussion Held:

- Traditional Day and other college days.

Suggestions Given:

- To place boxes to collect the grievances at different places
- Design a standard form for students to fill up their grievances
- ‘Meet the Principal’ to take place twice a year.
- Plan the events in the second half of December to save the teaching days.
- Committees of Junior and Senior College to work together.

7) Student support, Welfare & Remedial Coaching and Life Long Learning

Discussion Held:

- Mentoring system

Suggestions Given:

- Conduct workshop on NET/SET examinations
- For Remedial Coaching, list of students can be prepared by taking data from Exam Committee and also from the students themselves
- Student Centric Workshops to be conducted pertaining to Life Long Learning
- To develop a mechanism to identify advanced learners and conduct relevant activities for them at department or college level
- To invite alumni for career counselling
- To take individual reports of mentors regularly and make one Mentoring Report for the academic year.
- To collaborate with Special Cell for filling up of Scholarship and Freeship forms.

8) SWAYAM and SHREYAS

Discussion Held:

- Enrollment of students.

Suggestions Given:

- To reach out to more students.
- Junior College members to be added to the committee.

9) Women Development Cell

Discussion Held:

- Issues with the availability of Auditorium was discussed.

Suggestions Given:

- To collaborate with other departments like Gymkhana, NSS in order to conduct yoga and wellness related activities.
- Committee should not only focus on women's issues but also at issues of all in the gender spectrum.
- Year long celebration for gender sensitization related activities to be organized.
- More MoUs with NGOs like Stree Mukti Sanghatana etc to be signed.
- To spread awareness about schemes like Mudra Scheme
- Special session on 'Menstrual hygiene' and 'Nutrition' for FY students to be arranged
- Awareness activities for Thalassemia in collaboration with NSS to be planned every year.
- Membership to WDC to be started in order to increase its presence in the campus.
- Objectives should aim at making women better at self defense, empowerment - not physically, but emotionally as well.

- Empowerment of tribal /working women should be planned using some collaborative activity
- Gender cell should be established and added in the prospectus
- Poster competition and Exhibition to be organized on various issues like ‘ Beti Bachao, Beti Padhao’ etc
- Specially abled Girl Student to be incorporated in the Committee as student member.
- Tribal Women be invited to talk on their issues and NGO’s to be invited to set up a stall of tribal artifacts and forest products.
- A guest lecture to be organized on ‘Issues and problems of working women’

10) Vaze Queer Collective

Discussion Held:

- Poster Exhibition

Suggestions Given:

- Collaborate with Psychology and other departments to organize its activities.
- An area designated to VQC for awareness throughout the year should be decided.
- A note on establishment/inception of VQC should be formulated for the record purpose
- Membership to VQC should be started.
- More community outreach program should be conducted.
- To sensitize teachers about Queer Community and their challenges (under IQAC) by a guest lecture to be given a priority
- A guest lecture on ‘Civil Rights movement’ (in different countries) can be organized.
- Some project under Avishkar to be carried out. For eg- Separate and safe washrooms for Queer people.

11) Dimensions

Discussion Held:

- No of students of volunteers no 750

Suggestions Given:

- Number of Competitions /Number of Colleges participating / Number of students participation data to be kept ready and increased.
- The mechanism for taking care of students during this festival to be spelt out
- To portray how students learnt various skills through Dimensions.
- To show student Progression appropriately. A record has to be maintained regarding students who have made it big using Dimensions as a learning platform.
- Process of interviewing crew/core to be standardized - SOPs to be implemented.
- To carry out a Survey via google form asking the significance of Dimensions in Students life.

12) Library

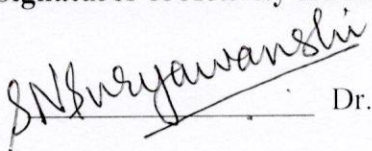
Discussion Held:


- Success of Panorama 360 degrees

Suggestions Given:

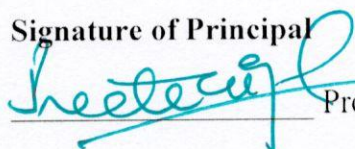
- Student membership with other Universities and institutions to be taken up with prior permission from Principal.
- Tie up with other university to access reference books
- Collaborate with Research Promotion Committee for different activities
- Plagiarism Software to be purchased.
- Develop guidelines for usage of reference management tools.

Signatures of Activity Audit Team

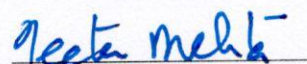
 Dr. Shilpa Suryawanshi, Associate Professor, Department of Political Science, KET's V. G. Vaze College, (Autonomous) Mulund.

 Dr. Lata Poojary, Incharge, Department of Biology, KET's V. G. Vaze College, (Autonomous) Mulund.

Signature of Principal

 Prof. (Dr.) Preeta Nilesh

Signature of IQAC Coordinator

 Dr. Neeta Mehta