

KET'S V.G.Vaze College of Arts, Science & Commerce
(Autonomous College)
Mulund (E), Mumbai- 81

REPORT: ACTIVITY AUDIT 2022

The Activity Audit for AY 2020-21 and 2021-22 was conducted on 27th and 28th April 2022. Twenty-two 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.

CA Vidyadhar Joshi, Vice Principal, Junior College, KET's V. G. Vaze College and Dr. Neeta Mehta, Coordinator, IQAC, KET's V. G. Vaze College were the expert on the panel for the audit.

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

CAREER GUIDANCE, TRAINING AND PLACEMENT CELL

The panel appreciated the activities of CGTPC in the AY 2020-21 and 2021-22. The future activities planned are also noteworthy.

Recommendations:

- One consolidated table to be prepared to include number of participants in each placement activity along with the placed students. Also, to be included in the table the packages of various companies.
- To plan placement activities for Humanities and Science streams.
- To follow up with and find out the position of placed students after 5 years.
- Overall personality development of students to be taken care of.
- Career guidance aspect of the activity to be emphasized equally in the future.
- To guide Jr. College students also for career decisions right from 11th – 12th std in collaboration with Jr. College CG committee.
- To invite alumni for a week-long program on Career Guidance, Training and Placement

COUNSELLING CELL

The number of activities conducted as well as number of students counselled is less, considering the psychosocial issues students/staff face.

Recommendations:

- To initiate paid therapy sessions for students. The minimal charge will increase accountability among students for the service provided.
- To generate a mechanism to reach out to students and parents who truly in need of counseling. This would include identifying students with biological, social, emotional or academic difficulties.
- To appoint an external psychologist to help faculty members increase the number of activities and number of students who can be taken up for counseling. The hiring of an external psychologist will also allow open dialogue between the psychologist and the faculty.

DIGITAL CONTENT DEVELOPMENT AND ICT ENABLING COMMITTEE

The number of activities conducted is less, considering the significance digital content development and ICT gained in the last two years.

Recommendations:

- To organize meeting with authorities to streamline the functioning of committee
- The policy document presented needs to be corrected and refined.
- The outcome-oriented events need to be conducted and outcome is e-content created by teachers.
- The follow-up activity is essential for obtaining outcome from events (workshops, webinars and trainings)

SPECIAL CELL**Recommendations:**

- To formulate a mechanism to identify the few students who are not able to avail the scholarships/freeships and other facilities.
- The reserved category data of the students to be provided to the mentors for taking the follow-up from their mentees.

FILM AND PHOTOGRAPHY CLUB

Recommendations:

- To organize meeting with principal and IQAC coordinator to decide the role and scope of Film and Photography Club. Invite BAMMC for the meeting.
- To explore possibility of in-house photography and video recording of college events.

G.D. KELKAR SKILL DEVELOPMENT AND FINISHING SCHOOL

The activities conducted for teaching and non –teaching staff for skill enhancement are noteworthy. Some of the short-term courses have 1 or 2 participant/s.

Recommendations:

- Courses proposed by the departments should be taken as extra credit courses at the TY level for both the semesters.
- To study the example of Jai Hind College where, one course is taught over FY, SY and TY in a successive manner, few modules in FY, few in SY and so on.
- STCs should be practical oriented/workshops, skill enhancement should be emphasized, students should not be burdened with theory.
- STCs should be conducted offline. Issues like Infrastructure/Space availability/Timing need to be troubleshooted.
- Method of evaluation needs to be novel and application oriented.
- STCs should be beyond the syllabus but related to it so the curriculum will be syllabi plus STCs.
- The list of proposed courses from last year should be procured from Dr. Neeta Mehta and faculty members should be encouraged to get them done.
- Record keeping needs to be maintained in this format: name of the course, course coordinator, duration, number of students enrolled, fees charged, nature of the course (life skill/value added)
- Non ECCs financial data should be available. Data analysis should be done and policies should be made in such a way that STCs should at least break even (no profit, no loss). Separate analysis should be done so that non mandatory courses should break even.
- Number of students enrolled for the course is important. Those courses with one or two students need to be assessed for their cost effectiveness.

- ECCs and Non-ECCs should be done in coordination regarding dates and spaces.
- Train the admin staff for better record keeping, coordination with the resource persons (through emails) and information dissemination related to the STCs and SECs.

GREEN INITIATIVE ENVIRONMENT CLUB / NATURE AND HIKER'S CLUB

The number of activities conducted is less, considering importance of environmental issues in institutional values and best practices. Activities planned for the future are significant.

Recommendations:

- To carry out activities which are planned
- To include Ms. Veena Puthran, Faculty of EVS from Junior College in the committee.

GYMKHANA

Recommendations:

- To write number of teams in Box Cricket Tournament Report (40). To write number of achievements instead of detail information about student achievement in presentation slide.
- To organize sports day on a bigger scale by inviting all the faculty members & it should be declared as non-instructional day.
- To promote sports interest among students and staff. To have more involvement of students & teachers in sports activities.
- To organize sports activities for teachers.
- To follow up with the authorities for resolving the issues Gymkhana is facing.

INSTITUTIONAL SOCIAL RESPONSIBILITY

There is a need for a greater number of ISR activities.

Recommendations:

- In the beginning of the new academic year 2022-23, prepare Budget and submit to the Management

- To explore sources of funds especially from corporate companies under CSR initiatives
- To tie up with NGOs for future activities
- Circulate a notice appealing staff members, students and ex-teachers to donate money/material objects for ISR activities
- In future, whenever our college premises used for any kind of social activities like voting centre by Election commission, voter registration campaign, vaccination centre or any social event, collaborate with the sponsor, enlist the event as an activity under ISR

LIBRARY

Recommendations:

- All Departments should be covered for conducting E-Resources Awareness Sessions. A list of all departments who have not been covered so far, should be prepared and provided to the IQAC.
- Additional reading by students has reduced and some initiatives should be taken to promote it.
- The Thematic Display should not be restricted only to specific popular occasions, but it should include साहित्यिक ,authors, poets, scientists, academicians. For example, some poems / articles of poets / authors can be displayed to raise awareness about their contributions. Departments to be included for their contributions/ recommendations for such events.

LITERARY ASSOCIATIONS: HINDI SAHITYA PARISHAD

- Activities are in line with traditional nature of Hindi literary trends.

Recommendations:

- Events/activities for good translation should be organized.
- Every effort to be put to make students aware of employment opportunities after studying Hindi literature.

LITERARY ASSOCIATIONS: ENGLISH LITERARY ASSOCIATION

Recommendations:

- Bring in innovative ideas to inculcate a culture of reading among students.

- Formalize the unofficial reading club of ELA volunteers.
- Organize 'Movie Fest' (Signature event of ELA) in collaboration with other departments.
- Organize more multi-disciplinary events in collaboration with other departments.

LITERARY ASSOCIATIONS: MARATHI BHASHA ANI VANGAMAY MANDAL

Recommendations:

- To spread awareness about employability in Marathi Literature through various activities of the department
- To organize workshops on content creation in Marathi

CINELITT

This is an activity has a potential to become best practice of the department and institution.

Recommendations:

- To maintain good quantitative and qualitative data pertaining to this activity so that the outcome of the activity can be measured.
- To organize interdepartmental film festivals
- To increase the reach of the activity to organize intercollegiate event in the future.

NATIONAL SERVICE SCHEME

Various awareness campaigns, flood relief camp and vaccination drive are noteworthy activities of the NSS Cell

Recommendations:

- The record of participation in NSS activities should be categorized separately for student volunteers and participants.
- Village and a local area to be identified and adopted for carrying out NSS activities
- To organize a seminar to guide young minds to behave more responsibly on social media and create awareness on cyber abuse.

RESEARCH, RESEARCH PROMOTION AND AVISHKAR COMMITTEE

Relatively a lesser number of activities, considering the importance of research promotion committee for taking care of criterion III. The planning of future activities is good.

Recommendations:

- To organize workshop on “IPR” for students as well as for teachers.
- To carry out all the activities that are planned for the coming year.

DIMENSIONS

Recommendations:

- DSR activities in Yeoor village can be made into a regular activity.
- For intercollegiate events participation should be maximum. The name of our college fest should be popularized through maximum participation from other colleges.
- Social causes in Dimensions should be formalized and made regular for even the next teams to continue for the years ahead.
- Team can be divided into 2, one can take care of the intercollegiate events and the other can take care of the social causes

VAZE SANSKRUTI

Recommendations:

- To introduce Cultural Social Responsibility (CSR). To identify school or institutions, musical school, for carrying out activities under the Cultural Social responsibility. MoUs should be signed with these institutions.
- Preferences of students (as audience) should be taken into consideration while designing the Annual Day Program and other activities
- To conduct workshops for VeeThee student volunteers, ensuring their all-round development
- To conduct cultural activities for teachers and the administrative staff of the college

SCIENCE ASSOCIATION

Relatively lesser number of activities conducted.

Recommendations:

- Arrange Lectures on “Scientific Attitude and Temperament” for students.
- Every month one activity should be conducted under Science Association

STUCO

Recommendations:

- Planning , organisation of annual day to be done in a new format. For this timely meeting with cultural committee is necessary
- To brainstorm about how STUCO can contribute to the college. How students can contribute towards admin work.
- Conduct of fire audit
- STUCO + ASTUCO members should educate others students on:
 - ▶ Switching off lights & fans
 - ▶ General cleanliness of the respective classrooms

STUDENT SUPPORT WELFARE AND REMEDIAL COACHING

Recommendations:

- Enrichment Programs were not held during the last academic year. Committee is required to conduct the enrichment programs for students.
- Policy document should explain the policies of the committee and not the objectives.
- Committee should formulate a mechanism to identify the slow & gifted Learners and communicate to the departments. The Departments to guide and meet the requirements of the slow and gifted learners. The outcome of such exercises to be reported to the SSWRC.
- Remedial coaching should be a continuous activity to be carried out on unit wise completion of the syllabus of the respective subjects.

SWAYAM, SHREYAS & LIFE LONG LEARNING

Recommendations:

- Data on enrolment of students in various courses of SWAYAM and Shreyas to be maintained. Mentors can be the one who may be instructed to maintain this data.

WOMEN DEVELOPMENT CELL

A good number of activities are carried out. Celebration of International Women's Day over a week and the issues covered under the same was praiseworthy

Recommendations:

- To start the preparation for the Gender Audit and chalking out a plan of action for the same.
- Collaborating with other associations and carrying out extension activities.

SUPPORT STAFF PLANNING AND COORDINATION

Recommendations:

- Contracts to be redesigned and working conditions to be addressed.
- Immediate meeting with the Contractor Mr. Ajit Dalvi to be taken by the committee with the concerned authorities.
- A report about the working norms of the contract employees and their problems to be submitted to the principal for better results and efficient

The panel of Activity Audit 2022 would like to appreciate the nature of activities undertaken by various activity groups and hope that all the recommendations given are studied and implemented for the enriched functioning of these groups.

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