

# **Activity Audit Report**

of

**KET's V. G. Vaze College of Arts, Science & Commerce  
(Autonomous)**

**Mithagar Road, Mulund (East), Mumbai - 400081**

For the Academic Year 2024-25

**Under the Initiative of Internal Quality Assurance Cell**

By

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21st and 22nd April, 2025



Activity Audit was conducted for KET's V. G. Vaze College of Arts, Science & Commerce (Autonomous), Mithagar Road, Mulund (East), Mumbai – 400081, for the Academic Year 2024–25, as part of the Internal Quality Assurance Initiative. The audit was conducted on the 21st and 22nd of April, 2025, with the objective of systematically reviewing the functioning, achievements, and challenges of various academic and co-curricular committees and cells operating within the college. This initiative was coordinated and compiled by Dr. Shyam Choithani, Head, Department of Mass Media, and Ms. Sangeeta Aher, Teacher In-Charge, Department of Political Science (Junior College), KET's V. G. Vaze College.

The need for conducting this audit stems from our commitment to foster a culture of accountability, innovation and collaboration. By systematically reviewing the initiatives undertaken, the challenges encountered, and the outcomes achieved by each committee, the audit aimed to not only assess past performance but also to generate constructive suggestions for future growth. This report presents a summary of the key themes discussed, suggestions received, and the emerging recommendations. It is intended to serve as a foundation for strategic planning and as a reference for departments and conveners to align their future activities with the broader vision and mission of the college.

### **Day 1: 21st April, 2025**

#### **Alumni Association**

##### **Topics Discussed:**

- Android Application which is in making, to enhance alumni connectivity.
- Brainstorming on strategies for alumni fundraising.
- Formation of a Core Committee to streamline alumni engagement.
- Exploring collaborations with successful alumni for internships and placement opportunities.

##### **Suggestions Received:**

- Strengthen communication channels between the Association and alumni.
- Broaden the Association's membership to include all college alumni.
- Maintain comprehensive records of alumni-led guest lectures and seminars conducted across departments.
- Initiate joint activities involving the alumni between the Alumni Association and various college departments.
- Coordinate with the Placement Cell to organize alumni-led placement drives and establish mechanisms for professional and academic networking among students.
- Promote and implement college initiatives such as *Continuing Connections* and *Legacy Lives On* through the Association.
- Collaborate with the Social Media Committee to publicize alumni contributions and events.



## **Career Guidance, Training and Placement Cell**

### **Topics Discussed:**

- Review of placement statistics and other activities organized by the Cell.
- Discussion on the relatively lower number of students placed through campus drives, attributed to a majority opting for higher education.
- Collection and analysis of student feedback regarding placement drives.
- Documentation of companies whose placement drives could not be conducted during the academic year, along with reasons for the same.

### **Suggestions Received:**

- Include guidance related activities, as the term “*guidance*” is explicitly stated in the name of the cell.
- Record and present data on the number of students who opted for placement drives versus those shortlisted, to analyze the success ratio and improve processes.
- Collect information from departments regarding career guidance activities conducted independently or under MoUs with external organizations.
- Organize focused career guidance events to support students’ professional decision-making.
- Feature testimonials from students shortlisted during placement drives on the college website.

## **3. Flying Bird: Counseling Cell**

### **Topics Discussed:**

- Review of the Cell’s title and its purpose in supporting student and staff mental well-being.
- Planning of psychoeducational sessions and workshops to address mental health concerns of students and faculty.

### **Suggestions Received:**

- Explore the possibility of allowing participation from external students in the Cell’s platform “*Maitra Manache*”
- Conduct workshops for teachers on identifying students with mental health issues or learning disabilities.
- Organize targeted activities addressing the growing influence of social media and substance addiction on youth.

## **4. G. D. Kelkar Skill Development Center and Finishing School**



**Topics Discussed:**

- The committee's operations are guided by MoUs signed with various external bodies.
- Committee's ongoing work of making repository documenting short-term courses conducted by different departments.
- Discussion on including an administrative staff member in the committee to handle fee collection and student record maintenance.
- Need to involve more faculty members, particularly from the Self-Financing Courses section and possibility of Convener to identify suitable faculty for this role.

**Suggestions Received:**

- Ensure that course certificates include QR codes for easy employer verification (similar to those issued by Tata and Uni Kaushal).
- Develop a systematic document outlining the specific skills students acquire through courses facilitated by the committee, aligning it with NAAC expectations.
- Maintain detailed records of all short-term and other relevant courses facilitated since the academic year 2020–21.

**5. Green Initiative, Nature and Hiker's Club****Topics Discussed:**

- Progress on the collaboration with NGO *Hariyali*, as recommended in the previous audit.
- Planning to tag all campus plants with QR codes containing botanical and ecological information, a list of the plants has been prepared.

**Suggestions Received:**

- Complete the QR tagging of plants by May 31st, 2025, and consult the Principal/Vice Principal regarding any challenges faced.
- Coordinate with the faculty in-charge of NAAC Criterion 7 to ensure alignment and provision of relevant data.
- Review the existing *Green Campus* policy of the college and align the committee's policy accordingly.
- Encourage students to tag the official college Instagram handle in posts showcasing campus flora and fauna so that these can be featured in highlights titled "*Vaze Flora*" and "*Vaze Fauna*".

**6. Gymkhana Committee****Topics Discussed:**



- Concern raised over the shortage of funds and lack of basic sports equipment.
- Student grievances regarding limited access to the Gymkhana, as it is often occupied for non-sports-related programs (e.g., HSC board exam assessments, lunch arrangements, etc.).
- Identified need for a separate changing room for Gymkhana members, particularly for female students.
- Requirement for a dedicated PC and printer to manage Gymkhana records.
- Suggestion to revise Gymkhana operating hours, recommending early morning access to better serve student fitness needs.
- Proposal to initiate a trainer-led gymnasium for structured fitness training.

**Suggestions Received:**

- Maintain detailed records of financial assistance provided to student athletes or Gymkhana users.

**7. Development Programs for Non-Teaching and Support Staff**

**Topics Discussed:**

- Planning of training workshops on topics such as:
  - Use of Artificial Intelligence in administrative tasks.
  - Official correspondence and documentation.
  - Autobiographical and experience-based writing.
  - Leadership development

**Suggestions Received:**

- Take active measures to increase staff participation in various training and development programs.
- Update and preserve records of all activities conducted since the academic year **2020–21**
- Organize long-duration workshops on soft skills such as communication; identify trainers willing to offer their expertise voluntarily.
- Conduct regular reviews of workshops and initiatives undertaken for staff development.

**8. Literary Associations, Cinelitt, and MAYUR**

**a. English Literary Association**

**Topics Discussed:**

- Proposal to conduct literary activities that integrate Artificial Intelligence.
- Student participation in various intercollegiate literary events.



### Suggestions Received:

- Maintain detailed records of students who participated and/or won awards in intercollegiate events.

### b. Cinelitt

### Topics Discussed:

- Plan to utilize the smart classroom setup to launch the *Cinelitt Podcast*.
- Organization of events and certificate courses related to film studies.
- Process through which students select themes for Cinelitt events.

### Suggestions Received:

- Collaborate with the **Science Association** to explore the *Science Fiction* genre.
- Partner with various academic departments to explore interdisciplinary themes such as politics, psychology, society, history, and economics.
- Showcase short films created by students (as part of internal assessments) on the college's official social media platforms by tagging the college page.

- मराठी भाषा आणि वाङ्मय मंडळ

### चर्चितेले मुद्दे:

- व्यावहारिक मराठीचे प्रशिक्षण देण्यासाठी कार्यशाळा आयोजित करण्याची योजना
- "इंग्रजी शब्दांसाठी मराठीत पर्यायी शब्दनिर्मिती" यासारखे उपक्रम
- मराठी भाषा व वाङ्मयविषयक नोकरीच्या विविध संधी

### सूचना:

- विविध विषयांमध्ये मराठी भाषेतून लेखन करण्यासाठी विद्यार्थ्यांना प्रोत्साहन व मार्गदर्शन करणे, त्यासाठी विविध मानद संस्थांबरोबर प्रशिक्षणार्थी कार्यक्रम आखणे
- आयोजित केलेल्या कार्यक्रमांची यादी तारखेनुसार न करता उपक्रमांनुसार करणे; उदाहरणार्थ, "वाचन कट्टा" या उपक्रमांतर्गत झालेल्या सत्रांची एकत्रित यादी, "मराठी भाषा संवर्धन पंधरवडा" अंतर्गत झालेल्या कार्यक्रमांची यादी, इत्यादी.
- मराठी भाषेतील रोजगारविषयक उपक्रम आयोजित करणे



## हिंदी साहित्य परिषद

### चर्चित विषय:

- महाविद्यालय के विविध विभागों के साथ आयोजित गतिविधियाँ
- विविध विभागों के साथ किसी विषय पर संगोष्ठी का आयोजन करने की योजना

### सूचनाएँ:

- कनिष्ठ महाविद्यालय के हिंदी विभाग के साथ गतिविधियों का आयोजन करें, जिस से अधिक विद्यार्थियों को लाभ होगा

### Common Suggestion:

- All literary associations and *Cinelitt* should plan and organize a collaborative, interdisciplinary literary-cultural event.

## 9. Library

### Topics Discussed:

- Usage statistics of e-resources, the Library website, and its Telegram channel.
- Development of the Library's Android App (currently in progress).
- Plan to create an *Institutional Open-Source Repository System* for digital content using **DSpace software**.
- Strategies to promote the use of *Reference Management Tools* among faculty and students.
- Discussion on allocating budgets to departments for purchasing books.
- Query regarding the current status of the University's *Book Bank* scheme.
- Concern over shortage of funds to clear pending payments to various publishers.

### Suggestions Received:

- Allocate a dedicated budget to departments or collect book requirement lists from them for better resource distribution.
- Display the *actual cost* of free library-provided books to highlight the value and importance of library resources.

## 10. Swayam and Shreyas

### Topics Discussed:



- Enrollment statistics of students in SWAYAM courses.
- Recognition of the SPUC Award received by the Convener.
- Positive impact observed after including SWAYAM courses under the CC (Choice-Based Credit) Courses for SYBA students.
- Current lack of a formal Credit Transfer Policy at the University level.
- Need for a clear procedure for transferring SWAYAM credits to students' Academic Bank of Credits (ABC) accounts.
- Grievance regarding the unavailability of SWAYAM courses in Marathi; information shared that some Science courses are available in regional languages including Marathi and Assamese.

#### **Suggestions Received:**

- Recommend to Deans to include SWAYAM courses as part of **Internal Assessment** components.
- Explore ways to **improve student enrollment** in SWAYAM courses

#### **Day 2: 22nd April, 2025**

##### **1. National Service Scheme (NSS)**

#### **Topics Discussed:**

- Plan to conduct a Disaster Management Drill for college staff.
- Signing of MoUs with relevant external organizations.
- Activities undertaken in the village adopted by the NSS unit.

#### **Suggestions Received:**

- Residential NSS Camp should be meticulously planned for the upcoming academic year, taking into account the shortcomings of the previous camp.

##### **2. Research and Development Cell**

#### **Topics Discussed:**

- Feasibility of providing incentives to faculty members publishing in journals with an Impact Factor of 5.0 or above.
- Plan to organize a conference targeted specifically at UG and PG students.
- Minimum grant of INR 20,000 to be earmarked for faculty research projects, based on proposal quality.

#### **Suggestions Received:**

- Include the pre-conference workshop by Dr. Paresh More (Deputy Director, R&D Cell) in the activity report.
- Include "Research Scholar's Meet (RSM 2025)", organized in collaboration with Indian Chemical Society (Mumbai Branch), in the activity report.
- Sessions conducted for Aavishkar Research Convention and Staff Colloquium to be documented under "Best Practices" due to their impact and consistency.



- Collect and maintain records of student feedback.

### **3. Vaze Sanskriti**

#### **Topics Discussed:**

- Need to revise existing work allocation among committee members.
- Ms. Disha Parab to act as the point of contact for intercollegiate events and forwarding invitations.
- Communication gap identified between Degree and Junior college faculty.
- Concerns over event expenditure, especially for "Theme Reveal" and "Blaze" fest; disproportionate crew-to-participant ratio.
- Instances of students making financial decisions without faculty consent.
- Discussion regarding the status of the college's theatre group "Veethee Vaze Rangakarmee" – whether it should function independently or remain under the committee.
- Report of theatre group's activities submitted to IQAC.

#### **Suggestions Received:**

- Categorize duties based on art forms (e.g., singing, dance, fine arts) and update the action plan accordingly.
- Define specific objectives in the committee's purpose statement.
- Update policy to mandate intercollegiate winners to report to the Social Media Committee.
- Submit student achievements to Dr. Seema Pawar (NAAC Criterion 5) and update the IQAC drive.
- Use "Cash Reimbursed" instead of "Cash Received" in financial reports.
- Conduct internal financial audit for high-expense events.
- Precisely document extension activities with participants, dates, and supporting letters.
- Identify and document contributions to environment, gender equity, inclusivity, and social impact.
- Maintain minutes of all committee meetings.
- List all MoUs signed (sponsorships, endorsements, etc.) in the audit presentation.
- Analyze quantitative data to assess activity impact.
- Schedule meeting between degree and junior conveners at the beginning of the academic year to resolve communication issues.
- Appoint a degree faculty in charge of "Veethee Vaze Rangakarmee".

### **4. Science Association**

#### **Topics Discussed**

- Review of the committee's objectives.
- Concern over the limited number of active members.
- Broaden the definition of "Science" to include Social Sciences.

#### **Suggestions Received:**

- Collaborate with Social Science departments to conduct interdisciplinary activities.



- Share reports and responsibilities with associated departments.
- Conduct exhibitions and increase activity frequency in alignment with committee goals.

## **5. Student's Council**

### **Topics Discussed:**

- Study the amended Maharashtra University Act to update committee policies.
- Review sponsorship details.
- Allocate sponsorship funds to Women Development Cell for the Women's Day Program.
- Acknowledge success of grievance redressal via "Principal's Meet" and class representatives.
- Plan to educate students on emergency exits through mock drills.
- Brainstorm ideas to instill responsibility among students.

### **Suggestions Received:**

- Include volunteer roles of Student Council members in activity reports.
- Develop innovative methods to encourage responsible use of campus infrastructure.

## **6. Student Support, Welfare, Remedial Coaching and Life-Long Learning**

### **Topics Discussed:**

- Mentor-mentee system to ensure a minimum of six meetings for one to call that this system is working
- Mentoring reports to be collected by 28th April 2025, with follow-up till 30th May 2025
- Data collection aligned with NAAC requirements.
- Pilot run of PLAT (Progressive Learning Ability Test) for 57 students completed; to be extended free of cost to all students next year.
- Conducted 18 remedial coaching sessions benefiting 60 students; low response attributed to the inefficiency of using Google Forms to collect requests.

### **Suggestions Received:**

- Use ATKT data from Exam Cell to evaluate feasibility of compulsory remedial sessions.
- Use multiple channels to identify students requiring academic support.

## **7. Women Development Cell**

### **Topics Discussed:**

- Name of the Cell to remain unchanged as per statutory provisions.
- Shortage of committee manpower.
- Review of Gender Audit suggestions:
  - Self-defence workshop conducted.
  - POSH (Prevention of Sexual Harassment) workshop to be scheduled before 30th May, 2025.
- Future Plans:
  - Form a support group.



- Organize training on Government Schemes.
- Include student members.
- Shift week-long celebration to January (non-exam period).
- Field visit planned for women staff.

**Suggestions Received:**

- Engage alumni or TY students for conducting self-defence workshops.
- Organize grooming sessions for students and faculty.
- Collaborate with Internal Complaints Committee for POSH/POCSO training.
- Increase participation in self-defence workshops.
- Collaborate with Vaze Queer Collective for inclusive events.
- Facilitate vocational training and skill development for women.

## **8. Vaze Queer Collective**

**Topics Discussed:**

- Lack of Queer literature in the library; propose establishing a dedicated "Queer Library".
- Collaborate with "Queer Central" for future activities.
- Organize a Book Donation Drive with Queer themes.
- Plan to launch a Queer-focused newsletter.
- Concern regarding low faculty turnout at queer sensitivity training workshops.

**Suggestions Received:**

- Record all informal gatherings under official activities.
- Regularly update the "Know More Know Queer" project:
- Include new terms.
- Develop learning resources.
- Repeat awareness events.
- Assign a noticeboard for continuous updates.

## **9. Dimensions**

**Topics Discussed:**

- Difficulty securing sponsorships due to saturation from other departments.
- Proposal to downscale the event in future years.
- Review of Extension Activities:
  - (Food Donation Drive).
  - (Menstrual Hygiene Product Donation).
  - (Food Grains Donation).

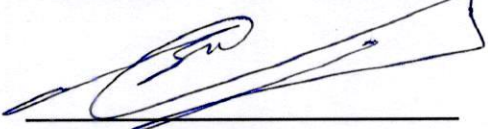


- Collaborations with Netflix, Planet Marathi, and public figures like Hardik Joshi and creators of “Taambdi Chamdi”.

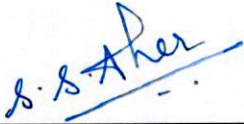
### Conclusion

The Activity Audit conducted on 22nd April, 2025, provided a valuable opportunity for committees to review their work, share best practices, and receive constructive feedback. The discussions highlighted key areas such as student engagement, documentation, interdepartmental collaboration, and alignment with institutional and statutory goals. Committees were appreciated for their efforts and encouraged to integrate the suggestions received into future planning. The audit reaffirmed the college’s commitment to continuous improvement and accountability across all domains of co-curricular and support activities.

### Signatures of Activity Audit Team



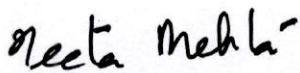
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**Prof. (Dr.) Preeta Nilesh**  
Signature of Principal



**Dr. Neeta Mehta**  
Signature of IQAC Coordinator