



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

KAPOL VIDYANIDHI COLLEGE OF HOTEL MANAGEMENT

**NEXT TO KAMLA VIHAR CLUB, MAHAVIR NAGAR, KANDIVALI(W) ,
MUMBAI - 400067**

400067

www.kapolcollege.in

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BANGALORE

March 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Kapol Vidyanidhi College of Hotel Management strives to provide highest quality education, bridging the skills to communicate in their courses and workplace with high-tech infrastructure with a blend of knowledge and creativity. The empire of knowledge is always built up on a strong foundation. The College has a world-class environment and superior education system that extends a warm welcome to the national and international students who seek quality education in India to acquire a lucid career.

The management of Kapol Vidyanidhi Trust laid the foundation of Kapol Vidyanidhi College in 2004 with the sole aim of spreading quality education and enlightening others. Starting with BSc. Hospitality studies, with a few students in the year 2004, Today the College conducts various programmes like B. Sc. (Information Technology and Computer science), BMS and BAMMC. The infrastructural and technological improvements being undertaken to meet the growing demands of modern education will also further rekindle inquisitiveness and quest for knowledge among the students. Our dedicated teaching faculty members share a great rapport with students and are always encouraging and are supportive of their new ideas. We instill in students a positive character with traits of gratitude, compassion, respect, kindness, and humility.

Blessed with the visionary leadership of the management, dedicated teaching and non-teaching staff, alumni and students, Kapol Vidyanidhi college will continue to march forward in its journey towards excellence.

The programmes offered by this college before 2017 were:

1.B.SC (Hospitality Sciences, Information & Technology and Computer Science)

2.BMS AND BMM

The following programmes are being offered since 2019:

1.BAMMC (The Nomenclature of BMM, University had introduced BAMMC i.e. Bachelors of Mass Media and Communications and the rest remains the same B.SC (Hospitality Sciences, Information & Technology and Computer Science) and BMS.

Motto

Kindle the flame, Dispel the darkness.

Vision

Our Vision

The College is striving and thriving all the direction to fulfill its Mission-

- 1. To provide quality education to one and all**
- 2. To build academically and socially empowered Value based citizens**
- 3. To build Competent, confident, self reliant and positively inclined students**
- 4. To encourage and motivate every student to rise higher and higher in life**
- 5. To train student to be focused and goal oriented**

Mission

Mission

Kapol Vidyanidhi College of Hotel Management provides students with quality educational experiences and support services that lead to the successful completion of degrees, career/technical education and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible and affordable learning environment. The College is conceptualized with a mission to achieve excellence to enlighten, empower and enhance students to make them ideal and responsible citizens of the global world.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

STRENGTHS

- Kapol Vidyanidhi College offers various professional degree courses and it is an ISO certified institute offering various courses at a decent fee structure.**
- The College is located at a prominent place in Mumbai and it is very close to bus stand and railway station and it is very easy to commute and convenient for the students from various parts of the city.**
- There are moderately a good number of students every year across all the streams.**
- The College is well known for its academics, good administration and highly qualified teaching faculties and placement opportunities for the students.**

- **State-of-the-art infrastructural facilities and highly equipped Library and Science Laboratory and Computer labs are the key features of our Institution.**
- **Association with ROTARACT CLUB has helped us to serve the community by organizing blood donation camps and create a strong bond with the community and help us set an ideal example in the field of Education system.**

Institutional Weakness

WEAKNESS

- **There has to be a persistent increase in the number of admissions across all the courses.**
- **More online interaction and teaching learning activities need to be executed online.**

Institutional Opportunity

Opportunities

- **Alumni Involvement may help us network and land a goof exposure to our student interface with industries across various fields and promote our college and increase the placement levels.**
- **More Collaboration with NGO and Welfare associations can help us render our CSR activities and provide us to contribute towards the Community welfare at large.**
- **With our quality teaching and modern teaching learning approaches,we attract many average and low grade performers who perform extremely well and come out with flying colors in the University examinations every year.**
- **Our Inter-collegiate fests like KNOWMEET and PANACHE enables our student to get exposure with other college students and this enables a lot of Cultural exchange and creates a competitive spirit among the students.**

Institutional Challenge

Challenges

- **Scope of research work needs to be enhanced for Faculty growth and development of the**

Institution.

- **There have to be more activities in the field of sports and extra co-curricular activities to promote the overall skills of our students.**

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Teaching learning is undertaken within the undergraduate curricular framework of the University of Mumbai to which this institution is affiliated. All teachers chalked out lesson schedules for 90 working days per semester period which are for accomplishment of teaching, organization of departmental seminars and conduction of unit tests. Some meritorious awards are announced for outstanding performances of students. The HOD of BMS/BAMMC/Hospitality Sciences is pursuing the Doctoral degree from University of Sweden in collaboration with Upgrad, Two teachers are Ph.D. scholars registered under Banasthali University and one Teacher under JJTU, Rajasthan. Other teachers also joined for the evaluation of undergraduate examinations of this University.

We have proper arrangements of workload and subject distribution which is done well in advance and time table is made computerised and given well in advance to various subject faculties. We have modernised and well equipped ICT enabled classrooms, with projectors in every classroom to facilitate up-to-date the teaching learning process. Google classrooms and meeting apps are used to provide a big support to the students and all the assignments and submissions are made in the Google classrooms created by the respective subject faculties to ensure that timely submissions are done towards Internal assessment activities. Examinations and assessment are conducted as per the University Guidelines with strict adherence to rules and regulations. Internal assessment of students is done on the basis of Unit tests, Assignments and Presentations and all the internal assessment markers of the students are recorded in the computer system and student's signature for their presence and submission of internal assessment is maintained in the CIAAN Register. We also display the University Examination Time table on the notice board and also on the college website. Attendance of students is marked in the CIAAN Register provided in the College. IQAC took feedback from students, teachers, Alumni Association members and analyzed.

Teaching-learning and Evaluation

The principle objective of our college is to ensure transparency of all sorts and that is the reason we maintain transparency in the teaching and evaluation system towards our students. We make sure that there is adequate transparency of communication towards our students at the beginning of each semester. Before the beginning of each semester, timely orientation is organised by each department and familiarize the students and their parents regarding the courses and evaluation component. Every year the academic calendar is prepared in advance with a lot of precision and planning. The admission process has been facilitated by both offline and online mode. Our college aims to have students from diverse geographical, economical, educational and social backgrounds.

Our attempt is always to initiate student centric and novel teaching learning methods with

innovativeness and newness. Our College does conduct remedial coaching and personal one -to-one guidance to the weak and slow learners. Experiential and participative learning methods are done by way of Projects, Seminars, Group Discussions, Personality Development sessions, Debates, Problem solving sessions, PPT presentations, Elocution and Public Speaking Competitions, Writing of short essays, Quiz competitions, Poster Making Competitions, Culinary skill exhibits, Dance, Singing and various other co-curricular activities to create a holistic development of our student.

The Examination Committee strictly complies to the rules and regulations of the University. Any matter that results in grievances related to examinations is immediately resolved. Parents are informed about the attendance of their wards and time to time updates are provided about their performances and achievement etc if any. Open day meetings are conducted with the parents, to discuss various issues related to their wards performances, attendance or any other related issues.. Proper counselling and mentoring is conducted by the mentor of the class. Mentors help students regarding academic, personal and other matters. Program outcomes, program specific outcomes and course outcomes for all the programs offered by the institution are clearly stated and displayed on the college website and are communicated to students.

Research, Innovations and Extension

The college facilitates a student centered environment where intellectual as well as recreational needs of the students are being fulfilled. The college atmosphere has always encouraged faculty members to prepare, participate and present research papers in various international, national and state level conferences and seminars. Various workshops and symposiums are organized for staff and students. The college also provides adequate infrastructure, library facilities, learning resources and human resources to undertake research projects. Faculty members have been pursuing Ph. D.

Infrastructure and Learning Resources

The infrastructure of the College includes not only classrooms, laboratories (Chemistry, Physics and Computer), library and auditorium, but also equipped with projectors in classes and laboratories, photocopier, scanners and CCTVs. The computer laboratories are equipped with good configurations of computers and the latest software. The entire college campus is a Wi-Fi enabled zone. Additional facilities include water purifiers, electricity back-up and fire extinguishers. The library is also equipped with enormous books, journals, business and IT magazines etc. Proper repairs and maintenance are done at regular intervals of time to ensure a good ambiance. Financial provisions are done in the budget for infrastructure augmentation and development.

Student Support and Progression

The institution extends student support by way of mentoring, guidance and counseling in various aspects of education and their field of expertise . Students are mentored for competitive examinations and Career Counseling support is also offered to explore new career avenues. A transparent and timely mechanism for redressal of student grievances including sexual harassment and ragging cases is present and always responsive.

The college has a dedicated Placement department providing internships and placement for outgoing students. College also provides support for students pursuing higher education and students applying for qualifying examinations in state, national, international level by providing tie-ups with outside institutions. The college encourages students to participate in Sports and Cultural activities at university, state, national, international level. students are also motivated to represent and engage in various administrative, co-curricular and extracurricular activities such as Student Council. Alumni of the college plough back significantly to the development of the institution through financial and/or other support services.

Governance, Leadership and Management

The institution has a well-set vision and mission inspired from the motto of the college “Knowledge is temple”. Also, the Goal of the institute refers to sincere commitment towards the education of the students. The foundation of all the governance is the management of the college at Authority level along with the principal and HODs. Heads of all departments are distributed the responsibilities on a participative level. Student representatives are appointed to execute functional level responsibilities. Governance on all levels of the management ensures the development of academic and administrative leadership by adopting a proactive approach. The management ensures maintaining a participative environment in formation and implementation of quality initiatives. The institute encourages faculty development and research for teaching staff by providing financial support and runs several programs for their development.

For the better-quality educational environment internal quality of the college is maintained with good initiatives taken by IQAC. The institution executes the well-allocated budget for various activities with strong financial control mechanisms. Also, it ensures effective utilization of the funds. The internal and external audit further ensures efficiency of the fund management. The IQAC focuses on the prospective plan of an institute and encouraging E-governance in present times. Curricular, Co-Curricular, Extra-Curricular activities along with the administrative activities in the College, quality initiatives all come under the control of IQAC. Administration, attendance, examination, result, accounting management are done by using efficient technological assistance. The overall quality assurance mechanism of IQAC monitors and motivates its stakeholders to achieve the vision and mission of the College.

Institutional Values and Best Practices

Imparting value-based education, include creating awareness among students with respect to gender equity, environmental consciousness and professional ethics. The Institution is committed to provide a safe and healthy environment to students and employees. It sensitizes them with the mechanism to deal with any kind of sexual harassment. Gender equality is promoted through self defense workshops, one day seminars, webinars and competitions for students. The Institution has adopted environment friendly practices as the outcome of environmental and energy audits conducted on a regular basis. The Institution is sensitive towards the needs of the local community and also recognizes the special needs of differently abled students and has set up various facilities for their convenience. It functions as per the Code of conduct as prescribed by the College authorities under University of Mumbai . The great values like unity, justice and fraternity are inculcated through celebration of National festivals like the Independence Day, Republic Day, recognition to National personalities, encouragement to participate in rallies and Marathons for social causes etc. Motivation to improve and maintain academic performance

is given by way of different schemes and prizes.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	KAPOL VIDYANIDHI COLLEGE OF HOTEL MANAGEMENT
Address	Next to Kamla Vihar Club, Mahavir Nagar, Kandivali(W) , Mumbai - 400067
City	Mumbai
State	Maharashtra
Pin	400067
Website	www.kapolcollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Reshma Hegde	022-28661143	9321165046	-	kvihmct@yahoo.com
IQAC / CIQA coordinator	Deval Bhatt	022-28087898	9819340978	-	deval.m.bhatt70@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes
If Yes, Specify minority status	
Religious	
Linguistic	Gujarati
Any Other	

Establishment Details				
State	University name	Document		
Maharashtra	University of Mumbai	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Next to Kamla Vihar Club, Mahavir Nagar, Kandivali(W), Mumbai - 400067	Urban	1	1543.48

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Bsc	36	HSC	English	180	26
UG	BSc,Bsc	36	HSC	English	180	30
UG	BSc,Bsc	36	HSC	English	180	59
UG	BMS,Bms	36	HSC	English	180	91
UG	BA,Bammc	36	HSC	English	180	19

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	11				0				0			
Recruited	1	10	0	11	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	2	2	0	4
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	2	1	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	1	10	0	0	0	0	0	0	0	11
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	2	3	0	0	0	0	0	0	0	5
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	5	7	0	12	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	175	3	0	0	178
	Female	46	1	0	0	47
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
General	Male	203	187	166	142
	Female	86	78	65	41
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		289	265	231	183

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Institution offers a curriculum designed by University of Mumbai which includes multidisciplinary credit-based courses and projects in the areas of human resources, finance, marketing, media, advertising and journalism, through the programs of BMS and BAMMC respectively, towards the attainment of the goal of multidisciplinary education. Within the specialization as well as in the overall curriculum of any program, the institution offers those multidisciplinary courses which help students towards getting good job prospects and various career opportunities emerging in the business world.
2. Academic bank of credits (ABC):	Institute in future is planning to widen its scope by

	adopting proposals mentioned in NEP 2020, giving flexibility to students in acquiring education. Some steps towards the same such as having tie ups with outside institutions to facilitate implementation of Academic Bank of Credits' has already undertaken.
3. Skill development:	Institution offers various add – on courses, such as Personality development, Tally, Advanced Excel, Traffic Laws, Financial Literacy, Cyber Security, Labour Laws, Python, Digital Marketing Crash Courses, Robotics, Ethical Hacking, Personality Refinement Courses, Market Analytic Crash Course, Interview facing skills, Group discussions, Spoken English, Youth Employability Program etc. Through these courses and other programmes like workshops, the institution has been always instrumental in developing the skills of students to make them prepared and versatile to fit into expectations of industry towards human resources. Brahma Kumari sessions, mentoring sessions by the Swamijis of ISKCON, programmes conducted by Gayatri Mandal of humanistic, ethical, constitutional and universal human values of truth, righteous conduct, peace, tolerance, love, non-violence, scientific temper and life skills through their activities. The distinct feature of the college is that the management members take interest and efforts to groom students in developing various skills.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	For the better understanding of students, Majority of the Teachers deliver the lecture in English as well as in vernacular medium like Hindi, Marathi, Gujarati. The Institution has maintained associations with the Gayatri Sanskrit Mandal that organizes different programmes related to Indian culture, traditions and arts. Library of the institution has a Marathi books section, though the institution does not offer Marathi courses in any of the programs. In the Academic Year 20-2021, the college conducted online workshops on Mandala Art, Indian Cuisines etc.
5. Focus on Outcome based education (OBE):	The outcomes of all courses are explained to students at the beginning of the semester. Feedback is collected from students on the same. Industrial and field visits, hands-on training during workshops, competitions, seminars, webinars, guest lectures, internships, add on courses and events organised by respective departments give required knowledge and develop skills to achieve course and program

	outcomes.
6. Distance education/online education:	<p>Considering the benefits of online teaching, the institution has started online courses, conducted webinars and workshops especially during pandemic time. The institution intends to continue this hybrid, blended mode of teaching even later by way of online meetings. The content of the courses has been enriched with well-designed PowerPoint presentations and well drafted documents. Use of audio – visual aids like relevant YouTube videos, animated videos etc. have given better understanding of concepts by students. Meeting apps, Google classroom, email, WhatsApp has made student teacher communication easier and more flexible, instant and effective. Add-on courses have been made available not only for our students but for other college students as well, this helps students to attend sessions from any place. The college has a goal to start more such courses in future as part of the prospective plan.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
183	231	265	289	286

File Description	Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 10

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
11	10	11	11	10

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
17.87	16.67	31.59	33.64	28.28

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Academic Calendar: Prior to the commencement of the academic year, the college prepares the academic calendar in consultation with HODs, Coordinators, based on the University calendar. This gives a clear picture of the available dates for noteworthy activities to ensure proper teaching-learning process and evaluation structure of the college.

The academic calendar includes events, holidays, guest lectures, an internal examination schedule, etc.

Pre-work at departmental level: Before the academic year begins, the HODs conduct a meeting to discuss the workload and plan the activities based on the college's academic calendar.

Timetable preparation: The HODs prepares an individual timetable based on the workloads.. Individual teachers prepare a weekly teaching plan and update in their CIAAN registers, considering available dates and periods for the teaching-learning process and syllabus to be covered.

Teaching plans are submitted to the Head of the Department. If a faculty member fails to complete his or her syllabus within the stipulated time, they schedule additional lectures to ensure the syllabus is completed

Memorandum of Lectures: Attendance of students is marked on a daily basis and a message having the status of the topic taught is sent to the students' mobile number as well. Every teacher records daily teaching-learning activities. The concerned HODs ensures that all lectures are conducted seamlessly as per the timetable. Instructions for submitting assignments, projects, and practical journals are provided, and the schedule for internal exams is well-planned and carried out prior to the final examination.

Weekly records of teaching-learning activities are submitted to the HOD for review, which is further verified by the Principal.

Use of Information and Communication Technology(ICT): For better understanding of the topic by the students, ICT-enabled teaching-learning is used widely. Example - Teachers use PPT presentations, quizzes, video clips, program editors, etc.. Teachers use LMS (Google class) for sharing lecture notes, assignments. WhatsApp groups of every class to share study materials and notices. Meetings: The college gets regular updates of circulars through websites from the university regarding the changes or modifications in the curriculum. The HOD informs the concerned teacher about changes in the curriculum. Teachers attend the workshop arranged for the new syllabus.

Under the lockdown situation: All faculties participated in online Faculty Development Programmes, Short Term Courses, and webinars to learn and adapt to various tools used for the online teaching-learning

process. The college conducted various webinars where students participated in huge numbers. Mentors helped students deal with the problems faced during the lockdown.

File Description	Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 1

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document

1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 1.2

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
7	0	6	2	0

File Description	Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1 *Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum*

Response:

Institution always combines and integrates contemporary and cross-cutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability, Human Rights, Fundamental issues etc, into the Curriculum Response:

1. Courses in the syllabi:

The institution offers compulsory courses, viz., "Foundation Course" for BMS, BAMMC, HOSPITALITY STUDIES programs. Basic human values, socio-economic issues, environmental issues, and other topics are covered in this course. Students are expected to prepare a project report on such issues and submit it for internal evaluation. This course is taught for two years as part of a three-year BMS, BAMMC and BSc degree programs. Many courses in Management, Information Technology, Banking and Insurance, and Accounting and Finance all emphasize the development of professional self-awareness and ethics. Environmental Studies, Media, Gender & Culture, Information Technology in Accounting, Green Technology, and other courses keep students academically active and grounded and highly informed and responsible. The programs include syllabi to teach students on gender-related issues as well as laws which protect women and fundamental issues.

Value-added Courses conducted by the institution.

The college provides a variety of value-added courses, such as Bank of America Campus to Corporate Courses, Spoken English. The IT/CS department offered course on mobile application development, Cyber-law, Personality Enrichment programmes etc.

2. Events relevant to cross-cutting issues organized by the institution: The institution organizes and hosts multiple programs to inculcate professional ethics, gender equality, human values, promotion of sustainable environmental practices ,Human Rights etc. The curriculum is supported by a range of activities throughout the year imbibing varied human values. The college teachers engage the students in various activities through Guidance lectures by various associations like Mumbai Police and cultural activities.

International Yoga Day is celebrated in the institution to promote the health and well-being of all the students, staff and teachers.

Professional ethics have always been a core value in the culture of KAPOL VIDYANIDHI COLLEGE OF HOTEL MANAGEMENT. The institution always maintains the dignity of all the

employees throughout the hierarchy. Any case of misconduct is dealt with a great deal of respect and confidentiality. Days of national and international significance are celebrated at the college, such as Republic Day, Women's Day, Independence Day, Teacher's Day, International Yoga Day. These celebrations help students develop moral, ethical, and social values.

File Description	Document
Provide Link for Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 44.81

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 82

File Description	Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: B. Feedback collected, analysed and action has been taken and communicated to the relevant bodies

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 28.87

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
57	45	91	127	113

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
300	300	300	300	300

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 0

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 16.64

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The teaching methods are re-engineered and redesigned from time to time for more participative involvement of students during their learning process.

Problem Based Learning :- The college has adopted this method in order to develop and enrich students' critical thinking and reasoning power. Departments are using these methods successfully for enhancing the learning experiences of the students.

Participative Learning :- In this special learning, students are exposed to different practical approaches like discussions, inquiry based ,problem-solving, projects, debates ,case-studies, etc are conducted to tackle the problem, which leads to change in behavior, and improvement in self enhancement and inter-personal skills..It enables the students to share, analyze and enhance their knowledge of life and conditions .This method is popular among the students and this will help them in their professional front ahead in life.

PowerPoint presentation methodology makes students aware and adapt to the contents of the various courses. Students collect information about the topics from reference books, internet search ,library, journals etc.

In various U.G. Programmes Black Book project work is compulsory as a part of their curriculum. The project guides and prepares students to go beyond their academic curriculum and help them to present research work in a more professional manner that broadens that knowledge about the world of business strategies and better decision making.

In subjects like mathematics & Business Communication, tutorials are conducted in small batches of around 15-20 students. This improves students' rapport with the teacher.

Graphical & Pictorial formats are used while delivering lectures. Subject teachers prepare study material & videos based on the topics searched from websites like youtube, Wikipedia, Google Scholar. and present them to the students for more clarity. The college regularly arranges industrial visits to strengthen theoretical knowledge of the students through hands-on practical experience. Field visit to Go Cheese, Sula Wines, BSE, Banks etc. gives exposure to the students on Industry requirements of academic level.

Teachers use ICT enabled tools for an effective teaching-learning process.

College faculty uses the latest ICT tools to enhance the teaching learning process and to make learning more interesting and student friendly.

The college has around 90 desktops, 1 laptop and 200 Mbps stand by line Internet Connection & 200 MBPS Internet for Students, classrooms, seminar room and computer laboratories. All the laboratories are equipped with LCD Projectors and Wi-Fi enabled to facilitate teachers to directly stream web pages and videos. Printers and scanners are available in laboratories and the library.

The college library has books of all fields and departments that cater to highly knowledge based learning regarding national and global practices for various courses. The library can accommodate more than 50 students at a time to sit and read silently. The library houses a collection of books on all related subjects. This includes a vast collection of reference books of internationally acclaimed Journals and Newspapers.

Students and faculty members utilize e-reference books and other e-resources that can be accessed by the students in the computer labs that can accommodate more than 40 students at a time to sit and browse in two computer labs each.

File Description	Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 96.36

2.4.1.1 Number of sanctioned posts year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
11	11	11	11	11

File Description	Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 9.43

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	1	1	1

File Description	Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Internal assessment is conducted by the institution as per the directives of the University of Mumbai. Under all UG programs students are required to complete six semesters in three years. The learner is declared passed in a program provided he/ she passes in internal and external exams of all semesters.

However, the students are allowed to keep the term (ATKT) for higher standards as per the University guidelines.

This system of evaluation is 100% transparent and robust as :-

1.The students are issued the prospectus that gives full detail of the subject taught and system of evaluation.

2.The allotment of marks under this system is explained to the students in the beginning of the academic year in the orientation program and during initial lectures of the semester like- marks for class test, project, attendance, discipline, and semester-end examination, etc.

3.The schedule of examinations to be held in each semester is published on notice board and also on College website, well in advance.

4.Class tests are part of internal assessment, conducted approximately after 45 days of the starting of the semester. The semester-end examination is taken after approximately 90 days of classroom teaching.

5. The 100 marks of the examination is divided between external and internal evaluation as 75: 25, as per University directives. The students are made aware of such ratios.

6. Question papers are set at the University level/ College level for semester-end examinations, and question papers for internal exams are set at the college level. Seating arrangements, time duration of the paper, appointment of invigilators, etc are done as per the norms.

7. In case of use of unfair means during the examination by the students, the matter is dealt with as per University guidelines. The nature of punishment depends on the gravity of the case.

8. The details of punishment for using unfair means are informed to the students before the commencement of the examination and are also given in the prospectus.

9. As part of quality initiatives, open-day practice was introduced to conduct meetings between the students, parents and the Mentor where the Grade Cards of the semester end examination are handed over to parents.

The Mechanism of internal assessment is transparent, strong, healthy in terms of frequency and the method in which such assessment is conducted.

The College conducts the examinations on behalf of the University of Mumbai from Semester I to IV. Hence the grievances related to these semesters are dealt with at the college level. However, as the examinations for Semester V & VI are conducted by the University of Mumbai, the grievances related to these semesters, if received by the college, are forwarded to the university for further disposal.

The Examination Committee constituted at the college level, consisting of the Chairperson, teachers, and non-teaching staff deals with examination related grievances like examination timings, mistakes in the question papers, assessment of answer papers, declaration of results, etc. The Committee ensures a transparent, time-bound, and efficient mechanism to redress the grievances.

File Description	Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

The college offers Five programs and the outcomes for all the programmes/courses have been well defined. When the outcome is clearly defined it helps the student to understand the knowledge and skill offered by the programmes/courses.

The importance of the outcomes is communicated to the teachers during the IQAC Meeting and College general meeting and teachers are instructed to communicate the same to students. The departments hold meetings to design the strategies so that outcomes are attained by the students.

The program/course outcomes of the programs offered by the department are posted and regularly updated on the college website.

Also, during the first week of lectures of each class in each semester the course outcomes are communicated and explained by teachers to the students along with the syllabi. Feedback is taken after the course outcome is communicated to students.

Hard copy of outcome and syllabi is available for students in the college library.

File Description	Document
Provide Link for Additional information	View Document

2.6.2 Attainment of POs and COs are evaluated. Explain with evidence in a maximum of 500 words

Response:

The college offers five (5) programmes with clearly defined outcomes. Programme specific outcomes and course outcomes are in sync with each other. The assessment of student learning outcome is done by measurement tools like seminars, tests, group discussion and assignments. The college uses it to overcome barriers to learning. The Course-level Assessment includes Continuous assessment having a weightage of 25%. Various components for continuous assessment are tests, presentation, and assignment, class attendance.

The weightage of the end semester examination is 75%.

The effective feedback system of the college, enables the institution to evaluate the attainment of programme specific outcomes. The students of the college provide inputs on drawbacks, limitations, constraints and merits in teaching and learning process. Feedback is also collected to assess the performance of the department and the faculty members. Teachers of the college help in resolving students' problems – academic, psychological, economical etc. supporting them to attain the programme outcomes. Periodic parent teacher interactions also help the institution to check for the attainment of the outcome.

Evaluation of the attainment of program-specific outcome is a key to assure the quality enhancement process of an institution.

After a detailed consideration, the IQAC has devised the mechanism for the evaluation of program outcome .The utmost care has been taken to make this mechanism transparent- measurable, robust and objective. The unique feature of this mechanism is that there is an excellent blending of subjective observation and objective assessment of the students' performance.

File Description	Document
Provide Link for Additional information	View Document

2.6.3 Pass percentage of Students during last five years (excluding backlog students)

Response: 85.88

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
77	102	68	51	67

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
81	102	68	87	87

File Description	Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.26	
File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

“An investment in knowledge always pays the best interest.”

The college believes that to attain exemplary Knowledge, it needs to add things everyday into the young minds. Hence an ecosystem is drawn together for innovation. Various initiatives are undertaken for construction of knowledge and transferring it to the student community through the Entrepreneur Development Cell and Center for Empowerment. The college takes pride in citing some of the activities that build an ecosystem for innovation, creation, and transfer of knowledge. Faculty Development programs reinforce the professional development of the faculty members who deal directly with students. In order to deal with the rapid changes and shifting paradigms, the college arranges tech based FDPs on Instructional development, Professional development, Personal Development and Organizational development which results in effective implementation of Mentor System, MIS, creating Social Consciousness, Conflict Management etc. With an intention of making students industry ready and reducing industry investment, the college has initiated various activities under the banner ‘Empowering for Personal Development’. The process is to mentor, synergise, evaluate, continuously monitor the performance of the student and extend their participation in the decision-making process. The Centre Of Empowerment creates livelihood by offering a number of short courses for Career counselling, Communication skills and interview skills.

Empowerment efforts in the IT field are exemplary. Artificial intelligence, Data analytics and Internet of things contribute to fostering empowerment and participation and making the process more efficient and transparent by encouraging communication and information sharing among the organization. The media , marketing and advertising field is in demand given the very nature of the programme. Job oriented courses on Digitalphotography, filmmaking and event management get students jobs while learning itself. Many students have become freelancers in the media industry. The Electronic data also initiates measures to promote the instinctiveness among the students to undertake research, project studies and Youth Skills Development Programmes that pave the way for youth to build a sustainable green economy. All final year students undergo project research work and /or internship training. The cell has built robust linkages with prominent hotels and industries in the city to provide economic empowerment of young women and men in decent and sustainable jobs. Under Digital exposure, the college regularly conducts tech-based teaching, specific innovative initiatives, opening new avenues for learning and transforming the learning experience. Faculty offer multiple modes of delivery for different learners according to their needs and preferences. Time Management, Communication Skill, Report Writing, Presentation Skills, SWOT Analysis, film/documentary making, newspaper collage, theme lunches, Team Projects, Critical friends etc. Google classroom, in virtual personal learning environments. The Cell also periodically conducts guest lectures from successful entrepreneurs on 'Entrepreneurship and Leadership, Employability and Skill Enhancement. In essence, the system at college enables the student to build up a lifetime repository of learning experiences and investment in knowledge always pays the best interest.”

File Description	Document
Upload Additional information	View Document

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 1

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.2

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

3.4 Extension Activities

3.4.1 Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The College is actively involved in extension activities in the neighborhood community making the

students aware of the various socio-economic issues for the or overall development and understanding, and impact thereof during the last five years. Our college organizes a number of activities like community services like performing charities towards the under-privileged section of the society by contributing help towards them, maha walkathons in collaboration with CASI Global who are associated with the University of Mumbai and our College also received the Certificate of Community Leadership organized by the CASI Global, also blood donation camps in collaboration with the Rotaract Club. The college also has a placement cell and the attempt is to place every student in good organizations. There is also a tie-up with organizations like Bank of America since the last 3 years and they have been training our students with professional skills and equip them to adjust and accommodate in the professional world. Apart from the academic activities, the college also organized street plays on various topics like COVID -19 awareness, vaccination against COVID-19, and other issues like Child labor, Sexual Harassment, Gender Issues etc. to bring awareness in the society.

Students of our college voluntarily involved in planting Trees, in College Campus and on the outskirts of the college. The students also every year organize BLOOD DONATION CAMP in collaboration with Rotaract Club. The identification of the value of research, particularly the value addition research can provide vital value to teaching. The purchase of new equipment and renovation has been taking place to step up infrastructure and create the right tone for research. Importance is given to create available research amenities like well equipped IT-LAB, Internet Access, online Trade Publications, and magazines & E-Journals, Kitchen & Bakery where creative menus are taught to the students as per the industry trends. The institute has steadily civilized an atmosphere and culture encouraging research. The results of regular motivation and an encouraging environment are noticeable. A lot of interest is paid on creative learning events and its productive learning outcomes. The institute persuades teachers to commence training and collaborative research with hotels. and corporate offices .

They participate in short & long duration training sessions at reputed hotels to update their professional skills. The support is given by allowing On-duty leaves for the faculties to attend Research Workshops and Conferences. Research based assignments & projects are given to the students to inculcate the inclination towards research. A subject in the syllabus is totally based on research and project work. The students are made aware about the research technique with assistance from subject expert faculties. A report on the same is prepared by students & submitted for assessment. Good relationship with the industry has been proactively maintained for the purpose of Internships, on job Training & Placement. The institute has been successful in attracting researcher's of eminence to interact with teachers and students and has ensured best use of different equipment.

File Description	Document
Provide Link for Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Our college organizes a number of activities like community services like performing charities towards the under-privileged section of the society by contributing help towards them, maha walkathons in collaboration with CASI Global who are associated with the University of Mumbai and our College also received the Certificate of Community Leadership organized by the CASI Global, also blood donation camps in collaboration with the Rotaract Club. The college frequently visits slums in the Kandivali (WEST) vicinity to organize free education for the under-privileged children and to encourage the parents to send their children to schools. Our Trust raised funds, collected old clothes, bed-sheets etc. and donated to flood affected areas in the year 2021. On Independence Day and Republic Day, students organize processions, cycle rallies to create awareness about Nationalism, Patriotism, Cultural heritage of India, National Unity and Integration. A lot of initiatives regarding health and hygiene are informed and disseminated to the students especially to the girl's students to maintain cleanliness and hygiene. YOGA day is celebrated by our students, teachers and parents. The Placement Cell of our college gives an opportunity of jobs to students in various private and public sectors.

File Description	Document
Provide Link for Additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 42

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
11	3	14	8	6

File Description	Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 2

File Description	Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Kapol Vidyanidhi College was established in the year 2008.. The College offers 3 years of undergraduate programs such as BSc HS ,BSc in IT and BSc in CS BMS and BAMMC, As per UGC norms, the Institution has adequate infrastructure and physical facilities such as Classrooms, Laboratories, Library, Staff Room, Seminar Hall, Auditorium, First Aid Room, IQAC Cell, Examination Room. The college has been making additions to existing infrastructure as per the requirements of increasing academic needs. At present, the institute’s focus is on creating ICT infrastructure so as to facilitate an effective teaching-learning process. The library has sufficient stock of the necessary books pertaining to the syllabus as well as extra reference materials such as journals, magazines, Newspapers, E-books etc. The seminar hall has modern amenities like a projector, audio and visual system and air-conditioner. The seminar hall is used to conduct lectures, curricular, and extracurricular activities. Cleanliness and hygiene are maintained in the toilet blocks. A Sanitary pad disposal unit is provided in the girl's Toilets. The IT and Hospitality Departments have well-established laboratories to conduct practical and experiments as per the curriculum and syllabus. All the laboratories are fully equipped with enough equipment and Wi-Fi facilities. The computer laboratories are fully equipped with the latest configuration. All computers are connected to LAN. The department of Computer Science & Information Technology has the excellent physical infrastructure to enhance the Teaching-Learning process. 10 classrooms, with OHP facilities, The total internet bandwidth available is 200 MBPS broadband and 200 Mbps backup line The use of the College building and infrastructure is optimized between 7.00 a.m. to 6.30 p.m. All floors have CCTV surveillance systems including the lobby and main gate. All sections of the college are well connected via intercom. The college has reserved a playground for Kapol Vidyanidhi College. It is used for conducting sports activities.

Sports facilities are available to College students between 9.00 am to 5.00 pm.

- **A first aid box is made available for the students in case of emergency.**
- **Sports and Games materials are purchased periodically according to the strength of the students.**
- **Procurement for sports equipment is done by the Sport Coordinator in consultation with the Principal and as per requirement.**

File Description	Document
Provide Link for Additional information	View Document

4.1.2 Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 9.38

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
2.49	1.33	2.29	2.41	3.49

File Description	Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

- **Every year the major procurement of books and renewal journals is carried out.**
- **Books and Journals purchases are done on the basis of recommendations received from Faculty members.**
- **Library remains open from 8.00 am to 5.30 pm except Sunday and Public Holidays.**
- **Book bank scheme is offered to meritorious and needy students.**
- **Students Entry in the library is permitted only with the ID card.**
- **Reference books, encyclopedias, projects and journals are not issued.**

- **Reference Books can be referred to in the library reading room only.**
- **A Library Committee is formed and regular meetings are held to discuss library requirements and different activities for the students.**
- **Stock Checking is done annually to check the availability and loss of physical fixtures by Library staff members.**

File Description	Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

All the laboratories are fully equipped with enough equipment and Wi-Fi facilities. The computer laboratories are fully equipped with the latest configuration. All computers are connected to LAN. The department of Computer Science & Information Technology has the excellent physical infrastructure to enhance the Teaching-Learning process. 10 classrooms, with OHP facilities, The total internet bandwidth available is 200 MBPS broadband and 200 Mbps backup line The use of the College building and infrastructure is optimized between 7.00 a.m. to 6.30 p.m. All floors have CCTV surveillance systems including the lobby and main gate. All sections of the college are well connected via intercom.

atories:

- **All routine and breakdown computer maintenance is done by internal computer maintenance personnel.**
- **Lab development & procurement work is being done by respective lab assistants in consultation with HODs .**
- **Minor lab maintenance is carried out at the in-house maintenance section.**
- **Stock Register is maintained to check the availability and loss of physical fixtures by designated staff members.**
- **Each computer laboratory is looked after by the trained laboratory staff.**
- **Cleaning and maintenance of these computers and peripherals are done on a regular basis.**

- **Students are allowed to use computer labs for their projects and assignments with the permission of Laboratory staff.**

File Description	Document
Provide Link for Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 2.82

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 65

File Description	Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 *Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)*

Response: 90.61

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
15.38	15.33	29.30	31.23	24.78

File Description	Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 8.29

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
42	37	15	8	2

File Description	Document
Upload policy document of the HEI for award of scholarship and freeships.	View Document
Institutional data in the prescribed format	View Document

5.1.2 Following capacity development and skills enhancement activities are organised for improving students' capability

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**Response:** 0**5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description**Document**

Institutional data in the prescribed format

[View Document](#)**5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases**

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

Response: A. All of the above**File Description****Document**

Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance

[View Document](#)

Proof for Implementation of guidelines of statutory/regulatory bodies

[View Document](#)**5.2 Student Progression****5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years****Response:** 3.29**5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
6	2	0	5	1

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
81	102	68	87	87

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.73

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	0	1	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 2

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	2	2	2	2

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

An organization's alumni are the reflection of its past, representation of its present and a link to its future. Kapol Vidyanidhi College has always been unique in the way they interact with their students as well as their alumni community. The alumni of Kapol Vidyanidhi College create a powerful positive impact by acting as a strong and loyal support system. They are our best ambassadors, offering valuable marketing and promotion across their personal and professional networks. Talented alumni possessing a wealth of experience, through talks and meets offer expertise & skills to current students. In certain cases, this goes even further with alumni offering practical support to current students in work placements and help them launch their careers. They also help students get placed at their respective organizations through reference. Alumni play an active & important role in "peer mentoring". Right at the beginning of the Course at Kapol Vidyanidhi College, the alumni interact with the students about the importance of being serious & industry ready in order to be employable at the end of 3 years. In 2021, Alumni of the Bachelors in Management studies, Bachelors of Science in Information technology and Hospitality studies department came back to college to support the teaching community and share their experiences to the students of today. They also interacted with staff members and management in order to fill the gap between syllabus and industry.

Speaking of awareness and Universal values, Alumni play a major role helping in social causes by participating in Social activities extending their knowledge and skill to the deprived sections of the Society. In various departments they interact with faculty and extend their services to teach women from lower socio economic sections on how to use Smartphones to promote their entrepreneurial skills. "Kapolites" (well-known name for Kapol College Alumni), always interact with their faculties from whichever part of the world through social media platforms e.g facebook, whatsapp and this enables them to keep in touch and is always ready to help any student in need. They always come back with fond memories, contributing lots of value to the college. Convocation has been a standard process since 2018-19, where alumni meet and discuss their present as well as future plans. All five programmes of the college celebrate the degree awarding ceremony together as per the dates decided by the college Convocation Committee. The registration and the formation of the Alumni Association is in process, however the alumni have been contributing right from the time batch-I has graduated.

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Vision

To provide quality education to one and all and build academically and socially empowered Value based citizens. build Competent, confident, self reliant and positively inclined students and encourage and motivate every student to rise higher and higher in life To train student to be focused and goal oriented

Mission

College was conceptualized with a vision To achieve Excellence and to enlighten, empower and enhance students. To make them ideal and responsible citizen of global world With a spirit of sincerity we foster an integrated character, imbued with high moral, social, ecological and spiritual values in students respect cultural and ethnic diversity in the community set high standards of academic, professional and societal performance empower students with leadership training skills to enable them to be agents of social change We believe that education is a tremendous responsibility and not just an activity. We assume moral and social responsibility in every activity of ours as a matter of conscience. We dedicate ourselves to improving the quality of life in our own way by adopting the highest quality standards in imparting education to match the world's best.

Leadership

The institution follows a democratic and participative mode of governance where our Management is highly committed and dedicated to accomplishment of Vision and Mission of the institution, The Principal is the highest authority providing leadership for the College and towards this, she is assisted by the Heads of the Departments, Convenor of the Committees and Associations, and the Administrative office, who heads the non-teaching staff. Kapol Vidyanidhi College Of Hotel Management not only aims to educate students and hand over a degree certificate but also guide them to become leaders in their various fields. the believe that students should not only grow intellectually but also grow with immense values, gratitude and ethics. The College provides ample opportunities for learning and developing leadership traits. Besides being Class Representatives, Students are provided opportunities to be members of Student Council, Sports Committee, Cultural Committee etc. This is not the exhaustive list of activities undertaken to develop leadership qualities

but there are numerous magnitudes of ways of exemplifying leadership traits – not all of them flashy or coming with an official title. The College provides ample opportunities to develop numerous leadership traits such as financial acumen, collaboration, cooperation, communication skills, team building, planning, intellectual diversity, commitment to diversity, coordination, etc. The College ISO focuses on improving and sustaining Quality Presentation. The perspective plan is built under leadership of the Internal Quality Assurance Cell (IQAC); they have considered inputs from the majority of stakeholders, which includes Students, Teaching Staff, Non-teaching staff, Administrative support, Ex.-Students (Alumni), Parents, and Management at all levels, Well-wishers. While articulating the perspective plan, already established documents like Management Policies / Goals, Vision & Mission are considered.

File Description	Document
Upload Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 *The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

Response:

Our Institution carries out various activities In Annual Budget Making of the institution there is a team of teaching and administrative staff involved and by participative management of the HOD's of all departments actively take part in the budget making process. Similar procedure of decentralized and participative management is practiced for organization of co-curricular, extracurricular and sports activities in our institute.

- The College encourages and follows a culture of decentralization and participative management by involving all staff members in a number of administrative roles.
- The decision-making process is taken by an apex body formed at the College level and is headed by the Principal.
- The apex body has representatives from various stakeholders such as teaching staff, administrative staff and the students.
- The participative management is achieved by decentralization from Chairman through Principal, Heads of the Departments, teaching faculty and administrative staff.
- Before the commencement of every academic year various meetings are scheduled and teams are formed for various committees for tasks/ activities by the Principal as per the recommendations of HOD's.
- Committees comprise of Teachers, non-teaching staff and students. Some committees are statutory

and the rest are formed for good governance.

- IQAC does the planning and evaluation for quality assurance in the College and organizes meetings periodically throughout the year.
- IQAC plays an important role in monitoring academic and administrative activities. Faculty members participate in the management process.
- Every Committee prepares their plan and implementation strategies. The College activities and working is carried out through various committees like admission, time table, examination, purchases, etc.
- Management of the college encourages college development and overall student progression. The management is proactive and has given adequate powers to the Principal to manage the College.
- All courses are managed by respective HODs. We also have faculties handling various responsibilities who report to their respective HODs they have to report to the Principal.
- Regular meetings are held to address the common issues. The Management is decentralized as Head of Departments manage the course in consultation with the Principal.
- On student level participation, students are empowered to play an active role as Student Coordinator along with other student members for organizing and conducting curricular and extracurricular activities.
- Management of the College promotes a culture of participative management by involving the staff and students in various activities. They also arrange various Programmes, recreation activities and outings for the faculties for which the management is a part.

The college has a prospective plan for development. Considering the need for serious policy reforms and adequate resources and good governance, the management along with the faculties, students and parents of the college decided to chalk out a realistic strategy to transform the College into a truly excellent place of teaching/ learning for all the stakeholders.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2.2 Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

For teaching staff:

1. Provident Fund scheme are approved
2. Staff picnics are arranged, grant of leave and flexibility of work for staff with health issues and maternity leave.
3. Teachers' day celebrations are organized by the Institution.
4. Faculty members were sponsored for Industrial visit.
5. Faculty members are encouraged to participate in seminars, workshops, refresher course, short term course, orientation courses by providing financial support.
6. Every year on sports day, annual day, and on the last working day lunch and snacks were provided.
7. Staff is facilitated by loan under Kapol Vidyanidhi trust for College/ School Staff welfare- Society For non-teaching staff: Provident Fund and Gratuity scheme for approved and staff Festival bonus and advance money against the salary facility is made available for the non-teaching staff Facilitated non-teaching staff to pursue graduation from our college. Full Salary was provided during Covid

For non-teaching staff:

Provident Fund scheme approved for the staff and Festival advance money against the salary facility is made available for the non-teaching staff Facilitated non-teaching staff to pursue graduation from our college. Non-teaching staff is facilitated by a loan under Kapol Vidyanidhi Trust On sports day, annual day, and on the last working day lunch and snacks are provided and College uniform allowance to non-teaching staff.

The institution has a performance appraisal system for teaching and non-teaching staff.

Teaching Staff: The institution has a performance appraisal system for the teaching staff. The self-appraisal is scrutinized by the Head of the Department, and the Principal before being forwarded to Management for career upgradation. The self-appraisal focuses on the following aspects:

- **Educational Qualification**
- **Subjects taught at the UG levels**
- **Number of Workshops / Conferences attended**
- **No. of leave without pay in a month/year**
- **No. of leaves Taken**

In addition, in the past five years the College has instituted a system of performance appraisal for faculties. Each faculty has to submit a report of their academic and other activities to the Principal before the semester ends. The achievements of the faculty such as publications, awards, honors, etc. are recognized by the college and appreciated through announcements in the faculty notice board and are recorded in the Reports for which financial support was also given.

SOP of Performance Appraisal System has been approved by the House Council as under:

1.Feedback to be obtained from students by the end of every Semester. 2.Self-Appraisal Form to be filled by every faculty by the end of the academic year.

3.Principal and Executive Director to adjudge the performance as per Key Responsible areas of the staff.

4.One to one discussion with the staff, and Principal.

5.For non-teaching staff, the Principal validates the self-appraisal form submitted by the staff by the end of academic year and submitted to the Principal for consideration.

6.Annual Increment is accomplished with fulfillment of the (KRA) assessed on the basis of their performance appraisal.

7.The process of obtaining performance appraisal for teaching and non-teaching staff should be completed by 30th April every year.

File Description	Document
Upload Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and

towards membership fee of professional bodies during the last five years**Response:** 37.74**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
4	4	4	4	4

File Description	Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**Response:** 66.18**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
9	9	9	9	9

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3	3	3	3	3

File Description	Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The institute carries out several financial transactions throughout the financial year both in receipts and payment side. For every financial transaction, proper receipt or voucher is prepared and issued. Major financial transactions are approved by the Chairperson. Budgetary provision is prepared well in advance by the college taking into consideration the requirements of its departments and support services. The college allocates a budget to each Financial Requirement at the beginning of the year. Separate criteria are used for each requirement for confirming the optimum spending. A collective use and sharing approach are used for Capital Investment Also. The Principal of the college is in charge of financial resources given an autonomy by the management for the proper utilization of the available financial resources under the guidance by the Managing Committee. From 2010 onwards our college has started with Internal Audit. College conducts statutory (external) audits regularly through an established mechanism. The accounts section of the college maintains accounts. Final audit is conducted by a third party, duly certified Chartered Accountant appointed by the Management. Audit process is conducted at the end of every quarter of the year.

File Description	Document
Upload Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes Response: The Internal Quality Assurance Cell has always been a pillar of strength and was actively established on 21st March 2020 to monitor day to

day activities of the college, to achieve excellence in the field of education and all over development of the College. Since 2019, College had effective mechanism for Quality Initiatives in the form of ISO .the representations from the ISO visit every year and the audits for the same is done. Since 2020 IQAC is being functional towards Quality initiatives and improvements in all aspects. The examples of practices institutionalized as a result of above-mentioned mechanism & IQAC are given as under: Augmentation of Infrastructure. • Renovation of IT Lab with additional computers to reduce computer: student's ratio as well as increase the seating capacity in the Lab. • Renovation of class Room No. 3 with replacement of old desks with new one and with additional capacity of seating arrangement. • Built up an additional Computer room cum tutorial room next to the library. • Renovation of Exam room with furniture, and increased storage capacity for college records. • Renovation of Girl's common room with all required facilities. (sponsored by Lion's club) • Made additional seating space for students on 4th floor in the corridor. • Wi-fi enabled campus for students. • Converted existing classroom in ICT enabled classrooms. • Additional urinals for Boy's on ground floor. • Purchased new sound system for college auditorium. • Purchased new Air Conditioner for Physics Lab. • Installation of new LCD projector in the library.

Strengthen Research Culture in the College. IQAC plays an important role in inculcating research culture in the college. IQAC in the college encourages research activities. At present, 3 faculty members have been enrolled for Ph. D degree. The College teachers have published research papers in the journals notified by UGC and UGC CARE, research papers in various conferences with ISSN / ISBN books/chapters in various publications. Students and teachers are encouraged to participate in Annual Research organized by University of Mumbai. As per IQAC suggestions • Financial support is provided to the faculties for presenting their research work in Seminars /Conferences/Workshops etc. • The College has established functional linkages and MOU's for Students development, On the job training, etc.

File Description	Document
Upload Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented
- 2.Academic and Administrative Audit (AAA) and follow-up action taken
- 3.Collaborative quality initiatives with other institution(s)
- 4.Participation in NIRF and other recognized rankings
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

Response: B. Any 3 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

The Institution promotes Gender equality through various initiatives and programs conducted every year. It also ensures proper discipline and provides a safe environment for the students. The College and other Committees conduct various activities on Gender related issues.

Various facilities provided by the Institution to ensure gender equality are as follows: 1.Safety and Security

2.Counseling

3.Workshops and Seminars Safety, Security by police force and counselors

5.During the orientation program conducted for first year students, they are made aware of the AntiRagging Cell, Internal Complaint Committee and Student Grievance Redressal Cell. an in case of any grievance undertaking is signed by the student.

6.The institution has provided security at all the entry gates. No one is allowed to enter the college premises without an ID card. The entry for outsiders is subject to the verification by the concerned person.

7.The college has installed CCTV Cameras covering all the periphery of the college premises and also out the premises at a range of 100 meters. for the purpose of security of the students. Rounding of police vans are done around the college premises for the safety and security of all students.

8.Code of conduct of the college for students, teaching and non-teaching staff is displayed on the college website.

9.If girl students stay in the College after College working hours for extra studies or for preparation of events, they are accompanied by female teaching staff and the lady security staff.

10.Women Development Cell encourages girl students to participate in self-defense programmes.

11. Medical facilities are provided in the premises of the college with full time Nurse and Doctor on call.

Counseling

The College has a Mentoring system. A mentor teacher of class guides students regarding academic, personal and other matters through counseling. The mentors help students with timetable

management, one to one counseling, Parents-Teachers Meeting, plan of study, use of reference books, preparation of synoptic answers and question bank. Mentors help students to solve their personal problems through interactive sessions related to family issues, medical issues, relationship issues and so on. Along with academic guidance the mentors also help students in career opportunities suitable to their aptitude. Workshops and Seminars Following One Day workshops, seminars, competitions were conducted as under: -

1.“Menstrual Hygiene”

3.“Gender Based Violence Awareness”

4.“Sanitation and Hygiene” was organized by the college

5.“Self Defense Techniques”

6.“Cyber Crime and Safety Awareness” in association with the Police Department.

File Description	Document
Provide Link for Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: B. 3 of the above

File Description	Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: C. Any 2 of the above

File Description	Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Kapol Vidyanidhi College of Hotel Management maintains inclusive education and training towards all by providing every child, no matter what their individual needs or barriers to learning, has equal access to learning and the same opportunities to achieve Excellency. Students are provided with cultural tolerance education in subjective learning and celebration of all festivals in college AV room. Kapol Vidyanidhi College of Hotel Management ensures that no students with disabilities are excluded of any festivals. These socio-cultural events encourage students to listen, watch, learn and imbibe values of greatness in them. The college encourages students to be kind and follow Gandhian values of kindness, patience, compassion and understanding. Teachers are encouraged to engage with all students in an encouraging, safe and supportive manner. Among the various events organized by Kapol Vidyanidhi College of Hotel Management in creating tolerance and harmony towards socio-economic, cultural, regional, linguistic and communal diversities as under: -

1) Grow more trees to make the environment pollution free

To conserve the environment, awareness is done through posters, tree plantation with names and street plays. The college conducts an environmental audit every year.

2) Joy of Giving

Blanket distribution to underprivileged children .Diwali foodies were distributed to auxiliary staff.

4) Donate Blood, Save Life

In association with Rotary club a college organize blood donation drives and awareness was given regarding organ donation.

5) No Honking - Responsible Driving

The college promotes Road Safety awareness drive through poster display, Seminar and Maha-Walkathon in collaboration with CASI Global.

6) Swachh Bharat Abhiyan.

The college in collaboration with Rotary club cleaned Marve beach.

7) Savdhan Raho , Secure Raho: The College organized Cyber security session in collaboration with Mumbai Police guiding to remain alert in case of online frauds and hacking attack.

8) Brahmavidya

The College in collaboration with Brahmavidya Association arranged ‘Brahmavidya’ sessions for College Staff.

9) Activities related to COVID-19 pandemic

Following webinars were conducted on Pandemic time.:

A short film on Basic Protective Measures to fight against COVID-19

How to maintain mental health during COVID-19

Live your Life Mindfully

Orientation on COVID-19 Stigma and Discrimination

10) Crowd Management

The college volunteers assist Police in managing crowd at Ganpati Visarjan in Borivali and Kandivali area.

11) Festival celebrations

In order to spread communal harmony , shared beliefs and values college celebrates various festivals with great mirth and joy.

File Description	Document
Provide Link for Additional information	View Document

7.2 Best Practices

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

Response:

1. Title of the Practice: "Thought of the Day"

2. Objectives of Practice

Thought of the Day is written everyday on the notice board of the College The main idea behind the concept is to enlighten the students about the extraordinary achievements & success stories of great

personalities & statesman of the world to motivate the students as how success is achieved & what efforts are to be made to become the torchbearer success in varied fields. By maintaining the ideas of great personalities the student can easily achieve the set goals & targets.

The student can acquire the knowledge at right time in a right way to achieve the goals which should be embraced by learning purposefully & lead a meaningful life. The achievements of great personalities give the way for creating human values in young minds. Ultimately all these pare the way for becoming a good citizen of the nation.

3. The Context

As the new generation lacks in new ideas & knowledge on account of the lack of interest reading & getting knowledge Hence, the conceptual Thought of the Day motivate the students at least to read the effective & motivating quotes pertaining the great achievers & Personalities. As the Thought of the Day is the most effective & motivational exercise. Further it enables the students to ignite their minds with past, present & future phenomenon.

4. The Practice

The practice "Thought of the Day' providing itself to be a very unique one as the students nowadays lacks of reading habits as the use of mobile has overtaken every other activity of the budding and learning students. Hence, reading of news papers & journals has become a burden & unuseful activity. Hence the college thought of the idea of "Thought of the Day' to enable the young minds to made the beginning of cultivating the habit of reading the quotes on the Notice board of the College in an attractive hand writing to entice the students to read source thing in the form of quotes which in turn motivates the students the habit of reading to cultivate the habit of reading the source thing which is related to either directly or indirectly to their community so that, it can serve as a small beginning for big endeavor. The constraint which we forced to source extent is lack of interest in reading even if it is a quote of few sentences.

5. Evidence of Success

To a large extent students are attracted towards the idea & able to inculcate the reading habit. Hence, large number of students started visiting literary at off time& involved in reading of newspapers. Journals and other types of magazines Further Students have motivated to take part is varied curricular & extracurricular activities. which is taken as a positive sign The achievements of the great personalities is learning a long lasting attainable impact on the young minds. The great personality of the individual students is also transforming to enable them to take part in each & every activity & to copy the ideas of great personalities which in turn enable the students to achieve their set goals & objectives to a great extent.

6. The Problems Encountered

The teachers played a very vital role in motivating the students to cultivate the habit of reading first in the form of small quotes of great personalities which motivated the students to go for reading varied articles, news items & other related matters.

The resources required were very least that is, collecting important thoughts & quotes of achievers and great personalities from various sources & present them in an attractive & motivating matter.

1. Title of the Practice: " Donate Blood & Save Life "

Objectives of the Practice:

1. To sensitize the need of donating blood to the needy in time 2. To instill the feeling of helping others to breathe life with their precious donation 3. To motivate all students to take a pledge to donate blood at least once in a year 4. To impart to them the value of blood donation 5. To be aware of the scientific information about the blood group

Context: The College organizes the Blood Donation Camp on in collaboration with Rotaract club. The College provides all facilities like space, furniture, Blood group testing rooms, blood donating room with good hygiene and sanitation as per the medical standard. The camp is inaugurated with a motivating session by the subject experts to make the students understand the importance of this best practice.

Practice: Prior to donation, the donor Students will be screened to identify their quality of blood to be collected. The underweight and the infected persons will not be allowed to provide donations as medical advice. Donors will be informed that by each donation their blood cells will be rejuvenated and hence youthfulness in the blood will be present on every occasion. Donors will be provided with scientific information regarding the blood group and its associated diseases.

Evidence of Success: The donor Students will get free health check-ups in identifying the pulse rate, Blood pressure, Body temperature, and Hemoglobin level. The donor will be informed of their blood group. The donor students are given a certificate of appreciation. The sick students will get proper medical advice from the health personnel.the college was successful in collecting 108 bottles.

Problems Encountered: Students are much phobic to needles and blood testing. Some students are underweight and anemia due to malnutrition and undernourishment.

File Description	Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

DISTINCTIVENESS OF Kapol Vidyanidhi College : Kapol Vidyanidhi College The manner of educating at Kapol Vidyanidhi college draws from a rich tradition of educational institutions worldwide. The heart of this education system is the Preventive System that places the student at the centre of all efforts for his/her self-actualization and social participation in an ever evolving world. The presence of the educator creates an environment that facilitates learning, teaches new skills, inculcates human and social values, so that the individual becomes a contributing member of society. Kapol Vidyanidhi college's harmonious blend of preventive and expressive methods of education is unique. They foster inclusiveness by offering students fair opportunity for advancement in academics, sports and other extension activities. This is achieved by creating a climate of acceptance, solidarity in achieving goals and due recognition of success. Inculcating self-awareness and positive feedback to identify the negative factors that demean and reduce one's potential, the student is assisted to overcome drawbacks and improve. Expression is what gives wings to a young person. The Kapol Vidyanidhi colleges Way provides students a platform to give full expression of themselves and their talents. In a supportive environment that challenges to excel, with expertise to guide and an ever appreciative audience, the individual feels elated to give of his/her very best. Blessed with carefree spirit, hunger for joy and the urge to create happiness, the young are at his/her best in a happy environment. The Kapol Vidyanidhi college capitalizes on this and offers freedom to initiate, co-create and share attempting to situate learning in a happy environment for better retention and deeper understanding. This emboldens the learner to question, think out of box and build on existing knowledge thus unleashing the creative spirit. The playground, besides being the stress-buster, becomes the active school to mould character, teach self control, and develop teamwork. Participating and taking lead in the planned activities on the playground provides the opportunity to organize, take leadership and display prowess becomes a great confidence booster. This leads to a higher sense of responsibility and better communication. Students go through difficult phases in life. Here, the teacher is looked upon as a friend. They accompany the learner not just through academic career but also willingly offer a listening ear to emotional burden that weighs them down. The Educator is a Mentor, through the listening and discerning he/she offers.

5) Professional Trainer for Cultural activities The Cultural Committee of the College organizes workshops for Dance and Music to foster overall development of students. These workshops have helped students excel in Dance and music competitions organized at the Intercollegiate and University level and bagged prizes.

5. CONCLUSION

Additional Information :

Kapol Vidyanidhi College which was founded in March 2008 to provide educational facilities to the students in the city of Mumbai with its location in the suburb. Under the visionary leadership of the chairperson of the institution with an aim to impart quality education to one and all along with holistic development. Kapol Vidyanidhi College of Hotel Management was established in the year 2008 after permission was granted to start the College on a 'permanently unaided basis.' affiliated to University of Mumbai. The College has formed several committees to carry out various administrative and academic functions. Students are encouraged to participate in all co-curricular and extra-curricular activities and competitions. The college organizes an intercollegiate fest named 'Panache'. The results of final year students of all courses at the examinations held by the University of Mumbai have always been higher than the University of Mumbai pass percentage. The College encourages faculty members to enhance their academic qualifications and research work. Though the College enjoys Linguistic Minority status, admissions are open for all sections of the society with all facilities of Concessions and Scholarships. The College is continuously striving to achieve its goals and objectives through its defined vision and mission.

Concluding Remarks :

Kapol Vidyanidhi College, being a linguistic minority institution carries out several cultural activities. The College has continuously upgraded to meet the changing demands arising from the nearby community and educational environment. The College focuses on quality and holistic education. The institute has supported needy and economically weak students through various scholarships. The Placement Cell of the College is actively engaged with several companies. Students joining the college with lower scores at the entry-level have graduated with flying colours with the relentless efforts of dedicated faculties.

Kapol Vidyanidhi college Students who were actively involved in Rotaract club and have continued the legacy after passing out of college by helping the college as young entrepreneurs. This institution is run by academicians, philanthropists and professionals who are working relentlessly for the welfare of all. The college promotes different add-on courses and skill development courses to make students self-reliant. To reach up to the peak of the benchmarks, we are focusing on areas like research, resource mobilization, strengthening organizational internal systems and procedures to meet contingencies, We are planning to broaden our reach by starting UG and PG programs and increasing alumni engagement.

NAAC Accreditation will help us to achieve various milestones in line with our vision, mission and goal and this has been a great learning process and accuracy in the academic and administration process