

# 1.1.1 Effective Curriculum Delivery

SIES (Nerul) College of Arts, Science and Commerce  
Department of Environmental Science  
M.Sc Environmental Science

2019-20

TERM I

Dr. Jyoti G. Koliyar

M.ScEnvSc	Theory	Practical	Total
SEM I	6	4	10
SEM III	6	4	10

Ms. Kamini N. Thakur

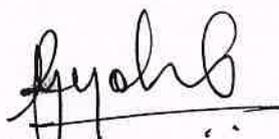
M.Sc. EnvSc	Theory	Practical	Total
SEM I	6	4	10
SEM III	6	4	10

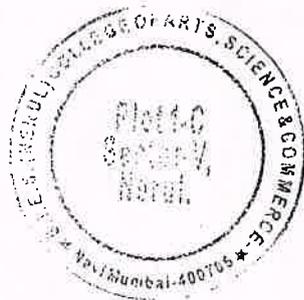
Dr.Nikhil Teli (External Visiting)

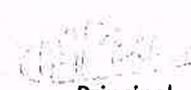
M.Sc.EnvSc	Theory	Practical	Total
SEM III	3	-	3

Ms. Shawna Rebello (External Visiting)

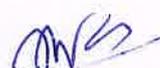
M.Sc.EnvSc	Theory	Practical	Total
SEM I	2	-	2
SEM III	1	-	1

  
Coordinator



  
Principal



  
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S.I.E.S (NERUL) COLLEGE OF  
ARTS, SCIENCE & COMMERCE  
Sri Chandrasekarendra Saraswathi  
Vidyapuram, Plot No. 1-C, Sector-V,  
Nerul, Navi Mumbai - 400 706.

Department of Environmental Science

M.Sc Environmental Science

Departmental Individual Time

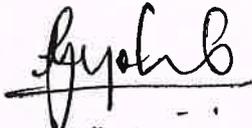
In time/Out time

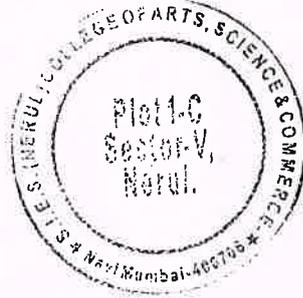
Dr.Jyoti G. Koliyar

Day	In-time	Out time
Monday	11.20am	4.20 pm
Tuesday	11.15am	4.15 pm
Wednesday	11.15 am	4.15 pm
Thursday	11.20 am	4.20 pm
Friday	11.20 am	4.20 pm
Saturday	10.15 am	3.15 pm

Ms. Kamini Thakur

Day	In time	Out time
Monday	10.15am	3.30 pm
Tuesday	10.15am	4.55 pm
Wednesday	10.15 am	3.15 pm
Thursday	10.15 am	3.30 pm
Friday	10.15 am	3.15 pm
Saturday	10.15 am	3.15 pm

  
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Department of Environmental Science

M.Sc Environmental Science

Departmental Individual Time

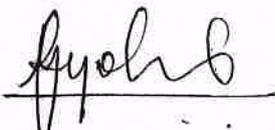
In time/Out time

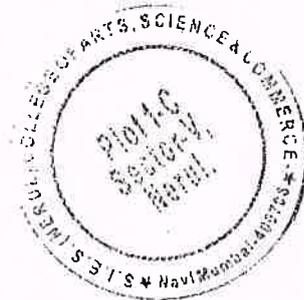
Dr.Jyoti G. Koliyar

Day	In time	Out time
Monday	11.20am	4.20 pm
Tuesday	11.15am	4.15 pm
Wednesday	11.15 am	4.15 pm
Thursday	11.20 am	4.20 pm
Friday	11.20 am	4.20 pm
Saturday	10.15 am	3.15 pm

Ms. Kamini Thakur

Day	In time	Out time
Monday	10.15am	3.30 pm
Tuesday	10.15am	3.15 pm
Wednesday	10.15 am	3.15 pm
Thursday	10.15 am	3.30 pm
Friday	10.15 am	3.15 pm
Saturday	10.15 am	3.15 pm

  
Coordinator



  
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Nerul, Navi Mumbai - 400 706.



SIES (Nerul) College of Arts, Science and Commerce  
Department of Environmental Science  
M.Sc Environmental Science

2019-20

TERM II

LIST OF FACULTY/EXTERNAL VISITING

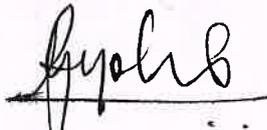
Dr. Jyoti G. Koliyar

Ms. Kamini N. Thakur

Ms. Shawna Rebello (External Visiting)

Interdepartmental Faculty Record

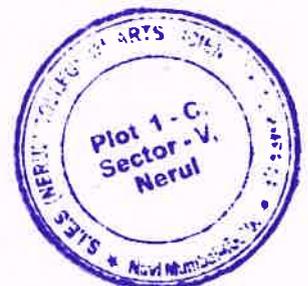
Ms. Rupali A. Zele (B.Com Staff taking Lectures of M.Sc EVS within workload)

  
Coordinator

  
Principal



  
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**SIES (Nerul) College of Arts, Science and Commerce**  
**Department of Environmental Science**  
**M.Sc Environmental Science**

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**TERM II**

**Dr.Jyoti G. Koliyar**

M.Sc Env.Sc	Theory	Practical	Total
SEM II	6	4	10
SEM IV	6	4	10

**Ms. Kamini Thakur**

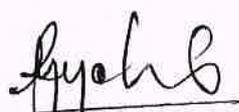
M.Sc Env.Sc	Theory	Practical	Total
SEM II	6	4	10
SEM IV	6	4	10

**Ms. Rupali A. Zele (B.Com Staff taking Lectures of M.Sc EVS within workload)**

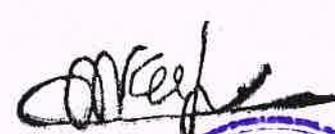
M.Sc Env.Sc	Theory	Practical	Total
SEM II	3	-	3
SEM IV	3	-	3

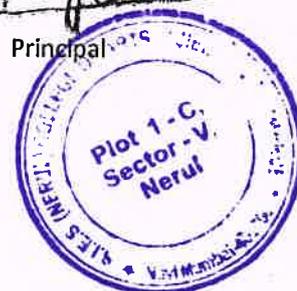
**Ms. Shawna Rebello (External Visiting)**

M.Sc Env.Sc	Theory	Practical	Total
SEM II	1	-	1
SEM IV	1	-	1

  
Coordinator



  
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SIES (Nerul) College of-ASC

Department of Environmental Science

M.Sc Environmental Science

Departmental Individual Time

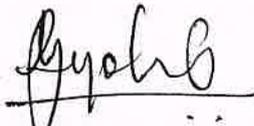
In time/Out time

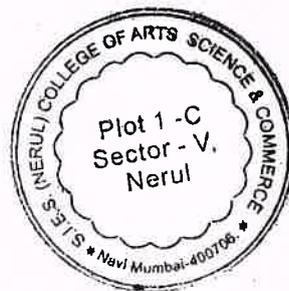
Dr.Jyoti G. Koliyar

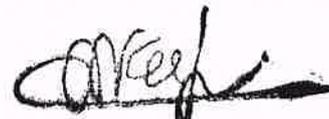
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Ms. Kamini Thakur

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Wednesday	10.15 am	3.15 pm
Thursday	10.15 am	3.30 pm
Friday	10.15 am	3.15 pm
Saturday	10.15 am	3.15 pm

  
Coordinator



  
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M.Sc Environmental Science

2019-20

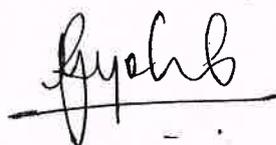
TERM I

LIST OF FACULTY/EXTERNAL VISITING

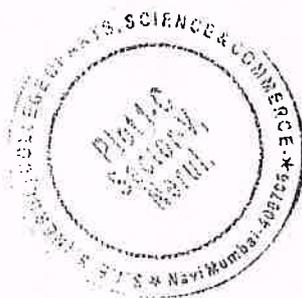
- Dr. Jyoti G. Koliyar
- Ms. Kamini N. Thakur
- Dr. Nikhil Tell (External Visiting)
- Ms. Shawna Rebello (External Visiting)

Interdepartmental Faculty Record

Ms. Rupali A. Zele (B.Com Staff taking Lectures of M.Sc EVS within workload)



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SIES (Nerul) College of Arts, Science and Commerce  
Department of Environmental Science  
M.Sc Environmental Science

2019-20

TERM I

LIST OF FACULTY/EXTERNAL VISITING  
WORK LOAD DISTRIBUTION

Dr. Jyoti G. Koliyar

M.ScEnvSc	Theory	Practical	Total
SEM I	6	4	10
SEM III	6	4	10

Ms. Kamini N. Thakur

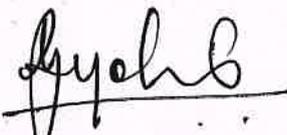
M.Sc. EnvSc	Theory	Practical	Total
SEM I	6	4	10
SEM III	6	4	10

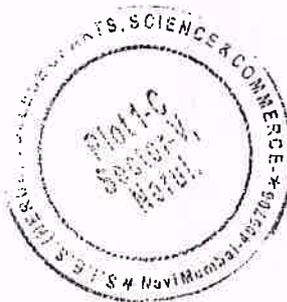
Dr. Nikhil Teli (External Visiting)

M.Sc. EnvSc	Theory	Practical	Total
SEM III	3	-	3

Ms. Shawna Rebello (External Visiting)

M.Sc. EnvSc	Theory	Practical	Total
SEM I	2	-	2
SEM III	1	-	1

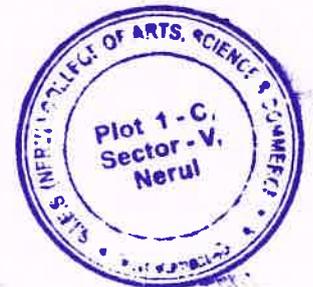
  
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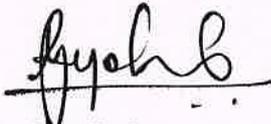
2019-20

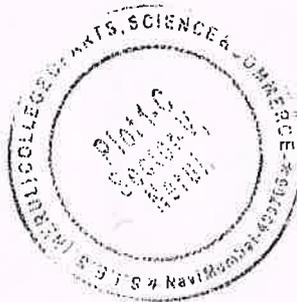
TERM I

Interdepartmental Faculty Record  
WORK LOAD DISTRIBUTION

Ms. Rupali A. Zele (B.Com Staff taking Lectures of M.Sc EVS within workload)

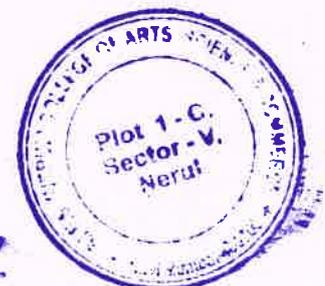
M.Sc.EnvSc	Theory	Practical	Total
SEM I	2	-	2
SEM III	2	-	2

  
Coordinator



  
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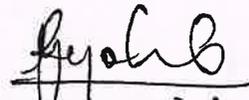


**SIES (Nerul) College of ASC**  
**Department of Environmental Science**  
**M.Sc (Part I-SEM I) 2019-20**

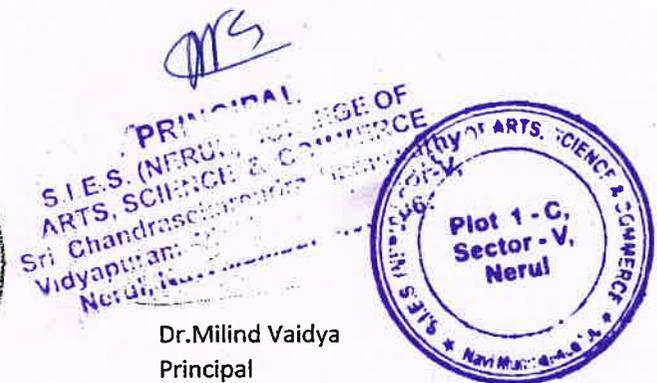
ROOM	EVS LAB					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10.15am-11.15am		ENVR(RZ)	Biodiversity (KT)	Practical (KT)	Project Session	ENVP (KT)
11.15am-12.15pm	Eco & Ec (JK)	ENVR (RZ)	Practical (JK)		ENVP (KT)	Biodiversity (SR)
12.15pm-1.15pm	Eco & Ec (JK)	ENVP (KT)			ENVP (KT)	Biodiversity (SR)
1.30pm-2.30pm	Eco & Ec (JK)	KT Library Session			Library Session JK	
2.30pm-3.30pm	ENVR (JK)	Biodiversity (KT)	Eco & Ec (JK)		ENVR (JK)	
3.30pm-4.15pm		Library Session				

Abbreviations:

JK: Dr.Jyoti G. Koliyar  
 KT: Ms. Kamini Thakur  
 RZ: Ms.Rupali Zele  
 SR: Ms. Shawna Rebello



Dr. Jyoti G. Koliyar  
 Coordinator

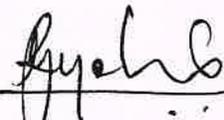


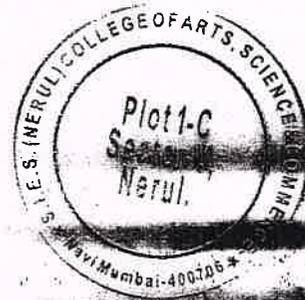
Dr. Milind Vaidya  
 Principal

**SIES (Nerul) College of ASC**  
**Department of Environmental Science**  
**M.Sc (Part II-SEM III) 2019-20**

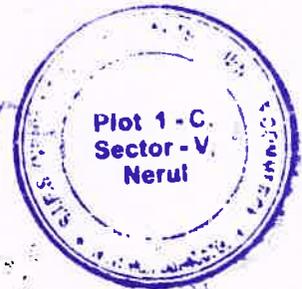
ROOM	EVS LAB					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10.15am-11.15am	Practical (KT)	ADPC(KT)	ENV & T (RZ)		Project Session	I & B (NT)
11.15am-12.15pm		Practical (JK)	ENV & T (RZ)	I & B (SR)	IH & OHS (JK)	I & B (NT)
12.15pm-1.15pm			ADPC (KT)	IH & OHS (JK)	IH & OHS (JK)	I & B (NT)
1.30pm-2.30pm			I&B (KT)	IH & OHS (JK)	I&B (KT)	ENV & T (JK)
2.30pm-3.30pm	ADPC(KT)		Project Session	ADPC (KT)	Project Session	ENV & T (JK)
3.30pm-4.15pm			Project Session JK			
2.55pm-4.55pm						

Abbreviations: JK: Dr.Jyoti G. Koliyar  
 KT: Ms. Kamini Thakur  
 RZ: Ms.Rupali Zele  
 SR: Ms. Shawna Rebello  
 NT: Dr. Nikhil Teli

  
 Dr. Jyoti G. Koliyar  
 Coordinator



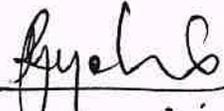
  
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 Dr. Milind Vaidya  
 Principal

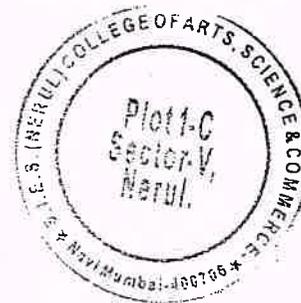


**SIES (Nerul) College of ASC**  
**Department of Environmental Science**  
**M.Sc (Part II-SEM III) 2019-20**

ROOM	EVS LAB					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10.15am-11.15am	Practical (KT)	ADPC(KT)	ENV & T (RZ)		Project Session	I & B (NT)
11.15am-12.15pm		Practical (JK)	ENV & T (RZ)	I & B (SR)	IH & OHS (JK)	I & B (NT)
12.15pm-1.15pm			ADPC (KT)	IH & OHS (JK)	IH & OHS (JK)	I & B (NT)
1.30pm-2.30pm			I&B (KT)	IH & OHS (JK)	I&B (KT)	ENV & T (JK)
2.30pm-3.30pm	ADPC(KT)		Project Session	ADPC (KT)	Project Session	ENV & T (JK)
3.30pm-4.15pm			Project Session JK			
2.55pm-4.55pm						

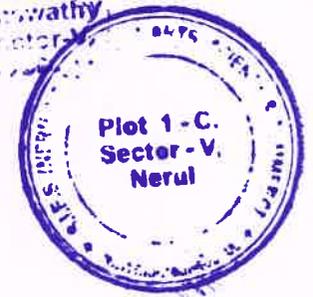
Abbreviations: JK: Dr.Jyoti G. Koliyar  
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 SR: Ms. Shawna Rebello  
 NT: Dr. Nikhil Teli

  
 Dr. Jyoti G. Koliyar  
 Coordinator



  
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 Sri Chhatrapati Shivaji Maharaj Vastu Sangrahalaya  
 Vidyapeeth  
 Nerul, Mumbai - 401 305

Dr. Milind Vaidya  
 Principal

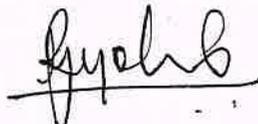


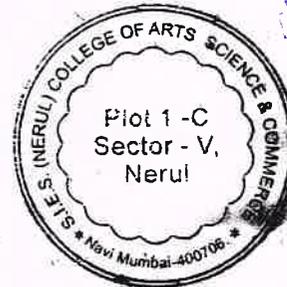
**SIES (Nerul) College of ASC**  
**Department of Environmental Science**  
**M.Sc (Part II-SEM IV) 2019-20**

ROOM	EVS LAB					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10.15am-11.15am	Practical (KT)	ENV BIO and NANO (KT)	SUS MGMT (RZ)	ENV BIO and NANO (KT)	Project Session	
11.15am-12.15pm		Practical (JK)	SUS MGMT (RZ)	ENV MGNT(JK)	ENV MGNT(JK)	SUS MGMT (RZ)
12.15pm-1.15pm			ENV BIO and NANO (KT)	ENV MGNT(JK)	ENV MGNT(JK)	SUS MGMT (SR)
1.30pm-2.30pm			ECOTECH (KT)	Project Session	ECOTECH (KT)	ECOTECH (JK)
2.30pm-3.30pm			ENV BIO and NANO (KT)	Project Session	Project Session	Project Session
3.30pm-4.15pm			Project Session			

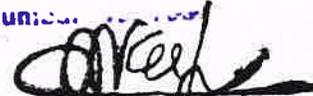
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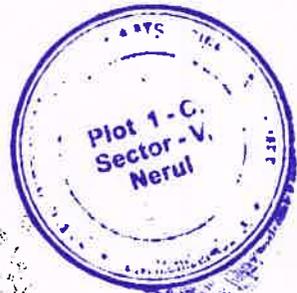
JK: Dr.Jyoti G. Koliyar  
 KT: Ms. Kamini Thakur  
 RZ: Ms.Rupali Zele  
 SR: Ms. Shawna Rebello

  
 Dr.Jyoti G. Koliyar  
 Coordinator



  
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 Vidyapuram, Plot N.  
 Nerul, Navi Mumbai

  
 Dr.Milind Vaidya  
 Principal



# SIES (NERUL) COLLEGE OF ARTS, SCIENCE & COMMERCE

## M.SC. ENVIRONMENTAL SCIENCE DEPARTMENT

### Report on Biocomposting Workshop

A workshop was organised on Biocomposting on 5th October 2018 at 12:00 noon to 2:00pm in audio visual room. The purpose of the event was to create awareness about segregation of house hold waste and learn how to turn your kitchen scrap into valuable compost at home. The audience were students of M. Sc. EVS and NSS Volunteers. The resource person were Dr. Jyoti Koliyar and Ms. Kamini Thakur.

The workshop began with the introductory speech of Mr. Rohit Inkar student of M. Sc. EVS, Part II. He welcomed resource person and all participants. He also explained purpose behind the workshop. Workshop followed by the power point presentation by Dr. Jyoti Koliyar, Coordinator of the department of Environmental Science. She gave brief idea regarding Biocomposting, its methodology, environmental and economic importance of biocomposting, benefits of compost as organic fertilizer. She also gave information about project of Biocomposting of Nirmalya at SIES (Nerul) College campus. After the informative explanation Ms. Kamini Thakur, assistant professor of EVS department gave a demonstration of the process of the biocomposting from kitchen waste. She demonstrated the procedure of biocomposting in terracotta pot and plastic basket, which can be done with very minimal resource and experience. Ms. Kamini also explained about do's and don'ts need to be followed during the biocomposting process of kitchen waste. She gave information about the influence of temperature, moisture, aeration & Carbon Nitrogen ratio of biocomposting. The student's queries were answered satisfactory by her.

At the end of the session Mr. Rohit proposed a vote of thanks to all. The workshop ended by awaring about the concept of waste to food cycle.



  
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# SIES (NERUL) COLLEGE OF ARTS, SCIENCE & COMMERCE

## M.SC. ENVIRONMENTAL SCIENCE DEPARTMENT

### Report on Educational Visit at Matheran

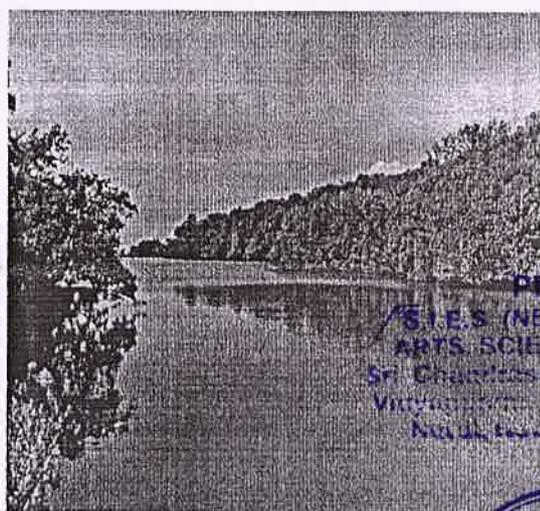
One day Educational Visit of M. Sc. Part 1 was organised at Matheran on 3rd December 2019. The purpose of the visit was to carry out two major practicals from syllabus namely the soil profile and hydrological cycle of a water body. Students were accompanied with the resource person Dr. Jyoti Koliyar.

Matheran is a hill station in the Raigad district of Maharashtra. Matheran plateau lies between  $18^{\circ} 55'N$  Latitude and  $73^{\circ} 51'E$  Longitude. It has an average elevation of 800 meters. The total area of the Matheran Eco-Sensitive Zone is 214.73 Sq.Km. in Karjat Tahsil.

The 5 students and Dr. Jyoti Koliyar reached Matheran at 10:00am on 3rd December 2019. During the visit information about flora and fauna was given to the students. The soil samples from different horizons were collected and analysed in the lab to study the soil profile. The hydrological cycle of Charlotte Lake was studied which is considered the main source of drinking water in Matheran. The water samples were also collected from the Lake to carry out analysis of various physico-chemical parameters.

The students were also made to understand the importance of forest ecosystem at Matheran. Fundamentals of Ecotourism and its application to Matheran also discussed with students.

The visit to Matheran has been a great learning experience for the students differing lot from theory.



*[Handwritten Signature]*  
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**SIES (Nerul) College of Arts, Science & Commerce**  
**Department of Environmental Science**  
**Attendance**

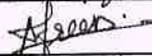
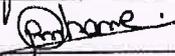
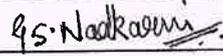
M. Sc. EVS, Part I, Sem- I

Activity: Field Visit.

Date: 3/12/2019

Venue: Matheran.

Time: 7am-6pm

Roll No	Name Of The student	Signature
1	Alan George	
2	Awati Afreen Dilawar	
3	Ghare Pramod Manohar	
4	Mohite Mital sunil	Absent
5	Nadkarni Gauri Sanjeet	
6	Patil saurabh santosh	Absent
7	Steve Royd Muthukumar	

Faculty Incharge

Coordinator

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# SIES (NERUL) COLLEGE OF ARTS, SCIENCE & COMMERCE

## M.SC. ENVIRONMENTAL SCIENCE DEPARTMENT

### REPORT ON GUEST LECTURE "RESEARCH METHODOLOGY"

A popular science lecture series 2018-19 was organized on the topic "Research Methodology" by Indian Women Scientists' Association, Vashi, Navi Mumbai supported by BRNS-DAE on Thursday, 28<sup>th</sup> February at 11.30 AM at the auditorium of SIES School of Packaging, Nerul on the occasion of science day. The guest lecture was held to provide the students with an opportunity to get a head start in research. The students from various streams were present.

The guest speaker was Dr. Bakhtaver Mahajan, Retired Scientist, HBCSE, TIFR, Trustee of IWSA & chief guest was Dr. Surekha Zingde, President of IWSA. The dignitaries present were Dr. Jyoti Koliyar, HOD of Environmental Sciences, trustee & members of IWSA.

The session began with lighting a lamp by dignitaries & chanting melodious prayer song by students. Then Dr. Jyoti Koliyar delivered welcome address & introduced guest. She felicitated guests by giving shawl & holy basil sapling as a memento of appreciation.

Then our chief guest Dr. Surekha Zingde gave brief introduction of IWSA. She gave information regarding various lectures, activities, workshops held in IWSA. Then lecture was continued by Prof. Dr. Bakhtaver Mahajan, our guest speaker. She began lecture by giving an introduction of research methodology & its importance. She shed light on the history, ethics, statistics, data, and analytics regarding the topic. She defined the term science as "Acquisition of knowledge". She gave idea about scientific revolution. She discussed series of steps which should be following in research by giving suitable examples. She focused more on the term "precision" in her entire lecture. Her accumulated experience & knowledge reflected in her "3R concept" i.e. Read, Reference & Reflect. Entire lecture was informative & interacting.



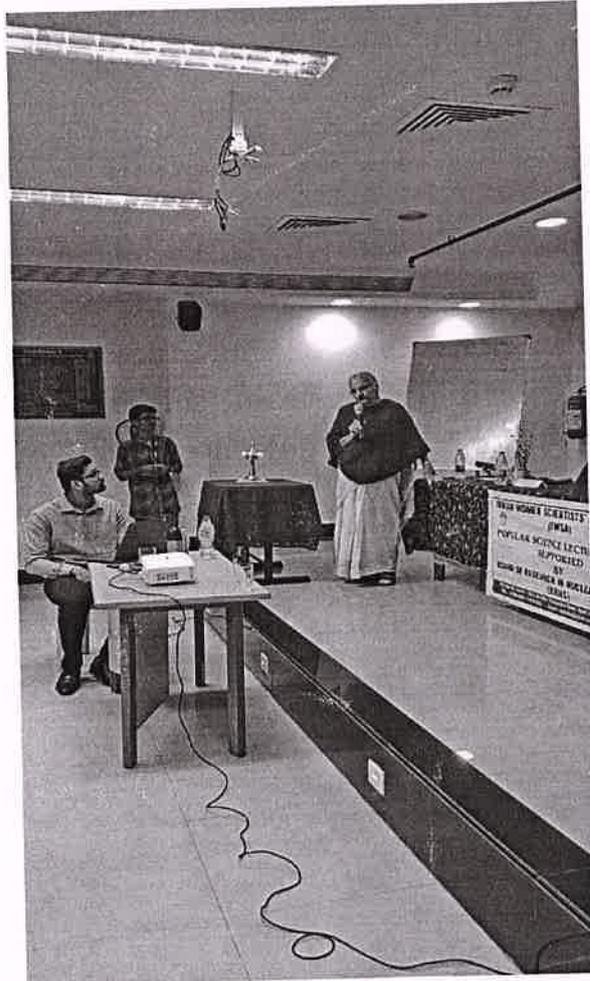
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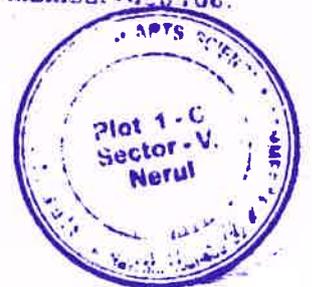


The entire session was hosted by Miss. Shweta, MSc EVS Student. Then Ms. Kamini Thakur, Assistant Prof. EVS Department gave a hearty thanks to guests in appreciation for taking the time out to educate the students on research methodology. She thanked management for providing platform. She appreciated students, volunteers & participants for the successful conduction of event.

The session ended by singing a national anthem.



  
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*[Signature]*  
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**SIES (Nerul) College of Arts, Science & Commerce**  
**Department of Environmental Science**  
**Attendance**

M. Sc. EVS, Part I, Sem-I

Activity: Guest lecture on Research Methodology Date: 28/2/19

Venue: Auditorium (SOP)

Time: 11:30 to 1:30

Roll No	Name Of The student	Signature
1	Manjiri Pratik Adhikai	<u>MPAdhikai</u>
2	Tejashree subhash Ayre	_____
3	Sheetal Dattaram Hatankar	<u>Sheetal</u>
4	Kiran Dattatry Jadhav	<u>Kiran</u>
5	Shruti Prashant Jadhav	<u>Jadhav</u>
6	Sainath Prakash Junghare	<u>Sainath</u>
7	Lubna Khatoon Mohammed Iftakar Khan	<u>Lubna</u>
8	Sana Shamshulhuda Khan	<u>Sana</u>
9	Sarvesh Vithoba Mali	<u>Sarvesh</u>
10	Rajashree Rajan Panicker	<u>Rajashree</u>
11	Shweta Satish Patankar	<u>Shweta</u>
12	Chinmayee Bapusaheb Patil	Ab
13	Manali Dilip Patil	<u>Manali</u>
14	Pratiksha Dhanaji Shinde	<u>Pratiksha</u>
15	Vaibhavi Sudhakar Hinge	<u>Vaibhavi</u>
16	Ankita Ashok Wadkar	<u>Ankita</u>
17	Abhishek Shirish Gund	Ab
	Signature of Faculty	<u>[Signature]</u>

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 Nerul, Near Marine Drive,  
 NERUL, DISTRICT THANE, MUMBAI - 401 306.



**SIES (Nerul) College of Arts, Science & Commerce**  
**Department of Environmental Science**  
**Attendance**

M. Sc. EVS, Part II, Sem- III

Activity: Guest Lecture on Research

Date: 28/2/19

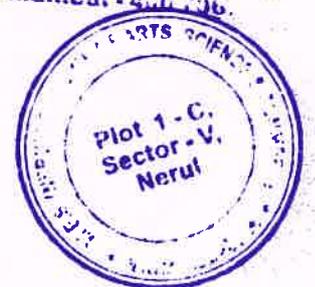
Venue: Auditorium (SOP)

Methodology

Time: 11:30 - 1:30

Roll No	Name Of The student	Signature
1	Rohit Baban Inkar	R.O
2	Prajakta Gautam Karwade	Karwade
3	Pranjali Bhagwan Thakur	Thakur
4	Sameen Sajid Usmani	
	Signature of Faculty	

  
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# SIES Nerul College of Arts science and commerce

## Faculty Orientation Programme

### Report

1/8/2019

A faculty orientation programme was conducted for all the new faculties join for the academic year 2019-20. The program was conducted in lab number 5 at SIESASCN campus. The session was first address by the principal Dr Milind Vaidya all Vice Principal Dr koel Roy Choudhary.

The session was hosted by professor Bhumika More and Ananya Gon. The faculties were inducted about the history of the institute and the other sister institutes. The faculties were informed about the organisational structure. Faculties were also brief about the different departments in the organisation and the committee. The organisations code of conduct was explained to the faculties.



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Ref No. :	SIES(NERUL) COLLEGE OF ARTS SCIENCE & COMMERCE							Page no
SASC/DOC/ QM/00/05/ 00	CONSOLIDATED ACADEMIC CALENDAR 2019-20							
ISO 9001:2015								
Month	JUNIOR COLLEGE		B.Com		B.A.F.		BMS	
		Signature	Activity	Signature	Activity	Signature	Activity	Signature
June	Commencement of the session for SYJC	done [Signature]	Reopening of College	done [Signature]	College reopens COMMENCE FOR SEMESTERS III & CLASSES V(ODD SEMESTER)	done [Signature]	Re opening of the college	done [Signature]
			FY, SY & TY Admission	done [Signature]				
	Yoga day celebration	done [Signature]	Commencement of SY B.Com Lectures	done [Signature]				
	FYJC Minority Admission	done [Signature]	Admissions for F.Y., TY.B.Com continued	done [Signature]				
			FYBCOM orientation	done [Signature]	commencement of semester III (sy classes)			
July	Online Admission for FYJC	done [Signature]	Commencement of TY B.Com Lectures.	done [Signature]	Orientation programme for first year students	done [Signature]	Orientation for FYBMS Students.	done [Signature]
	Tree Plantation drive	done [Signature]	Orientation for F.Y.B.Com	done [Signature]				
	Testseries I	done [Signature]	Bridge Course for Vernacular/ Science students for Maths, Economics, English, & Accounts	done [Signature]				
	FYJC orientation and counselling session for students.	done [Signature]	Conducting Class Activities / online assignments	done [Signature]				
					Commencement of semester I (FY classes)	done [Signature]	CLUB "INNOVATION" (Entrepreneurship Business Model)	done [Signature]

  
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	FYJC regular lectures begins.	done AZ						
August	Rakhi Making Workshop	done AZ	Declaration of 1st Defaulters list of FY, SY & TY B.com	done RA	Mentor- mentee sessions for all the classes FY, SY, TY	done AZ	Bridge course for non commerce stream students	done RA
	Collage and poster making event	done AZ	Parents Teachers Meeting for F.Y S.Y&T.Y.B.com	done RA	Value education session for TY	done AZ	"THE ENLIGHTERZ" ECO-BUS for FYBMS	done RA
			Mentoring of Parents and Students	done RA			"THE ENLIGHTERZ" ECO-BUS for FYBMS	done RA
	First Unit examination commences for SYJC	done AZ	career guidance or TYBCOM	done RA	Internal test for FY, SY, TY,	done AZ	SAMACHAR PRADARSHAN Exhibition by FY BMS	done RA
	PTA meeting for SYJC	done AZ	Remedial Lectures for ATKT students	done RA	Add on course on bse for all classess FY, SY, TY.	done AZ	Parent Teachers Meeting for FY, SY, TY BMS	done RA
Add On Course 'CORPORATE TO CAMPUS'							done RA	
September	selling session for	done AZ	Open Book Test for F.Y & S.Y B.Com	done RA	AN INTER DEPARTMENTAL EVENT (BAF&BBB) BY FY BAF	done AZ	Internal Assessment Test	done RA
							'CAREER GUIDANCE SESSION' for TYBMS Students	done RA

  
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First Unit examination commences for FYJC	done	University Paper Solution Practice for T.Y.B.Com	done	BUZZ EVENT BY SYBAF FOR FYBAF	done	Remedial Lectures For ATKT	done
Hindi Diwas program	done	Intensive Coaching for S.Y.B.Com & T.Y.B.Com	to be done in sept	An Inter-Departmental Event (BAF-BFM) by SYBAF	Postponed		
PTA meeting of FYJC	done	Internal project submission for FY & SY for subject	going on			For SY BMS Educational TOUR to NISM	done
Ban Plastic Drive (Paper Bag Making) for FYJC and SYJC		Internal project submission for FY & SY for subject foundation course	done	Social Responsibility by BAF & B.Com courses			
PTA meeting of FYJC	done	Declaration of 2nd Defaulters list SY, TY F.Y & B.Com	done	VISIT TO RBI / SEBI	in process		
Motivational Movie		Parents Teachers Meeting FY, SY, & T.Y.B.Com	done	PARENTS TEACHERS MEETING	done	VISIT TO SEBI/BSE/NSE BY SY	Postponed
		Completion of T.Y.B.Com Syllabus	done	INTENSIVE COACHING SESSION			
		Completion of S.Y. B.Com Syllabus	going on				
		Prelims for T.Y.B.Com	done	Term end for sy			

  
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October	Career Counselling seminar for SYJC.		T.Y & S.Y. B.Com exam begins	<i>Table done</i> <i>done RA</i> <i>insert</i> <i>insert</i> <i>going on.</i>	Commencement of SY Sem III examination		Guest (EXPERT) Lecture for TY, BMS	
	Presentation by Alta Students		Intensive Coaching for FYB.Com		Guidance lecture for TY		Intensive Coaching / Open Book Test/ Prelims	
	Best out of waste event.		Faculty Development Program				Preliminary Exams for TY BMS	
	First terminal examination for FYJC & SYJC		Alumni interaction (career guidance for FY B.com)			Preliminary exams commence for TY		SYBMS Exam Semester End Exam
			Career guidance for F.Y.B.Com					
			Completion of F.Y.B.Com Syllabus			Term end for FY and TY		
		College closes for Diwali vacation.			Diwali Vacations begin			
November	College reopens after Diwali vacation.		Commencement of Second Term		Classes begin for IV & VI semester (even semester)		'DIALOGUE SOCIETY' (SELF DEFENCE)	
	PTA meeting for SYJC		F.Y. B. Com Exam begins				Semester End exams for FY BMS	
	Testseries II							
	Exhibition conducted by FYJC students.		PTM for weak Students		Commencement of semester I examination			
	Exhibition conducted by FYJC students.							
	PTA meeting for FYJC		Business Quiz for B.Com					

  
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December	One day festival ZEAL of Junior College		Money Fair by T.Y.B.Com IAPM students				Workshop On Corporate Reciprocity for TYBMS and SYBMS
	Sprints		Career Guidance lecture for TY. B.Com students				Yoga and Meditation
	Saree & Tie Day		Session on Human Values				Intra Department Elocution Competition
January	Preliminary examination for SYJC		College Reopens		PARENTS TEACHERS MEETING		Internal Assessment for FY & SY BMS students.
	Guest lecture for SYJC		Declaration of 1st Defaulters list S.Y & TY B.com				BMS Event...SHARPSHO OTERS
	Drug Awareness Rally		One day workshop on" Increase employment opportunities				INTERNAL TEST ( FY, SY AND TY)
	Unit II examination for FYJC						
	Testseries III		One day workshop on" Increase employment opportunities "for T.Y.B.Com and SY.				
	PTA meeting for FYJC						

  
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			B.Com students				
			PTM				
			Advaita OR Departmental Festival (EXEL)				
February	Oral/Practical examination for HSC examination		Declaration of Defaulters list for FYB.Com		GUEST LECTURE FOR FY/SY		SLIDE GEEKS! For TYBMS
			International Conference				
			Parents Teachers Meeting		PARENTS TEACHERS MEETING		Preliminary Exam for TY BMS
	Board exam for SYJC		Intensive coaching classes for T.Y. B. Com		VISIT TO SEBI/BSE/NSE BY SY		
			Completion of TYB.Com Syllabus		INTENSIVE COACHING SESSION		
			Completion of FY & SY syllabus				
		Open Book Test for SY and TY. B.Com					
March	Annual examination for FYJC		Prelims for TYB.Com		GUEST LECTURE FOR TY		Guest (EXPERT) Lecture for TY BMS
			Intensive coaching for SYBCOM & FYBCOM		PRELIMINARY EXAMS FOR TY		Semester End Exams for FY and SY students of BMS
							Intensive Coaching / Open Book Test/ Prelims

  
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April & May			Knowledge sharing activities by faculties					
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SASC/DOC/ QM/00/05/ 00	CONSOLIDATED ACADEMIC CALENDAR 2019-20							
ISO 9001:2015								
Month	BMM		BBI		BSC (CS)		BSC (IT)	
	Activity	Signature	Activity	Signature	Activity	Signature	Activity	Signature
June	SY & TY Academic sessions start	<i>WSP</i>	Commencement of lectures (SYBI & TYBI)	<i>WSP</i>	College re-opens	<i>DJ</i>		
					Orientation for FY			
			Admission work (for FYBI)	<i>WSP</i>	Allocation of project guide for TY	<i>DJ</i>		
July	FYBMM Orientation	<i>Done WSP</i>	Orientation for FYBI & Commencement of lectures for FYBI	<i>1/7/19 WSP</i>	Seminar on project dev by ex-students for TY	<i>DJ</i>	Orientation for FYIT	<i>done DJ</i>
					Mentoring begins	<i>DJ</i>		Commencement of lecturer for FYIT
			Intra Class Activities-Synergy	<i>done WSP</i>	Seminar on career opportunities for TY Students	<i>DJ</i>	Placement Registration	<i>done DJ</i>
			Submission of teaching plans.	<i>done WSP</i>				
			Intra Class Activities- Seminar for FYBI by SYBI	<i>done WSP</i>	Career guidance Seminar for TY Students	<i>DJ</i>	Guest Lecture on IOT for TyBsc IT	<i>done DJ</i>

*WSP*  
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			Identification of weak students and giving extra assignments Starbuzz (Advance Learner)	<u>done</u> <u>Adore</u>				
August	Parent's meet (Sy and Tybmm)	<u>Done</u> <u>VMP</u>	Display of defaulters list for the month of June & July'19 for all three classes.	<u>Adore</u>	Defaulter list for SY, TY	DIT	Parent Teachers Meeting For Defaulters	<u>Done</u> <u>dre</u>
			Social initiative	<u>Adore</u>			Internal Examination For FY, SY and TY BSc IT	<u>Done</u> <u>dre</u>
			Parents teacher meet for all three classes	<u>done</u> <u>Adore</u>			Remedial for KT students of SY, TY	DIT
			Internship training course				Internal Exam for FY, SY, TY	DIT
	Internal Tests (FY, SY, TY)	<u>Done</u> <u>VMP</u>	Seminar	<u>done</u> <u>Adore</u>	Inter class Coding competition for FY, SY, TY	DIT		
			Internal Test		Program on Waste management for FY, SY, TY	DIT		
September	Schedule for Guest Lectures	<u>Scheduled</u> <u>October</u> <u>VMP</u>	Guest lecture TYBI	<u>Adore</u> <u>done</u>	Open book test for FY, SY	DIT	Guest Lecture on Software Project Management	<u>Pending</u> <u>dre</u>

  
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			Poster presentation by toppers for weak students -FY,SY	DIT	
			CSR activity		
			Remedial contd. for KT students of SY,TY	DIT	Done for TYIT <i>chr</i>
			Inter departmental TECH Exhibition for FY, SY,TY		Pending <i>chr</i>
	Remedial sessions	<i>done above</i>	Guest lecture for SY,TY	DIT	
			Project completion for TY	DIT	
			Practical exam for TY,SY,FY		
	Commencement of Open Book Test	<i>in progress above</i>	Prelims for TY	DIT	
			Supplementary exam for SY,TY	DIT	
			Defaulter list for FY,SY,TY	DIT	
	Finalisation of project and guide for TYBI projects	<i>done above</i>	Additional Internal exam for FY,SY,TY	DIT	
			Session on exam preparedness by Toppers of Previous batch for toppers of current TY	DIT	

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October	mission of internal r		Commencement of SYBBI Semester end Examination		Semester exam III, V for TY,SY,FY		Guest Lecture on LINUX	Done in sep drc
	ary examination (T		Expression- Inter-department debate competition				Syllabus Completion for FYIT ,SYIT &TYIT	
	Term end examination		Intensive coaching				Open book Test and Intensive coaching for Fy,SY and TY IT	
			Guest lectures for FY				Re-Internal Examination For FY,SY and TY BSc IT	
			Preliminary Examination for TY classes				Preliminary Examination for TYIT	
November	Academic sessions start (SY)		Commencement of TYBBI Semester end Examination		College reopens		Starting of Even Semester	
			Commencement of FYBBI Semester end Examination		Allocation of project guide for TY			
			Commencement of lectures (SYBI)		Semester exam I for FY			

  
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December	Academic sessions start (TY and FY)		Visit to RBI for TYBI class	Result declaration for FY,SY	First Project Progress Follow up
				FDP on latest technologies in CS	
			Visit to SEBI for SYBI class	FDP on latest technologies in CS	
				Inter class Coding competition for FY,SY,TY	
			Submission of teaching plans	Seminar on Corporate readiness for TY	
				Seminar/workshop for TY,SY,FY	
			Intra Class Activities-Synergy	Technovision for FY, SY, TY	
				Christsmas Break 25 <sup>th</sup>	
January	Parent's meet		Festival-Advaita	College reopens after break	Seminar on Research Paper presentation
				Defaulters list for FY,SY,TY	Internals of FY,SY and TYIT
			Display of defaulter list for the month of November & December'19	PTM for FY,SY,TY	Parent Teachers Meeting
				Internal Exam for FY,SY,TY	
			Parents-Teacher Meet		Departmental Fest INERTIA

  
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	Frames Film Festival		Insurance Mela by TYBI class					
			Remedial sessions for weak students					
February	Media Rush		Internal test for all three classes		Defaulters list		Second Project Progress Follow up	
	Schedule for 1 <sup>st</sup> Internal exam				Guest lecture for TY		Technical Exhibition	
	Guest lectures		Intra Class Activities-Synergy		Supplementary Exam for FY,SY,TY		Guest lectures for TYIT	
					Field trip for SY,TY			
				Intensive Coaching		Seminar on Gender related topic for FY, SY,TY		
				Open book Test FY,SY & TYBI		Inter collegiate TECH Exhibition for FY, SY,TY		
March	Guest lectures		Guest lectures for FY,SY and TY		Additional Internal exam for FY,SY,TY		Syllabus completion of FY and SyIT	
			Preliminary examination for TY classes		Practical exam for FY,SY,TY		Open book Test and Intensive coaching for Fy,SY and TY IT	
			Semester end examination for FY & SY		Prelims for TY Open book test for FY,SY		Preliminary Exam for TYBSC IT	

  
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April & May	Submission of internal marks		Project Assessment & Viva Voce for TYBI (Sem VI)		Semester exam II, IV,VI		Final Project Submission TYIT	
	Preliminary Examination		Semester end examination for TY		Result declaration for FY,SY			



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Ref No. :	SIES(NERUL) COLLEGE OF ARTS SCIENCE & COMMERCE							Page no
SASC/DOC/ QM/00/05/ 00	CONSOLIDATED ACADEMIC CALENDAR 2019-20							
	ISO 9001:2015							
Month	BFM		MSc EVS		MSc-IT and CS		M.Com	
	Activity	Signature	Activity	Signature	Activity	Signature	Activity	Signature
June	Lecture Commences for SYBFM and TYBFM	Done <i>[Signature]</i>			CS part-I and part-II Practical Examination	Done <i>[Signature]</i>		
					IT part-I and part-II Practical Examination	Done <i>[Signature]</i>		
					Form submission of Part-I Students	Done <i>[Signature]</i>		
July	Orientation Programme for FYBFM	Done <i>[Signature]</i>	Commencement of Lectures and Practical of M.Sc Part II (SEM III)	Done <i>[Signature]</i>	Admission of Part-I Students	Done <i>[Signature]</i>	Lecture commences for MCOM Part2	<i>[Signature]</i>
					CS part-II Project & Internship Examination	Done <i>[Signature]</i>	Lecture Commences for MCOM Part1	<i>[Signature]</i>
			Commencement of Lectures and Practical of M.Sc Part I (SEM I)	Done <i>[Signature]</i>	Admission of Part-II Students	Done <i>[Signature]</i>		
	Lecture.. Commences for FYBFM	Done <i>[Signature]</i>	Avishkar Research Convention	Done <i>[Signature]</i>	Orientation Programme	Done <i>[Signature]</i>	Induction Program for MCOM Part1	<i>[Signature]</i>

*[Signature]*  
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August	PTM for SYBFM and TYBFM	Done Quikru	Visit to Matheran	Planned in 1st week of October fy 2016	Project Guidance Session for CS Students	Done Out.	Project allocation for MCOM Part2	J		
	PTM for FYBFM	Done Quikru			Project Guidance Session for IT Students	Done Out.	Project guidance lecture for MCOM part 2			
	Mock Stock Trading Workshop for FY and SY and TYBFM	Done Quikru			Recycle Books and Notes		Done Out.		Aavishkar orie4ntation for MCOM Part1 &2	
	TYBFM Visit to SEBI	Done Quikru			Class Test	Corporate training for MCOM Part2				
	Internal Assesment for FYBFM, SYBFM and TYBFM	Done Quikru			World Ozone Day	Done fy 2016			Done Out.	As scheduled
	SYBFM Power Point Presentation	Done Quikru								
September	Re-Internal Assesment for FYBFM, SYBFM and TYBFM	Done Quikru								

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	Assignments distribution to FYBFM	Done Gurukul			Seminar on "How to write research paper"	
	Joint activity with BAF	Scheduled in Nov. Gurukul			NGO Visit	
	Open Book Examination	Done Gurukul				Work shop on NET and SET/UPSC for MCOM Part II SPSS Rescheduled!
	Intensive Coaching	Scheduled in Oct Gurukul	Visit to National Park/Sanctuary			
	Guest Lectures for TYBFM	Done Gurukul		Planned in end week of October Gurukul		Internal Assessment test for MCOM par 1 & 2 Part II

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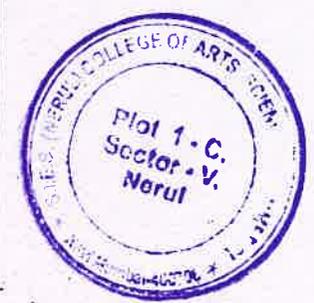
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October	Prelims for TYBFM <i>Schedule</i>		Study Tour		Seminar on "Women in IT"		Guest lecture for MCOM part 1&2 <i>Part II Rescheduled</i>	<i>J</i>
			Open Book Test		Presentation		Conduct of Viva Voce for M.COM part 2	
			Internal Examination		Entrepreneurship related activity			
November	Lecture Commences for FYBFM, SYBFM and TYBFM		University Theory Examination		Internal Exam		Lectures commences for M.COM Part 1,2	<i>J</i>
	Project Guest Lecture for TYBFM				E-waste Activity			

*[Signature]*  
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December	Departmental Intercollegiate Fest	University Practical Examination	Preliminary Examination	Research paper Competition	allocation for projec						
	Social Value				To organise department activity THE TUTOR part 1						
	FYBFM and SYBFM Visit to RBI										
January	PTM for FYBFM, SYBFM and TYBFM	Guest Lecture	CS part-I Theory Examination	IT part-II Theory Examination	IT part-I Theory Examination	CS part-II Theory Examination	CS part-II Practical Examination	CS part-I Practical Examination	Work Shop on SPSS for MCOM 1 Students	Topic allocation for project work	To organize Inter College Research

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	Internal Assessment for FYBFM, SYBFM and TYBFM			IT part-II Practical Examination	conference Jointly with Research cell
				IT part-I Practical Examination	
				Seminar on Personality Development	
February	Open Book Examination		Visit to Mumbai Waste Management	Class Test	Session on mailing ethics and etiquettes for MCOM part 1 & 2
	Intensive Coaching			Field visit	To organise department activity <i>THE TUTOR</i> part 2
	Re-Internal Assessment for FYBFM, SYBFM and TYBFM				
	PTM for FYBFM, SYBFM and TYBFM				
March	Guest Lecture for TYBFM Semester VI		Visit to Meteorological Department	Presentation	Internal Assessment test for MCOM part1 2
	Prelims for TYBFM			PNS worker training	
	Viva-Voce for TYBFM			Guest Lecture	

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April & May			Internal Examination		Competitive Exam		Conduct of Viva Voce for M:COM Part2	
			University Theory Examination		Internal Exam		Guest lecture for MCOM part 1&2	
			University theory Examination (June)		Preliminary Examination			



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## 01. Executive report

### Assessment outcome:

This visit was to assess the compliance of the management system of S.I.E.S. (Nerul) College of Arts, Science & Commerce against ISO 9001:2015 as defined in the audit planning documentation. The outcome of the visit is recorded below.

One day surveillance 4 visit was arranged at SIES site for carrying out the assessment of organisation QMS on 26th March 2019. The basic objective of surveillance 4 visit was to verify the compliance of the organisation QMS with the standard ISO 9001:2015. The organisation is subjected to the new standard assignments before so other objective of the assessment to find out the maturity of the organisation QMS with the new standard ISO 9001:2015. Before starting the assessment, the opening meeting was held wherein the objective of the assessment, method of assessment, types of gradation, confidentiality clause, safety requirement was explained in detail. At the end of the assessment, the closing meeting was held wherein all observations were explained. The limitations of the sampling system was explained with reiteration of confidentiality clause.

At the end of the assessment, the closing meeting was held wherein all observations were explained. The limitations of the sampling system was explained with reiteration of confidentiality clause.

Organisation QMS and continual improvement was assessed and found complying with the standard ISO 9001:2015.

There was no NC given in the earlier visit and there is no NC in this visit also.

In view of this it is recommended that the ISO certification may be continued for this cycle subject to regular audits and technical review as applicable.

### Continual improvement:

Following actions were noted in organization's quality management system which exhibits organization's movement towards continual improvement :

- Periodic internal audit and management review
- Measurable objectives in line with quality policy is noted being monitored,
- Customer feedback is captured at the completion of assignment, analysis is done and actions are taken



### Areas for senior management attention:

Risk analysis of the organisation and respective departments needs to be reviewed and updated

  
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## 02. Assessment findings

Where scheme requirement differs to the standard definition below, the scheme definition will take preference

### Major Nonconformity

The absence of, or the failure to implement and maintain, one or more management system elements, or a situation which would, on the basis of the available objective evidence, raise significant doubt of the management to achieve: The policy, objectives or public commitments of the organisation, compliance with the applicable regulatory requirements, conformance to applicable customer requirements, conformance with the audit criteria deliverables.

### Minor Nonconformity

A finding indicative of a weakness in the implemented and maintained system, which has not significantly impacted on the capability of the management system or put at risk the system deliverables, but needs to be addressed to assure the future capability of the system.

Reference number Grade	Assessment Criteria (Clause) Issue Date
Status	Process / Aspect
Location(s)	
Statement of Non Conformity	
Requirement	
Evidence	
Proposed correction, corrective action and timescales	
Correction	
Root Cause analysis	
Corrective action	
LP has reviewed and verified the implementation of actions taken.	Date of closure



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### 03. Assessment summary

#### Visit generic objective:

This was a Surveillance 4 visit, conducted against objectives previously notified to the client. The objectives of the next visit, including any applicable visit specific objective (theme / focus), are confirmed in the audit plan attached to this report.

#### Client attendees at the opening and closing meeting:

Before starting the assessment, the opening meeting was held wherein the objective of the assessment, method of assessment, types of gradation, confidentiality clause, safety requirement was explained in detail. At the end of the assessment, the closing meeting was held wherein all observations were explained. The limitations of the sampling system was explained with reiteration of confidentiality clause. Both the meetings were attended by

Dr. Koel Roy Chaudhary, Arati Bansode, Ms Jyoti Koliyar, Ms Bhumika More, Vasanti Rajadhyaksha, Anu Thomas, Priyanka Mohan, Priyanka Dukhande, Nisha Telang, Abhishek Dandekar, Sugandha Jha, Lata Lokhande, Cassie Lopez, padmaleela D. Dr. Neera Kumar, Swati Witkar,

#### Visit specific objective:

The basic objective of surveillance 1 visit was to verify the compliance of the organisation QMS with the standard ISO 9001:2015. The organisation is subjected to the new standard assignments before so other objective of the assessment to find out the maturity of the organisation QMS with the new standard ISO 9001:2015.

#### Introduction:

One day surveillance 4 visit was arranged at SIES site for carrying out the assessment of organisation QMS on 26th March 2019.

  
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<b>Assessment of:</b>	Interaction with Top management	<b>Auditee(s):</b>	Dr. Koel Roychaudhary	<b>Assessor:</b>	Auti, MM Auti
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**Audit trails and sources of evidence:**

The institute is running so many courses in various disciplines. The main challenge is rules and regulations posed by the UOM. Nowadays UOM is deciding the curriculum, setting the papers, setting the norms of the teaching staff. The institute has to follow it.

Even NAAC has made their rules tougher, hence preparation for NAAC accreditation is also becoming difficult.. However main challenge is to attract the students in class. The teachers performance is very important to increase attendance. The low attendance has become an headache. Whatever it is tried to increase the attendance, it is not successful. The institute is trying but accepted the risk.

The institute is trying hard to implement faculty training programme. The central training institute helps to impart training.

The institute is taking all the efforts to develop personality of the students, help them for placement through placement cell, create social awareness and promote entrepreneurship amongst the students.

The ISO audits are taken seriously and all efforts are made to have zero non conformity.

**Evaluation and conclusions:**

The top management is very supportive to implement and support the QMS

**Areas for attention:**

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<b>Assessment of:</b>	MR and Mandatory Elements	<b>Auditee(s):</b>	Ms Bhumika More Ms Vasanti Rajadhyaksha	<b>Assessor:</b>	Auti, MM Auti
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**Audit trails and sources of evidence:**

Reviewed.

- Quality manual Issue No. 02 dated 07.03.2018.
- No major changes made to the manual.
- Quality policy remains the same.
- Manual and objectives, policy are changed to suit the new transition

Internal Audits

- Internal Audit schedule for 18-19 dated 06.02.19
- Twice in a year.
- Sampled the audit of the Jr. College carried out in Feb, 19. One observation given and properly closed.
- Auditors qualifications checked. There are about 30 auditors

MRM

- Management Review Meeting MOM reviewed
- MRM is held quarterly. Last MRM in 14.12.2018. All seniors attended. SASC/DOC/SOP/03/05/00.
- All relevant parameters were considered.
- New standard is taken care of.

Objectives

- 4% increase in results every year.. Results yet to come.
- 2 training sessions and 4 placement activities for employment. – Achieved.
- To promote entrepreneurship among students by conducting at least 2 activities.- Achieved. Verified.
- Three activities for social responsibility.- Many more done. Verified..
- 1 FDP programme for the faculty. Achieved.
- To promote research culture amongst the staff – 1 workshop to be arranged and 1 national conference – 2 international conferences and 1 national conference.
- 1 skill workshop for non teaching staff. Spandan. Achieved.

Objectives are well monitored.

Customer Complaints and customer satisfaction

- Reviewed complaint register for the staff. Identification number to be given
- Verified the actions taken on the complaints.
- The students grievance register seen. There were total 4 complaints. The complaints are attended.
- Customer satisfaction survey for the last semester reviewed. Satisfactory. Around 75% last year. Increased to 79 % this year.

Risk analysis

- Risk analysis is done. Needs improvement

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**Context, Internal, external Issues**

- Context, internal and external issues are well monitored

**Statutory and regulatory requirements**

- No.AFF/RECOG/ 4213 of 1998 dated 09.09.1998 from University of Mumbai giving approval to start B.Com
- Aff/Recog/3548 of 2003 to start Accounting finance and banking insurance from UOM. dated 19.07.2003.
- Aff/Recog.II/D-151/4258 of 2009 dated 18.09.2009 for financial marketing.
- BMS in 1999 Aff/Recog/31570f 1999 dated 09.06.1999.
- BSc Computer Sc in 2012 affiliation No. is Atf/ Recog/3996 dated 24.07.2016

**Use of Logo**

- No misuse

**Evaluation and conclusions:**

The MR functions and mandatory elements function as required by the standard ISO 9001:2015. However though the risk analysis is available, it requires improvement

**Areas for attention:**

Though, the risk analysis is available, it requires improvement

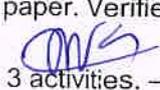
<b>Assessment of:</b> B.Com	<b>Auditee(s):</b> Sugandha Jha Suneira Dasgupta Rupali	<b>Assessor:</b> Auti, MM Auti
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**Audit trails and sources of evidence:**

There are 2 divisions of 120 students each and staff of 8 teachers have been allotted to teach the course as per University norms.

**Reviewed**

- Objectives
  - To improve students performance by reducing failures in TY, SY and FY B.Com 5% over the previous year. Being monitored. Found the results decreasing in all but semester 5.
  - First class students for TY B.Com to be increased by 6%. Reduction in first class by 46%.
  - To conduct 2 workshops or seminars by SY and TY students.- Actually 4 workshops were carried out.
  - To promote research culture, the faculty members should attend 1 seminar or present one paper. Verified for Ms Sunetra Dasgupta.
  - To inculcate leadership qualities among students by encouraging them to organise at least 3 activities. - 6 activities. Verified Logo quiz for SY B.Com students carried out on 08.03.19. Feed back is available.
  - Workshop on syllabus for faculty at university level. Verified it was conducted in July and October 19.
  - Academic Calendar is prepared. Reviewed.
  - It is discussed in the course co ordinators meeting and approved by the principal.
  - Individual faculty load as per university norms. It is monitored every month. Reviewed.

  
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coordinator.

- Workload distribution for the staff duly approved by the Principal.
- Time table for all semesters.it is monitored daily basis.
- Students attendance register for semester 1 and 3 reviewed.
- c Absenteeism of student Haridev kumar verified for 1st semester.
- Verified PTM on 6th October 18 to discuss defaulters attendance for 1st semester and 23rd Feb.19 for 4th Semester

- List of defaulters –Verified FY B.Com ,SY B.com
- Faculty development programme – Verified for Dr. Koei Roy Chaudhary –Attended 6 seminar
- Placement cell \_ helps students to place the students. Verified 20 students placed.
- Verified Stock mind arranged by ICICI Securities.
- Verified remedial lectures for weak students. Notice given to students on 11.09.18 seen.
- Bench Marking –Comparing college results with prominent colleges.

**Risk Analysis**

- Risk analysis is available but needs improvement

**Sampled “**

- Third semester and above documents checked and verified.

**Evaluation and conclusions:**

The B.Com department has a good control over the operations as required by the standard ISO 9001:2015 . However the risk analysis require improvement.

**Areas for attention:**

The risk analysis require improvement.

<b>Assessment of:</b>	B.Com (Accounting and Finance)	<b>Auditee(s):</b>	Priyanka Mohan Rajlaxmi	<b>Assessor:</b>	Auti, MM Auti
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**Audit trails and sources of evidence:**

There are 2 divisions of 60 students each. Total intake is 120

**Objectives**

- To 100% first class in TY – Actual -80%. Root clause analysis done.
- To have 2 subject toppers in University ( TY) – 2017 – 1student. 18- results not declared..
- Department activities to be arranged like department fest. Intercollegiate event.
- At least one visit to prominent institute .- 1 visit in October 18 to SEBI.
- FDP – To send one faculty member for FDP. Verified Dr. Indumathi B. for refresher course.
- Programme to inculcate values among students – 1 programme was arranged. Maksud

**Reviewed**

- Admission through college by merit

*[Signature]*

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- Orientation course carried out for student. – 3 hours.
- Individual Workload for the faculty members is decided earlier.
- Subject allotment
- Time table for first year duly approved by the principal. Verified for the FY.
- Teaching Plan for 18-19. Reviewed by course coordinator.
- Attendance of the students. Reviewed first year attendance student Ms Sonali Jadhav. Poor attendance in December but improved in January and February.
- Defaulters list for students – Reviewed for 2nd Semester for 18-19.
- PTM on 11.09.18 for 2nd semester. Parents attended.
- PTM arranged for those students getting less than 50 % in first and second year.
- Weak students identified after 1st and 3rd semester.- 7students identified in SEM 1
- Extra assignments given to them. Assignments done in front of faculty members.
- OBT to prepare students for writing examination papers. Last OBT carried out in October 18
- Guest lectures :-One lecture took place on 23.10.18 on 2 subjects. One more lecture carried out 10th Jan 19.
- Bench Marks are good .Verified.
- Value education programme.

**Risk Analysis:**

- o Risk analysis is available. To be reviewed.

**Sample**

- o Third semester is taken as sample. All above documents checked.

**Evaluation and conclusions:**

The BAF has a good control over the operations as required by the standard ISO 9001:2015. However the risk analysis to be improved.

**Areas for attention:**

How ever the risk analysis to be improved.

<b>Assessment of:</b>	B.Com ( Banking and Insurance)	<b>Auditee(s):</b>	Lata Lokhande R. Perumal	<b>Assessor:</b>	Auti, MM Auti
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**Audit trails and sources of evidence:**

Intake is 120 students. The institute has 117 having one division only.

**Objectives**

- Improve results by 3% from the previous year.
- o FY results reduces. Main reasons low attendance.
- o Economic exam paper was difficult.
- One guest lecture per class –
- o One guest lecture for SY and 2 for TY.

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- o Subjects found good.
- o Feedback from students.
- One field visit for SY and TY- SY- SEBI visit and TY- Corporation branch visit.
- o Reviewed feed back
- Personality improvement – arrange 1 activity each class. Achieved.
- FDP --.International conference was arranged
- To make aware of social responsibility – Municipal schools at Nerul and Juinagar

Reviewed

- Individual Workload for the faculty members is decided earlier.
- Subject allotment
- Time table for first year duly approved by the principal. Verified for the FY.
- Teaching Plan for 18-19. Reviewed by course coordinator. Reviewed teaching Plan of Ms More.
- Attendance of the students. Reviewed second year attendance student Ajay Nair and Prasul Nair.
- Defaulters list for students – Reviewed for 2ndt Semester for 18-19.
- PTM on 20.02.19 for 2nd semester . Parents of above 2 students did not come..
- o Prasul Nair was not allowed to attend internal examinations
- o Ajay Nair permitted to attend the internal exam as his attendance was more than 10%..
- OBT to prepare students for writing examination papers. Last OBT carried out in October 18
- One guest lecture for SY and 2 for TY. Subjects found good..Feedback from students
- Bench Marks are good .Verified.
- Reviewed action taken for 2nd year weak students.

Risk analysis

- Risk analysis is available but needs improvement

**Evaluation and conclusions:**

The BBI has a good control over the operations as required by the standard ISO 9001:2015. However risk analysis needs improvement.

**Areas for attention:**

Risk analysis needs improvement.

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