



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

## **SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE**

**SRI CHANDRASEKARENDRA SARASWATI VIDYAPURAM PLOT 1C, SECTOR  
V, NERUL EAST  
400706**

<http://www.siesascn.edu.in/>

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

*“The highest education is that which does not merely give us information but makes our life in harmony with all existence” – Rabindranath Tagore*

SIES (Nerul) College of Arts, Science and Commerce, affiliated to University of Mumbai, was established in 1998, under the auspices of South Indian Education Society by the founder of the society, Late Shri M.V Ventateshwaran in 1932. His vision was ‘to serve the cause of educational needs of the common man of this cosmopolitan city’. The College strives to offer a unique learning environment which is reflective of the demands of the changing times.

The College started with a strength of 90 students in 1 programme, which has grown today to 3491 students and 12 programmes. The College has 8 undergraduate and 4 post graduate programmes. The College has experienced and enthusiastic teachers. The College was accredited with ‘B’ Grade in 2009 and reaccredited with ‘A’ Grade in 2015 by NAAC. The College is also an ISO-9001-2015 certified institution.

The College has carved a niche for itself among all stakeholders by providing a safe academic environment and merit based education. The students are empowered through value based education, discipline and varied extension activities. The College supports acquisition of knowledge by students through emphasis on interactive and participative learning.

A distinctive feature of the College is the strong bond between teachers and students as evident from the interactions and feedback. The alumni credits the Institution for imbibing values of hard work, time management, team spirit, professionalism and ethics.

The accreditation and reaccreditation process and observations made by NAAC Peer team have motivated the Institution to strive towards excellence. The IQAC has been at the forefront for institutionalizing the quality sustenance initiatives by organizing various workshops on NAAC Accreditation Framework.

SIES believes in providing an innovative educational environment, opportunities and experiences that would enable the students and faculties to grow, thrive and prosper. By creating the right synergy between all the stakeholders, the College aspires to scale greater heights in the years to come, true to its motto of ‘Rise with education’.

### **Vision**

### **WE SEEK TO ACHIEVE OUR EDUCATIONAL MISSION BY:**

- Focusing on modes of enquiry which strengthen thinking skills.
- Providing extensive field experience to bring together theory and practice.
- Providing library resources and services to support the academic needs of the institutions.
- Integrating technological development across the curriculum.

## **OUR COMMITMENT IS TO A STUDENT-CENTERED ENVIRONMENT:**

- In which the intellectual, cultural, social, physical and recreational needs of the students are met.
- Which offers learning experiences and forums where students come together to challenge one another's ideas in an atmosphere of mutual respect.
- That provides support to students through an academic advising centre, computing facilities, peer advising, tutorials, counseling and health services, and programmes for disadvantaged as well as gifted students.
- And which offers appropriate services for students with physical disabilities.

## **OUR COMMITMENT IS ALSO TO THE LARGER COMMUNITY OF THE REGION THAT WE SERVE:**

- Through collaborative efforts with schools and higher educational institutions, the health care and social service agencies and the business community
- Through faculty, administration and student participation in community programmes.
- And by keeping tuition fees within the reach of people of moderate incomes.

### **Mission**

Shri M. V. Venkateshwaran, the Founder of The South Indian Education Society, had the following vision and mission:

*“This society should sincerely serve the cause of education and the educational needs of the common man of this cosmopolitan city.”*

### **SO IN A SPIRIT OF SINCERITY WE:**

- Stress on high standards of academic, professional and societal performance.
- Respond in a creative manner to a continuously changing cosmopolitan society.
- Support cultural and ethnic diversity in the student community.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

We are one of the reputed colleges in Navi Mumbai offering 8 undergraduate and 4 post graduate programmes. We are fortunate to have a supportive and visionary management which enables the holistic development of the students.

#### **I. ACADEMIC CULTURE**

i. An active IQAC has been instrumental in introducing quality initiatives and supporting the growth and expansion of the Institution.

ii. Feedback on Curriculum has been collected systematically from various stakeholders such as students,

teachers, alumni and employers.

iii. There is emphasis on research through Minor research projects, conferences, student research and establishment of Incubation cell.

iv. The College has network with Environmental Consultants and NGOs.

v. The College promotes value based education through various social initiatives like ISR Cell, establishment of Adhata Trust Centre , departmental festsand MITR magazine.

vi. There is strong financial support for the underprivileged students through management and alumni contribution.

vii. The College has a completely transparent examination process.

## II. STUDENTS

i. The number of students admitted in the College is consistently increasing in the last 5 years.

ii. The College lays strong emphasis on all round personality development of students through extra and co-curricular activities.

## III. FACULTY

i. The College has experienced and qualified teaching faculties in Commerce, Economics, Management, Information Technology and Environment.

ii. The faculty members adopt ICT for teaching, learning and evaluation process.

iii. The College organizes faculty development programme for academic enrichment of faculties.

iv. The College has young, dynamic and committed administrative staff.

## IV. ALUMNI

i. The College maintains strong ties with vibrant alumni, who conduct various activities for the students.

ii. Financial support is offered by alumni for some deserving students.

## IV. INFRASTRUCTURE

i. The College is centrally located in the cosmopolitan city of NAVI MUMBAI and is well connected by all means of transport.

ii. Classrooms are equipped with Smart Boards.

iii. ICT facilities are updated.

## **Institutional Weakness**

The institutional weaknesses are identified through interaction with stakeholders. They help in constituting new policies and practices that will enable the institution to function effectively.

### **I. EXTERNAL FACTORS**

- i. The College being affiliated to the University of Mumbai has to adhere to the curriculum and examination system designed by University. Thus the institution does not have the freedom to make changes in curriculum as per contemporary requirements.
- ii. The College has limited Academic-Industry interaction.
- iii. The College does not have functional MOU with organizations for Internship.

### **II. STUDENT RELATED FACTORS**

- i. The teacher student ratio is high which limits the individual attention given to students.
- ii. Students have not won awards in cultural events at the University level.

### **III. INFRASTRUCTURE RELATED**

- i. The College has to work on setting up Ph.D research centre.
- ii. The College has to set up water recycling facility.

## **Institutional Opportunity**

Opportunities provide the platform for an institution to harness its strength. We aim to achieve our motto of 'Rise with Education', by exploring the opportunities.

### **I. EXTERNAL ENVIRONMENT:**

- i. There can be MOU with foreign Universities.
- ii. The College being multistream offers an opportunity to introduce more of interdisciplinary courses.
- iii. The College can have functional MOU for E-Waste management.
- iv. There can be MOU between the Environmental laboratory and Industry for research in environment.

### **II. INTERNAL ENVIRONMENT:**

- i. Since a number of faculty members have completed Ph.D., there is scope for establishing Ph.D. Centre and obtaining Research Guide ship.

- ii. For promotion of research of good standards, software for Plagiarism Testing can be installed in the College.
- iii. Modernization of classrooms for enhancing the usage of ICT in teaching learning process can be undertaken.
- iv. There is scope for using the in-house capabilities for enhancing technology up gradation.
- v. Existing infrastructure can be put to optimum utilization.
- iii. Use of alternative sources of energy needs to be explored.
- iv. The College has to create long term framework for Waste Management System.

### **Institutional Challenge**

The College faces challenge in motivating students to be career oriented and to participate in activities in large numbers.

#### **I. STUDENT RELATED:**

- i. Motivating students to undertake internships, field visits, etc., in programmes where it is not compulsory is difficult.
- ii. Persuading students to make better use of library resources does not often give expected results.
- iii. Procuring students' participation in University level cultural events is a difficult task.
- iv. Guiding students to be focussed on their careers beyond their graduation is effective only to a limited extent.

#### **II. OTHERS:**

- i. Making all stakeholders IT trained to support E-Governance system is difficult.
- ii. Associating with industries for strengthening Industry Academia interface involves a number of formalities.
- iii. Responses of students and availability of trainers are not encouraging in introducing more certificate courses in emerging areas of Commerce and IT.
- iv. Continuous up gradation of computer infrastructure due to change in syllabus and new LMS systems involves high cost, both financially and technically.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Faculty members are instrumental in bringing about necessary **changes in the curriculum content**, and contribute to the **development of youth and therefore, to that of the nation**.

Two faculty members are the members of Board of Studies -**Syllabus Revision Committee** in their respective subjects. Faculty members are **paper setters, examiners and moderators** at the University level. The College organizes **syllabus revision workshops** in association with Board of Studies, University of Mumbai. Teachers regularly attend **faculty development programmes** on revised syllabus. **Feedback on syllabus** is taken from all stakeholders including students, alumni, and employers, and the same is shared with the members of Board of Studies for necessary action.

For **fostering global competencies among students**, Classroom teaching is supplemented with **seminars, storytelling, quiz, and short films**. Fifteen new **certificate courses** including TCS Campus to Corporate , CFC(FM), Digital marketing, Advanced Excel have been introduced in the last five years for skill development, personality development and increasing the employability of students. **Choice, Grading and Semester** system has been introduced in all programs. **Internships, field trips, and project work** enhance the competitiveness of students.

**For inculcating a value system in students**, the College conducts programmes as part of syllabus to address the **cross-cutting issues on gender, environment, human values, and professional ethics**. Departmental programmes and co-curricular activities strengthen the academic culture. The College **promotes the use of technology** by making available technological infrastructure as required by the curriculum, encouraging students to make power-points, promoting live projects and technical exhibitions; and by creating Google classrooms, etc.

In its '**quest for excellence**', the College has adopted a well-structured mechanism for the effective implementation and delivery of the curriculum. The academic activities are documented through academic calendar, class time tables and teaching plans. Teachers take utmost care to complete the syllabus in time. Post accreditation, additional division has been introduced in six programmes of B.COM, BAF, BBI, BMS, BMM and BSC.IT. Academic excellence is given prime importance both by College Development Committee and IQAC.

### **Teaching-learning and Evaluation**

.The activities of the College are in line with its motto of 'Rise with Education'.

The College has **qualified and committed faculty members**. All undergraduate teachers are full-timers with an average teaching experience of 7 years, 15% of them are Ph.D. , twenty-one of them have submitted synopsis or pursuing Ph.D. Detailed planning and completion of courses are ensured by teachers by following an academic calendar and teaching plans. Faculty members adopt **innovative teaching pedagogies** that include case studies, mock trading, film making, psychological games, book reviews, and tutor system. Teachers use **technology-driven methods like Microsoft Teams, ZOOM, Smartboards, videos and Google classrooms**. Student-centric methods such as **experiential methods and flipped classrooms** are adopted.

The College adopts a strict merit-based **NO CAPITATION admission process**. The College follows a **multi-layered system of identifying advanced, moderate and slow learners**. Special attention is given to slow learners through intensive coaching, remedial teaching, assignments, Bridge courses, tests, mentoring, counselling, and Parent-Teachers meetings. Advanced learners are encouraged to publish research articles,

participate in poster competitions, peer teaching, and skill enhancement activities. The personal, emotional and academic needs of the students are taken care by mentorship, class teacher system and professional counsellor. The students are given numerous opportunities to organize departmental festivals which improve their personalities. The students are encouraged to do internships which increase their employability.

The College has adopted a **robust and transparent system** to ensure effective evaluation. A combination of tests, project presentations and skits is used. The College also adopts various measures to ensure that the **examination related grievances** are solved in an **efficient and time bound manner**.

The College has tried to streamline the various **programs towards 'Outcome based education'**. Broad objectives and outcomes of graduate and post graduate programmes are defined and conveyed to the students and all stakeholders through orientation programmes and the College website. The **attainment level of the students** is assessed through direct method (internal examination, semester end examination) and indirect method (exit survey).

### **Research, Innovations and Extension**

The College has a **Research Committee** which has qualified members and a policy in place to promote research.

The IQAC invites international **speakers** to interact with faculty members and students on research and innovation. One **major research project** funded by BRNS (Board of Research in Nuclear Sciences) has been completed. Twenty **Minor research projects** funded by University of Mumbai have been sanctioned to faculty members. The College has organized three **International** and two **National level conferences**. Eighty Five research papers have been published in UGC recognized/Care listed journals. Seven teachers have **written books**.

Student based research activities include **Research based competitions, Guidance and motivation** for participating in AVISHKAR and facilitating interactive sessions with **Guest speakers**.

The College has established an **Entrepreneurship Cell and Incubation Cell** to focus and promote entrepreneurship skills among students. The Cell conducts

- Training programmes and seminars with successful entrepreneurs to promote innovative ideas and plans.
- Workshops on IPR.
- Competitions on research and start-up ideas which have the potential to be converted into viable ventures.

The South Indian Education Society firmly believes in **holistic development of students centered on quality education**. It aims at sensitizing them towards social issues and instilling in them service towards society. An **Institutional Social Responsibility Cell** has been constituted to promote social consciousness among students. The College has **partnership with Kotak Education Foundation** for encouraging social internships among students. **Health awareness, education and environment related programmes** are conducted in areas adopted by the NSS **Extension activities** for gender sensitization, financial literacy, health and environmental awareness and traffic safety awareness are undertaken.



Hymn Humanity concert, MAQSAD, felicitation of house-keeping staff, Blood donation drives, Rakhi making for Jawans, Donation drives for Kerala and Maharashtra floods in the year 2018-19, 2019-20 are some of the notable activities conducted by the College. The sustained extension efforts of the College have received appreciation and recognition from Management and NGOs. The College publishes a **magazine MITR: MEET-INVOLVE-TRANSFER-RETAIN** to showcase the social initiatives conducted by the College.

### **Infrastructure and Learning Resources**

Over the years, an effective infrastructure has been built to provide a conducive teaching-learning environment. An average of 17.48% of the institutional budget is used on infrastructure enhancement. The College has AMC (Annual Maintenance contract) for major infrastructural facilities.

The College works in two shifts and each programme of the College has specific rooms set aside for each class. The Institute frequently updates the IT infrastructure. The computers are upgraded by either purchasing new machines or by upgrading RAM.

- 93.33% of the classrooms are ICT enabled.
- Seven of them are smart classrooms.
- All departments have laptops for teaching and record-keeping purposes.
- The Internet facility in the College is 50 Mbps speed.

The College has 09 **LABORATORIES**. The practical sessions are conducted in batches in the laboratory and hence one computer is allocated per student. The Environmental Science laboratory is equipped with equipment like High volume sampler, UV Visible Spectrophotometer, colorimeter, Muffle furnace. The Media Laboratory has a perpetual license for Adobe, Corel Draw and Photoshop.

**Library** is spread over 4899.03 square feet area. It is partially automated and has:

- Open access and Wi-Fi connectivity.
- A collection of over 30, 000 books, and over 50 periodicals /Journals.
- A study centre which consists of 8 computers with internet access.
- Reprographic facility for faculties and students.

**SPECIAL FACILITIES FOR DIVYANGJAN** includes **Special washrooms**, Ramp, Lift, Wheelchair, Parking space, and Software for visually impaired.

### **FACILITIES FOR SPORTS:**

There is a sprawling campus of 6.5 acres with 30% of open space giving ample opportunity for outdoor activities. There is a Gymkhana and a basketball court.

### **EXTRA AND CO-CURRICULAR ACTIVITIES:**

There is one multipurpose seminar hall in the College and two Auditoriums in the campus.

### **STUDENT SUPPORT:**

Yoga Kendra, Girls Common Room, Counsellor room

#### **ADMINISTRATIVE SERVICES:**

Examination processing rooms, Centralized Assessment Room, Administrative office,

Principal's Cabin, Vice Principal's cabin and Registrar's cabin

#### **SECURITY:**

Fire extinguishers and CCTVs are located at strategic locations over the entire campus.

#### **Student Support and Progression**

.The College aims at the holistic development of students to facilitate their better future. The College provides **FINANCIAL ASSISTANCE** through **SEAT** scholarship, **Endowment** to needy students and Group insurance for medical emergencies.

The various courses and committees in the College invite professionals and experts from different fields to interact with the students. The guests acquaint the students to a range of career options at national and international levels.

The skill enhancement activities of the students are organised by departments and committees. The soft skill training includes Campus to corporate training, management development programmes, communication skills which include public speaking. Life skills imparted to the students include women self-defense, Dynosthav Meditation programme. ICT skill enhancement initiatives include artificial intelligence and machine learning.

The Placement Committee organizes training activities for Final Year students on career planning, personality development, internship and campus placement. In 2019-2020, the Committee signed an MOU with A.V Financial Experts Limited for courses in the BFSI industry, under which five students have been given offer letters. The notable companies that visit our College for recruitment include TCS BPO, Infosys, WNS Global Services and L & T InfoTech. In 2019-2020, seven students have cleared competitive examinations.

Student representatives are part of CDC and IQAC. The members of Students Council organise the College festival SIESONS where students from all over Mumbai and Navi Mumbai participate. Students have contributed towards designing the College website. Students prepare a video bulletin on College activities called SIESNET.

The College has one sports instructor for coaching for basketball, Wushu, and Cricket. The students actively participate in competitions at intercollegiate level. One student has won at international level, three at national level, and seventeen at state level in various games during the last five years. On an average, twenty-five sports and cultural related activities are organised by the Institution in a year.

Alumni actively contribute financial and professional services to the College. The College have an effective Anti-ragging, Internal Complaints Committee and Student Grievance Redressal mechanism in place.

## Governance, Leadership and Management

Management is proactive and future-driven. 'The vision of providing education to the common man' is extended by the year 2025, to make SIES one of the most admired institutions for education.

The Managing Council of SIES is the apex governing body of the College. Under that, each institution has its organisational structure. The College Development Committee (CDC), which includes representatives from all stakeholders in the policy-making body of the College. The IQAC actively puts into action, the decisions of the CDC.

There is a well-defined hierarchy in the College. The Principal is the decision-making authority for the College. He is supported by the Vice-Principal for academic aspects and Registrar for administration. Coordinators of departments and faculty members execute the curricular aspects. Committee Convenors and members undertake various personality developing activities for students.

The College has opted for additional divisions in six programmes of B.COM, B.COM (A&F), B.COM (B&I), BMS, BMM and BSC.IT. The College has shifted to Choice Based Credit system from 2016-2017.

In the past five years:

- Workshops on preparation for NET/SET exams are organised.
- Faculty members with a doctoral degree have increased from six to ten.
- Faculty members who have received major/minor research grants have increased from nil to nineteen.
- Three international and two national conferences were organised.

Welfare Measures for faculty members include wards of employees are given admissions to the College on a preferential basis. Employees and their family members are given **medical insurance**. Registration fees paid by faculty members for paper presentations are **reimbursed**. Duty Leave is granted for Paper presentations. Some of the welfare measures for students include **financial assistance** for deserving students, **Installment facilities** for payment of fees and Infrastructural and software support to the **differently-abled**.

The institution has adopted the perspective plan for its expansion and is making steady progress towards automation in all functions. Selection and Promotion of Staff are as per the norms of the University of Mumbai. Performance Appraisal of Faculty Members is done at three levels, self, Coordinator and by Principal.

## Institutional Values and Best Practices

The College is committed to a strong value system with an emphasis on ethics. The discipline and safe environment on the campus have led to the College becoming an institute of choice for youth in the area of Navi Mumbai.

It is the constant endeavour of the College to become a **proactive centre of learning** and skill development. Students are involved in **interactive learning** activities like intensive coaching and interactions with industry experts. **Participative learning** includes programme-specific events like Money fair, Media Summit, PG students teaching UG students, etc. **Experiential learning** is enabled through departmental festivals, visits to industries, BSE, NSE, etc.

**Gender equality** is promoted through programmes for gender sensitization and self-defence for students, teaching and non-teaching staff. An Internal Complaint Cell is in place to address any difficulty faced by women.

Sustained efforts are made to create and maintain **environmental consciousness**. Anti-plastic drive, reduce, reuse strategies for paper, E-waste and solid waste management initiatives have created an eco-friendly campus. Rainwater harvesting facility and Bore-well are available on the campus. The College has conducted a Green and Energy audit and collaborated with institutions like SIES-Indian Institute of Environment Management (IEM) for promoting environmental protection activities.

**Social consciousness activities** like visits to homes for the aged, orphanages, donations during natural calamities, are conducted by committees like ISR, NSS and all departments. The college has a tie-up with Kotak Education Foundation for offering learning to the underprivileged sections of the society. Facilities for Divyangjan including ramps and lifts are provided and ADHATA Trust for seniors is accommodated on campus.

Celebrations of days of national, international and cultural importance have bolstered the **human and national values** in students.

The Institute distinguishes itself from the rest by focussing on the **holistic development of students**. The unique feature of the College is the fact that strong moral values are instilled in students. They are groomed into responsible humans first. The College encourages committees exclusively devoted to each value like F.A.S.E.S (committee to promote Gandhian principles), Institutional Social Responsibility Cell, etc.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE
Address	Sri Chandrasekarendra Saraswati Vidyapuram Plot 1C, Sector V, Nerul East
City	Navi Mumbai
State	Maharashtra
Pin	400706
Website	<a href="http://www.siesascn.edu.in/">http://www.siesascn.edu.in/</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Koel Roychoudhury	022-611696401	9820230340	022-27713356	ascnsies@sies.edu.in
IQAC / CIQA coordinator	Koel Roychoudhury	022-61196408	9820230340	-	koelr@sies.edu.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	Yes <a href="#">MINORITY STATUS.pdf</a>
If Yes, Specify minority status	
Religious	
Linguistic	Tamil
Any Other	

<b>Establishment Details</b>				
Date of establishment of the college	09-09-1998			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Maharashtra	University of Mumbai	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC				
12B of UGC				
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Details of autonomy</b>	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes <a href="#">autonomydoc_1604568008.pdf</a>
If yes, has the College applied for availing the autonomous status?	No

<b>Recognitions</b>	
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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Sri Chandrasekarendra Saraswati Vidyapuram Plot 1C, Sector V, Nerul East	Urban	6.5	6247.36

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/ Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BCom, Commerce	36	Standard Twelfth	English	132	132
UG	BCom, Commerce	36	Standard Twelfth	English	360	356
UG	BCom, Commerce	36	Standard Twelfth	English	72	71
UG	BCom, Commerce	36	Standard Twelfth	English	132	129
UG	BMS, Commerce	36	Standard Twelfth	English	198	198
UG	BA, Arts	36	Standard Twelfth	English	120	118
UG	BSc, Science	36	Standard Twelfth	English	120	116
UG	BSc, Science	36	Standard Twelfth	English	120	105
PG	MCom, Commerce	24	Graduation	English	80	62
PG	MSc, Science	24	Graduation	English	20	7
PG	MSc, Science	24	Graduation	English	20	20
PG	MSc, Science	24	Graduation	English	20	19

### **Position Details of Faculty & Staff in the College**



<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	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	1				3				53			
Recruited	1	0	0	1	0	3	0	3	9	44	0	53
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
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				24
Recruited	16	8	0	24
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
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	3	0	0	3
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	3	0	1	5	0	10
M.Phil.	0	0	0	0	0	0	1	9	0	10
PG	0	0	0	0	0	0	6	22	0	28

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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	1	8	0	9

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	3		11		14

**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	462	117	3	0	582
	Female	515	127	1	0	643
	Others	0	0	0	0	0
PG	Male	28	1	0	0	29
	Female	77	2	0	0	79
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	16	18	92	0
	Female	27	38	125	0
	Others	0	0	0	0
ST	Male	1	3	52	0
	Female	0	1	68	0
	Others	0	0	0	0
OBC	Male	21	51	42	0
	Female	68	110	82	0
	Others	0	0	0	0
General	Male	196	179	63	306
	Female	369	359	199	528
	Others	0	0	0	0
Others	Male	100	152	161	181
	Female	173	188	180	208
	Others	0	0	0	0
Total		971	1099	1064	1223

## Extended Profile

### 1 Program

#### 1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
506	509	510	500	484

File Description	Document
Institutional data prescribed format	<a href="#">View Document</a>

#### 1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
12	12	12	12	12

### 2 Students

#### 2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3491	3204	2821	2518	2235

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
592	574	818	806	616

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3

### Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1074	1008	793	737	743

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
56	49	48	45	46

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
57	50	49	46	47

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 30**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
250.71	244.55	277.85	185.89	219.36

**4.3**

**Number of Computers**

**Response: 192**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

**1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process**

**Response:**

**Effective curriculum delivery is ensured through the following process:**

**Academic planning:**

**IQAC ensures effective curriculum delivery through a well-planned process and systematic implementation of the prescribed syllabus. Curricular and co-curricular activities are planned in the academic calendar to lead towards the set outcomes.**

At the beginning of every semester, **departmental meetings** are held, in which the following are discussed and finalised:

1. Workload allotment to teachers as per their expertise and University guidelines.
2. Academic and co-curricular activity schedule based on the guidelines given by IQAC.
3. IQAC finalises the academic activity and an **academic calendar** is prepared including the details of responsibilities allocated to the teachers during each semester.

The academic activities begin with the Coordinators of Departments preparing the **class timetable**. The teachers prepare the '**Teaching Plan**', which encloses the teacher details, the number of lectures needed for completing the different modules in each subject (in alignment with the allotted weightage by the University) and the actual dates of module completion. **Teachers take utmost care to complete the syllabus in time.**

The teaching plans and the attendance registers are audited by the **internal auditors** to ensure lecture delivery as per the teaching plan. The internal auditors are teachers from different departments, who also verify documents in support of all the activities of each department. The College is International Organisation for Standardisation (ISO 9001-2015) certified and **external auditors** verify the veracity of the data.

The progress of teaching-learning is periodically discussed in IQAC meetings, meetings with Principal and Parent-Teachers meetings.

**Teacher programs:**

1. The College ensures that teachers participate in Syllabus Revision workshops in order to be updated regarding the curriculum to be imparted to the students.
2. Seminars are conducted to keep the staff abreast of new technologies in teaching and learning, and effective use of ICT tools.



3.The IQAC organizes forums in which discussions are held on evolving trends in curriculum and examinations reforms.

#### Student Programs:

- 1.Orientation Program is conducted for the First year students to familiarise them with the learning environment and support facilities, examination, attendance and institutional rules.
- 2.Class room lectures are supplemented with doubt solving sessions and Mentoring.
- 3.Classroom assignments, Open Book Tests and Class tests are conducted.

#### Teaching Techniques:

To enhance effective delivery of the curriculum and improve the capabilities of the students:

- 1.Teachers supplement classroom teaching with power point presentations, seminars, group discussions, storytelling, skits, crosswords, quiz, videos and short films.
- 2.Internet based activities and assignments are given to keep the students abreast of developments in their subjects.
- 3.Google Classrooms have been made by teachers for the execution of e-content learning for the students.

#### Teaching Infrastructure:

ICT and library resources are constantly upgraded to ensure effective teaching-learning process.

#### Feedback on curriculum:

**The IQAC monitors the overall teaching and learning process by collecting the stakeholders' feedback through structured questionnaire to ensure effectiveness of curriculum.**

All these initiatives have immensely contributed to enhanced curricular outcomes of students by facilitating learning, and understanding the applications of the learning to practical situations.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

#### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

##### Response:

The University uploads the annual calendar at the beginning of the academic year on its website with broad details of major academic events of the year. In accordance with this, the IQAC prepares a College academic calendar, **based on inputs from coordinators**, which is uploaded on the College website.

Examination with its due importance becomes the focus of the activities for the semester. The Examination schedule is prepared by the Examination Committee by taking into account the minimum number of working days recommended by the University. While the Third Year and post graduate examinations timetable are given by University, the First Year and Second Year examinations are conducted by the College.

Once the examination dates are declared, the IQAC **with the assistance of department coordinators** prepares the College 'Academic Calendar' containing relevant information regarding the teaching schedule and events to be organized during a semester.

Utmost care is taken by the IQAC to ensure holistic development of students. Therefore, the calendar is prepared for academic, co-curricular and extra-curricular activities. The faculty and students get a lucid picture of the activity schedule and adhere to the calendar.

### **Academic Activities:**

For the academic activities, each department makes its own academic calendar which is a subset of the College calendar. The teachers prepare teaching plans, a detailed teaching schedule, module-wise/chapter-wise. The calendar facilitates planned coverage of syllabus. The dates of Internal written tests, practical, Viva-voce, journal assessment examinations are all mentioned in the academic calendar.

- In order that the students who are non-commerce/not opted Mathematics in 12th standard/ Vernacular medium also cope with the FY syllabus, a Bridge Course in the subject of Accounting, Mathematics, English and Economics is conducted at the beginning of the academic year. A 10 hour course is designed by the Result Improvement Committee.
- The class tests are conducted according to the planning of the calendar.
- The Semester I, II, III & IV examinations are also conducted as per the schedule given in the academic calendar.
- Result analysis is done after every evaluation and Slow and Advanced Learners are identified.
- Remedial lectures are conducted for those needing additional help.
- Supplementary examinations are conducted following the university guidelines.

Thus, the Institution adheres to the academic calendar including for the conduct of CIE.

### **Co-Curricular Activities:**

- Activities such as field visits, study tours and industrial visits are also planned in the Calendar.
- Add on / Certificate courses - Spanish language, Certificate Course in Capital Markets, Certificate Course in Android Programming etc. are conducted by the College.
- Students are encouraged to do internship programmes and LIVE projects in industries. Because an academic calendar is in place, the students take up these projects at proper duration, striking a proper balance between academics and these.

**Extra-Curricular Activities:**

The College has statutory and non-statutory committees, which deal with a wide range of issues from social responsibility to language and culture. As the academic calendar is planned, events of various committees are interspaced to optimize holistic development of students.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

**1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**Response:** 100

**1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.**

**Response:** 12

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 1.2.2 Number of Add on /Certificate programs offered during the last five years

**Response:** 39

#### 1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2019-20	2018-19	2017-18	2016-17	2015-16
10	11	5	7	6

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

**Response:** 35.36

#### 1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1098	1129	909	1086	777

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

#### Response:

The Mission and Vision of the College are in alignment with the core values stated by NAAC. Accordingly activities are planned for inculcating a value system in the students.

The cross cutting issues facilitate the holistic development of students by ensuring a positive perspective towards life, career and happiness.

#### HUMAN VALUES:

Values are something which are desirable and worthy of esteem for their own sake. Human values help us to live in harmony with the world. The subject Foundation Course, taught across all the B.Com. programmes includes this aspect.

The College addresses the various aspects of Human values and integrates the same into the Curriculum in the following manner:

- An Institute Social Responsibility (ISR) initiative “Meet. Involve. Transform. Retain (M.I.T.R)” caters to the education and livelihood needs of the underprivileged section of the society,
- To ensure total absence of ragging in College, the Anti- Ragging Committee is constituted, as per the guidelines of UGC and the University. So far the college has not recorded any ragging complaint in the campus.
- The National Service Scheme (NSS) conducts Blood Donation Programmes, Organ Donation, Voter Awareness and Registration.
- The Student Council organises programs on Leadership, Corporate Social Responsibility, Road and Traffic Safety, Road Safety week and Bike rally and Breast Cancer Awareness.
- To facilitate the sensitization of the students to socio-cultural realities, Department of Lifelong Learning and Extension (DLLE) offers extension work project encompassing social issues.

#### PROFESSIONAL ETHICS:

The courses that address this aspect include: Organizational Behavior, Business Environment, Press Laws & Ethics, Ethics and Corporate Governance, .

The initiative of the College to integrate this value into the curriculum is as follows:

- SIESNAA- the Alumni Committee conducts a workshop “TATTVA”– an inter-collegiate event,

with an objective to inculcate Professional Ethics in the students.

- The IQAC organized a workshop on Intellectual Property Rights (IPR) for the students.
- Discipline Committee plays a role in the maintenance of discipline of the campus. The College believes that discipline is the foundation of ethics.

## **GENDER:**

The Foundation Course, taught across programmes, addresses Gender issues like Female Feticide and Dowry.

The College integrates the same into the personality of the students in the following manner:

- Women Development Cell promotes gender equality by having boys too as members. It conducts various gender related activities, seminars and self-defense workshops.
- Discipline Committee keeps a strict watch to avoid incidents of sexual harassment of women students.

## **ENVIRONMENT AND SUSTAINABILITY:**

The courses - Green Computing, Environmental Studies address Environment and Sustainability. The students learn about the ecosystem and other environmental factors.

The College promotes environment consciousness in the following manner:

- NSS and Student Council undertake Tree Plantation and Swachh Bharat Abhiyaan
- The various courses and committees in the College undertake the following and similar activities:

1. Eco friendly Ganesh Idol making workshop
2. Eco friendly Rakhi making workshop
3. Restricting use of Plastic
4. Exhibition of Ecofriendly products
5. Collection and Disposal of E-Waste

<b>File Description</b>	<b>Document</b>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### **1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years**

**Response:** 19.85

### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
107	100	96	96	99

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 68.83

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 2403

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**Response:** A. All of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback process of the Institution may be classified as follows: Options:**

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

**Response:** B. Feedback collected, analysed and action has been taken

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 88.45

##### 2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3491	3204	2821	2518	2235

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3890	3762	3258	2844	2424

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 74.86

##### 2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
426	389	802	569	406

#### File Description

#### Document

Average percentage of seats filled against seats reserved

[View Document](#)

## 2.2 Catering to Student Diversity

### 2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

#### Response:

Students with varied degrees of learning capabilities and background converge in the college. Therefore, the level of challenge faced by them is also different. The College is empathetic to this aspect and takes maximum steps to optimize the learning outcomes of all the students.

In this direction, the College undertakes two proactive exercises, on a regular and continuing basis:

I. Identification and classification of students into advanced (aggregate 75% and above), less advanced (between 50% and 75%) and slow learners (below 50%), based on their performance in various components. This is done in the following ways:

- Analyzing the entry level marks (Std. XII Board examinations) of students.
- Observing and assessing the participation of students in regular classes, assignments and presentations.
- Evaluating the performance of students in Internal Tests and Semester examinations.

II. Organizing various activities and exercises to raise the attainment level of students:

#### A. Following measures are implemented to enhance the intellect of all students:

- **Orientation Programmes** are organized by all departments at the beginning of every academic year to develop a better learning environment.
- The College endorses **mentoring** system where faculties help students with their personal and academic challenges. Continuous internal assessments i.e. **Regular class tests, open book tests and preliminary examinations** facilitate consistent progress of students.
- The College ensures **interactive teaching-learning process** through group discussions, case studies, quizzes, audio-visual aids, e-content modules, fairs and tech-exhibitions.
- **Intensive coaching** is offered by experienced faculties.
- **Workshops, seminars and Industrial visits** are arranged for the students to gain practical knowledge.
- The College maintains a **Student Counseling Center** to cater to the emotional needs of the student community.
- Lectures are rendered by the alumni to update the students about current avenues.

**B. Measures in force for advanced learners:**

- Students are encouraged to participate in **Power Point and Project Presentations** to develop analytical and problem solving abilities in them.
- ALTA performers are identified. **Peer teaching, Poster Presentations and Knowledge sharing** reinforces the conceptual clarity and confidence of the advanced learners.
- Students develop their creativity by participating in and organizing **intercollegiate events**.
- They also join **certificate courses** offered by the College.
- Students are encouraged to present research papers in **National and International conferences**.
- The Institute offers guidance to students for various competitive examinations, higher studies and **Corporate readiness**.
- Library offers additional card for first 5 toppers.

**C. Measures in force for slow learners:**

- **Bridge courses** are the first step in helping students to come at par with the rest of the class.
- **Remedial lectures, tutorials, assignments and intensive coaching** are conducted for slow learners.
- The Institute organizes **Parent-Teacher Meetings** to communicate performance and attendance of students to parents regularly.
- Defaulters have to complete extra assignments and solve previous years' question papers.
- **Inter-departmental lectures** are conducted by faculties on difficult topics.

**D. Measures in force for less advanced learners:**

- **Mentoring, remedial lectures, tutorials, assignments and intensive coaching** are conducted for less advanced learners as well.
- They also participate in **workshops, seminars and Industrial visits**.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Past link for additional Information	<a href="#">View Document</a>

**2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)****Response:** 62:1

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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**

**Response:**

The institute along with traditional lecture method uses various student centric pedagogical techniques for an effective teaching learning experience and improved learning outcomes for students.

Method	Various Techniques Used	Activities and Departments
<b>Experiential Learning Techniques</b>	<b>1. Research Projects:</b> Students from across departments are made to complete research-based projects on topics related to their syllabi and other areas, such projects help to develop their research aptitude.	University research project, Slide-Geeks, Avishkar, Conferences and Seminars.
	<b>2. Group Assignments and Projects :</b> Students across programmes are assigned group projects, to enhance their various technical and soft skills they are encouraged to apply concepts learned in classroom.	Flipped classroom, Case Studies, Group presentations, Anveshan
	<b>3. Internships:</b> Students learn practical industry related skills with this internships, these leads to enhancement of their professional skills.	Students from BMS, BMM, BSc IT, BSC CS, MCOM, and MSC IT & MSC CS undertake summer internships during their course at various government & private organizations.
	<b>4. Field Visits/Industrial Visits :</b> Undertaken to understand the working of plants and organizations.	BCOM visited Coco Cola plant. BMS, BAF, BFM, BBI courses have undertaken visits to SEBI, BSE, NSE and NISM. BSc IT and BSc CS visited IT organizations and ISME. MSC EVS conducts field-based research activities for testing soil, water and air in the area of environmental studies.
	<b>5. Departmental festivals &amp; College Festival:</b> Festivals	BMM - FRAMES

		focusing on theme of the programme are conducted to acquaint students with programme specific skills along with event management, leadership, conflict management skills. A two-day college festival is also conducted.	BMS- SHARPSHOOTERS COMMERCE PROGRAMMES – ADVAITA BSC IT :Inertia 2k19 BSC CS : Renegade College Festival : SIESONS
<b>Participative learning Techniques</b>		<b>1.Group Discussions and Debates :</b> To inculcate participative learning and improve communication skills ,idea generation and presentation skills.	Conducted on various topics like economics, media, management, role of technology, technological advancement, across departments to develop communication skill with emphasis on reasoning, creativity, paraphrasing, summarizing and presentation.
		<b>2.Movie Screening, Newspaper reading &amp; Book reviews :</b> To enhance critical thinking of students related to management, advertising and journalism and also inculcate habit of reading among students.	Technique is used in Management and Media .
		<b>3.Role Play:</b> Students simulate real life situations using techniques like role plays, skits.	Technique used across departments.
		<b>4.Technical exhibition:</b> Technical exhibition is conducted to make students understand the theoretical concepts by using working models.	Conducted by BSc IT & BSc CS
<b>Problem- Solving Techniques</b>		<b>1.Case studies , Study of Current Affairs:</b> Used to increase student participation and develop problem solving skills	Conducted across departments
		<b>2.Business Games, Business quiz:</b> Used to develop logical reasoning and problem solving skills.	Conducted across departments
		<b>3.Assignments, quizzes, presentations :</b> Used to develop logical reasoning and problem solving skills	Conducted across departments

	<b>4.Project exhibitions:</b> Questioning and exploring skills are developed among students	Conducted across departments
	<b>5.Tutorials :</b> Problem solving skills	Conducted by BCom Department

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

#### Response:

The Institution has a significant concern for providing state-of-the-art infrastructure and learning resources to enhance learning experiences. The major hallmark of this learning transition is from teacher centered to student centric. Not only mastering ICT skills, but also utilizing ICT to improve teaching and learning is of utmost importance for teachers in performing their roles.

Keeping in mind the importance of ICT, e-learning environment is created in the class rooms with well-equipped **Smart boards**, LCD projectors, audio-visual facilities and various ICT tools. In addition to chalk and talk method of teaching, the faculty members are using IT enabled learning tools like **Microsoft Team, Google classroom**, streamlined, easy-to-use tools that help teachers manage coursework like Assignment, PPT, Quiz etc.

1. To attain competence, faculties record and upload lectures, practicals on You tube channels and classroom. Tools like Screen-O-Matic and similar type of tools are used by faculties to record lectures.
2. Our College has eight smartboards employed in various classrooms which facilitate interactive instructional tools, generate more interest and motivation among students, display striking graphics, improve lectures with audio-visual tools, provide better instructional materials, and can also accommodate all learning styles.
3. All the faculties use Microsoft Team, Cisco Webex, ZOOM like interactive and collaborative methods for teaching, which is a complete package. Faculties do video conferencing for teaching, meeting, online mentoring, taking sessions which delivers academic and online learning which is flawlessly capable of connecting students. For subjects like Foundation Course in B. Com, faculties take project work on socially and environmentally relevant topics using ICT. Project viva and seminars are also conducted using latest technologies.
4. Faculties and students are enrolled for eLearning courses like NPTEL and Swayam to cope with updated technologies. To make teaching more effective, the resources from NPTEL are also used in sessions to enhance the learning experience.
5. All the departments conduct webinars, online quiz and guest lectures on the new developments and

latest issues in the core subjects for effective teaching and learning. Various committees conduct online activities, chat shows, research presentation competition, book review etc. Various e-magazines and e-newsletters like MITR of ISR, PULSE of BMM have been published.

### Academic Management Software JUNO

The College has an integrated Academic Management System and comprehensive tool for faculty, students and administrators to overcome the challenges in the process of admissions and post admission. The entire admission process was proposed to be digitized with the tool. The tool is an online-platform that is meant to offer comprehensive management of all aspects from registration of course, registration by the faculty, allocation of courses to the faculty, uploading of time table, academic calendar, workload and syllabus. Once established, this software is expected to optimize the teaching-learning outcomes by the presence of real time interactions.

The Institute endeavors to continually improve the competence and efficiency in assessment of Teaching, Learning and Evaluation Processes. The student centric education is deployed through experiential, individual, participative and collaborative learning modes catering to the learning needs of students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )

**Response:** 63:1

#### 2.3.3.1 Number of mentors

Response: 55

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

#### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 15.82

##### 2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
10	10	08	05	06

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

**Response:** 6.41

##### 2.4.3.1 Total experience of full-time teachers

Response: 359

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>



## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

**Response:**

#### Details of Semester-end examination conducted by

Year	Semester I to Semester IV	Semester V to Semester VI
2015-16	College	University
2016-17	University	University
2017-18	University	University
2018-19	University	University
2019-20	College	University

The examination process is transparent and compliant with the University of Mumbai guidelines. Students and their parents are informed about examination process through orientation program in the First Year.

Semester end and internal examinations of Undergraduate programmes are handled by examination committee.

#### Examination Committee

The Committee consists of Convener, Co-Convener and members from all Undergraduate departments. Non-teaching staff also lend its support in administrative work. The examination committee performs following functions to maintain transparency and robustness of examination procedure:

#### For internal and semester end examinations:

- Time table and seating arrangement for examination are displayed on the notice board adequately in advance.
- For internal examination, syllabus is declared by subject teacher and semester end examination is conducted on entire syllabus.
- The question papers are verified to eliminate errors and stored in sealed envelope.
- Supervision duty chart is drafted and informed to teachers.
- Separate seating arrangement is made for students with learning disability and the College also provides writer, reader and extra time to such students as per university guidelines.
- Requisite number of copies are printed just 2 hours before actual examination.
- Attendance of students is maintained properly during examination.
- Any unfair activity of the student is reported to Unfair Means Committee for appropriate investigation and action.
- Examination Committee determines deadline for assessment of answer books.
- Teachers update marks in result processing software "Graded"

#### Additional responsibilities for semester end examinations:

- Prepare examination timetable one month in advance and its submission to lead college designated by University.
- Subject teachers prepare 3 sets of encrypted question papers and submit to the designated email

address.

- The question paper for examination is selected randomly by the authority.
- Moderation of answer books is done as per guidelines of University. External moderators are called from the list of moderators provided by the lead college.
- Examination committee members verify the final result and then grade cards are printed.

#### **Infrastructure for examination related work:**

The College has designated a specific room having necessary equipments including Computer, Printer, Photocopier and Paper -Shredder for examination work. The room has restricted access and is under continuous CCTV surveillance.

#### **Frequency of the examinations**

- All Internal, re-internal, practical, semester end and supplementary examinations are conducted once in each semester.
- Project evaluation is done as per requirement of Programme Structure.

Additional examinations are conducted for eligible students as per university guidelines. All practical examinations, internal evaluation of projects and internal examination of Postgraduate programmes are carried out by individual departments as per university guidelines.

File Description	Document
Link for additional information	<a href="#">View Document</a>

#### **2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient**

##### **Response:**

The College adheres to all guidelines of the University. The College has developed a culture which is highly supportive of students and strives to create an environment conducive to learning.

##### **1) Time-table:**

- **Transparent:** The time-tables of all examinations are displayed on the Notice Board.
- **Time-bound:** The time tables are displayed well in advance to give adequate preparation time for the students.
- **Efficient:** The College ensures that no student writes two examinations on the same day. In case University examination falls on the same day as the College Allowed To Keep Terms ATKT (Back log) examination, the timetable is rescheduled. Students are allowed to write additional examinations if the C.A examinations coincide with University examinations.

## 2) Hall ticket:

- **Transparent:** Hall tickets issued by the College reflect all relevant details of the examination.
- **Time-bound:** Hall tickets are issued to students at the proper time.
- **Efficient:** Issues reported by the students regarding hall tickets are immediately resolved by the College in consultation with the University Examination Department.

## 3) Question paper:

- **Transparent:** For the question papers generated by the College, the process, which ensures maximum security, is transparent among the faculty.
- **Time-bound:** The Examination Committee gives a schedule for submission of question papers.
- **Efficient:** Errors in question papers are brought to the notice of the Chief Conductor/Senior Supervisor of the examination who informs the University control room and necessary action is taken. For College examinations, the Senior Supervisor/Examination Committee is informed.

## 4) Revaluation:

- **Transparent:** Within stipulated time as given by University Circulars, displayed in the Notice Board, students can apply for photocopy of the answer paper for all theory, practical and internal examinations.
- **Time-bound:** The Examination Committee gives schedules regarding the time for application, evaluation and declaration of results.
- **Efficient:** In case of University examinations, the students can apply online to the University through the College administration and Principal. In case of College examinations, the University rules are applied for the process.

## 5) Prevention of Unfair means:

- **Transparent:** A formal report of any malpractice is prepared in the prescribed format and forwarded to the Unfair Means Enquiry Committee.
- **Time-bound:** Proper time schedules are followed to communicate to the student, hold the enquiry meeting and declare the decision of the Committee.
- **Efficient:** The Committee gives an opportunity to the students to present their cases. Decision is taken based on the merits of each case and in consonance with University ordinances ( O.5050)

## 6) Moderation:

- **Transparent:** University guidelines are adhered to.
- **Time-bound:** The Examination Committee draws up a schedule for moderation in coordination with assessment completion.
- **Efficient:** University guidelines are followed to select the number of papers to be moderated.

## 7) Verification of marks:

- **Transparent:** All the faculty members are aware of the various result processing stages.
- **Time-bound:** The Examination Committee draws up a schedule for submission of marks, based on which verification will begin.

- **Efficient:** The verification of marks is done in two stages to ensure error free final entries.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.**

**Response:**

### Vision and Mission

Broad objectives and outcomes of various programmes are enshrined in the vision and mission statement of the college. The College functions with the motto of 'Rise with Education'.

Even though different programs will produce students with different fields of knowledge, the ultimate goal of education would be to help students evolve into responsible and good citizens. Times are changing and students have to develop skills and acquire knowledge beyond their degrees. The Institution facilitates holistic growth of the students by developing their:

1. Intellect: The College supports acquisition of knowledge by students through emphasis on interactive and participative learning.
2. Multi-disciplinary exposure by introducing Certificate courses.
3. Sense of social responsibility through committees like NSS, DLLE and ISR cell.
4. Skills needed for research where students are encouraged to write papers in journals and participate in student research conferences.
5. Cultural awareness: Festivals like Diwali, Ganapati, Dandiya and Christmas are celebrated with great enthusiasm.
6. Moral values: The College strives to offer 'Value based education' by inculcating values like truth, sincerity, hard work and generosity in every activity performed.
7. Employable skills: Career guidance and personality development programs are offered by the College. Internships and industrial visits throw light on the practical demands of the industry.
8. Interpersonal skills: College festivals, inside and outside, help in developing various organizational skills.

### Programme specific and course specific outcomes

For certain programs, the University in the prescribed syllabi states PSOs/COs or objectives which deal with the need of the course and expected outcomes. These syllabi are available to all stakeholders at the University website, College website and College library and Departments. In cases where outcomes or objectives are not specified in the syllabus, individual departments have stated the same.

PSOs and COs have been uploaded on the institutional website. While developing the POs, PSOs and COs, teachers attended workshops organized by the College to gain conceptual clarity.

The College takes a number of steps in dissemination of the vision, mission and programme outcomes among students and other stakeholders.

- The vision and mission statement is displayed at all strategic locations in the College, College Prospectus and Institutional website.
- The Programme Outcomes of all graduate and post graduate programmes offered by the Institution are displayed on the College website.
- During the admission process, the teachers counsel the prospective students and parents on the expected outcomes of programmes for selecting their course for admission.
- Orientation programmes organized for all first year students acquaints the students with the vision, mission and the expected outcomes of their selected programmes.
- The meeting held for parents of first year students is also used to guide parents to understand the expected outcomes.

There is a coordinated effort on the part of the College and students in achieving the desired outcomes: Motivation lectures, Skill enhancement activities and mentoring sessions are organized regularly. Various course specific activities such as live projects, departmental activities and certificate courses enable students to work towards achieving course outcomes.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

Assessment for Attainment of POs, PSOs and COs is the process carried out by the institution, that identify, collect and prepare data to evaluate the achievement of POs, PSOs and COs. Assessment methods are categorized as following.

#### Direct Method (80%)

- Define POs , PSOs and COs
- Setting the POs , PSOs and COs Target Articulation matrix
- CO Assessment (setting and measurement):-Internal Assessment (25%) & External Assessment (75%)
- Attainment of POs/PSOs

#### Indirect Method (20%)

- Exit Survey
- Attainment of POs/PSOs

#### Direct Method :

This method display the student's knowledge and skills from their performance in the continuous internal assessment tests, semester examinations and supporting activities such as seminars, assignments, case study, group discussion, online quiz, mini project etc., These methods provide a sampling of what students know or can do and provide strong evidence of student learning.

#### Indirect assessment

Indirect assessment is done through program exit survey. It is conducted for students who have graduated from the institution for that year. Relevant questionnaire to evaluate attainment of POs/PSOs is given in exit survey form.

Procedure for attainment of POs, PSOs and COs through Direct Method:

- Define POs/PSOs and COs at Institutional level.
- Setting Target level of Attainment of POs/PSOs: Articulation matrix has been set with correlation levels of 3, 2, 1 and '-' which denotes high, medium, low and no correlation respectively of COs with POs/PSOs, then target attainment level for each PO/PSO is set. Target Articulation Matrix for attainment of POs/PSOs for Financial Accounting-VI, B.Com(B&F):-

	PO1	PO2	PO3	PSO1	PSO2	PSO3
<b>CO1</b>	3	2	3	3	2	2
<b>CO2</b>	3	2	3	3	3	2
<b>CO3</b>	2	2	2	2	2	1
<b>CO4</b>	2	2	3	2	2	1
<b>CO5</b>	3	2	3	2	2	2
<b>Target</b>	<b>2.6</b>	<b>2</b>	<b>2.8</b>	<b>2.4</b>	<b>2.2</b>	<b>1.6</b>

- Setting and Measurement of COs assessment: It is calculated in levels 3,2,1 for high,medium, low respectively,on the basis of number of students obtaining greater than or equal to 50% marks in both internal and semester end examination.
- Obtain POs/PSOs attainment table: Assessment of Internal and semester end examinations are considered with the weightage of 25% and 75% respectively for attainment of POs/PSOs. Articulation Matrix for attainment of POs/PSOs for Financial Accounting-VI, B.Com(B&F):-

	PO1	PO2	PO3	PSO1	PSO2	PSO3
CO1	3	2	3	3	2	2
CO2	3	2	3	3	3	2
CO3	2	2	2	2	2	1
CO4	2	2	3	2	2	1
CO5	3	2	3	2	2	2
<b>Target</b>	<b>2.6</b>	<b>2</b>	<b>2.8</b>	<b>2.4</b>	<b>2.2</b>	<b>1.6</b>

- Obtain POs/PSOs attainment table through direct and indirect assessment methods: For B.Com(B&F), final POs , PSOs and COs attainment table for Batch 2016-19:-

	PO1	PO2	PO3	PSO1	PSO2	PSO3
Direct Attainment	2.35	2.14	2.40	2.23	2.04	2.01
Indirect Attainment	2.66	2.70	2.65	2.67	2.63	2.64
Total = 80% * Direct Attainment + 20% * Indirect Attainment	2.41	2.25	2.45	2.32	2.15	2.14

For attainment of POs , PSOs and COs, same procedure is followed for all undergraduate and postgraduate programme.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 94.6

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

2019-20	2018-19	2017-18	2016-17	2015-16
1070	938	751	702	670

#### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during

**the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1073	1007	794	737	742

<b>File Description</b>	<b>Document</b>
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.63

<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>



## 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, Chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 33.23

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

2019-20	2018-19	2017-18	2016-17	2015-16
4.29	1.75	0.0	.25	26.94

File Description	Document
List of endowments / projects with details of grants	<a href="#">View Document</a>
e-copies of the grant award letters for sponsored research projects / endowments	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 1.79

**3.1.2.1 Number of teachers recognized as research guides**

**Response:** 1

File Description	Document
Any additional information	<a href="#">View Document</a>

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 23.33

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
10	02	0	01	01

### 3.1.3.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
12	12	12	12	12

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

#### Response:

Investing in scientific research and innovation are important ways to facilitate sustainable development. The Institution has created an ecosystem for innovation and transfer of knowledge through the activities of various committees/cells and departments.

IQAC in order to instil research and creative thinking among the students organizes **Research Workshops, Faculty Development Programs, E- Learning Sessions** for faculty members and students. The Cell has organised five **Research Conferences at International and National Levels**. The IQAC has also arranged international guest speakers to interact with students on research and innovation.

The IQAC has established an **Entrepreneurship Development Cell and Incubation Centre** comprising of faculty members and students. The purpose is to mentor students to develop their innovative skills. The Centre organizes **training programs, seminars and interactive sessions** with successful entrepreneurs, innovative ideas competition to promote specialized knowledge in the fields of Commerce, Management and Information Technology.

The Entrepreneurship Development Cell and Incubation Centre conducted presentations, competitions and Student conferences, both inter college and intra college, where in students present their Research Ideas and Start Up Ideas which have the potential to be converted into viable ventures. **Students Business Idea**

**Presentation Conference “KHOJ”** is organized, where students from various colleges present their business plans in front of Industry Experts and benefit with the exchange of ideas.

A number of workshops on **Intellectual Property Rights, Idea Validation Sessions** for starting Start Ups have been conducted by people from the industry to motivate and to empower students with entrepreneurial skills.

The **Research Committee** organises workshops on **Research Methodology and Statistical analyses tools like SPSS, Amos and Advanced Excel** to empower and encourage faculty members and students for Paper Presentations in various International and National conferences. As a result, six students have been able to publish their papers in international journals and **two students won First prize /Best Paper Award**. The Committee also organizes workshop on **‘MRP proposal writing’** which helped 18 faculty members to receive MRP approval from Mumbai University till date. One of our faculties has also **received a major project, sponsored by Board of Research in Nuclear Sciences (BRNS)-BARC**.

The Research Committee conducts **‘Avishkar Orientation’** and **‘ANVESHAN- SLIDE GEEKS’– an intercollegiate Students Research competition** every year to facilitate participation of students in University of Mumbai Research Competition- “Avishkar”. Our One of our projects was selected for the University Round Two this year.

Department of BSC (IT) released **‘Techbyte’ a magazine**, covering information about latest Information Technology.

The Departments of IT/CS organise **Tech- Exhibitions** to showcase the talents of the students.

The students of BSC (CS) have created an **App for Digital Library**. This App has features to browse library books/journals.

The Department of BSC (CS) also came up with **Developer Student Club**, a program supported by Google Developers with the aim of bridging the gap between theory and practice by exchanging knowledge in a peer-to-peer environment.

Two of our MSC IT/CS students are working as support staff in **College Website designing**.

Many Students undertake **Live Projects** for their project work.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 98

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

2019-20	2018-19	2017-18	2016-17	2015-16
32	27	13	9	17

**File Description**

**Document**

List of workshops/seminars during last 5 years

[View Document](#)

**3.3 Research Publications and Awards**

**3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years**

**Response:** 1

**3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years**

Response: 1

**3.3.1.2 Number of teachers recognized as guides during the last five years**

Response: 1

**File Description**

**Document**

List of PhD scholars and their details like name of the guide , title of thesis, year of award etc

[View Document](#)

Any additional information

[View Document](#)

**3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**

**Response:** 1.74

**3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
16	59	10	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.3 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:** 0.14

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

2019-20	2018-19	2017-18	2016-17	2015-16
3	0	1	1	2

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

**Response:**

South Indian Education Society (SIES) firmly believes in holistic development centered around quality education .It aims at sensitizing students towards social issues and serving the community as a whole.

The Institution is committed to serve the community through its extension activities by involving students and faculties of all departments and various committees such as NSS, DLLE, WDC, ROTARACT, ISR, Student Council, etc. This has resulted in creating strong relationships with the local community, local administration, schools, neighbourhood organizations and non-profit organizations.

These experiences have awakened human values in students. They have been trained to respond quickly whenever there is a need. They have shown great initiative both in active situations like flood relief and passive ones like traffic safety.

Some of the extension activities undertaken by the College are:

### **i. Welfare**

Rallies on Cancer Awareness, seminars on Drug Abuse and Eye Donation have been conducted. Fire safety drills have been demonstrated. Blood Donation camps are held every year. Financial Literacy Program for lower middle class Working Women has been organized. Cyber security too has been addressed.

### **ii. Environment conscious**

Waste Management, Swachh Bharat Abhiyan, Anti Plastic Drive, Save Electricity, Tree Plantation, Paper Bag making and Distribution in nearby Shops are some of the programs under this section.

### **iii. Civic sense**

The Student council with the Navi Mumbai police have taken initiatives like “No Helmet, No Entry” rule, thereby increasing awareness about traffic rules in the neighborhood. Other departments too have promoted Road Safety Measures.

### **iv. Differently abled children**

It is experiential learning for the students as they have spent time at various institutions like Disability Centre at Vashi, VishwaBalak Kendra, SaiSatya Kendra, Vanvasi Ashram, NMMC Schools- Juinagar, etc., and in the process they are sensitized towards the needs of the differently abled kids.

### **v. Underprivileged**

Initiatives such as the Kotak Education Foundation partnership help in making students understand the role they can play as a facilitator in the lives of underprivileged children.

Each One Teach One program, visiting schools and conducting classes for weaker sections of the society are undertaken by students.

### **vi. Entrepreneurial skills**

The College hones the entrepreneurial skills in students through Annapurna Yojana, Career Awareness Exhibitions and participating in National cooking oil collection mission with Munzer Bharat Pvt Ltd.

### **vii. Gender sensitization**

The WDC and other departments focus on promoting gender equality by organizing programs and talks on issues related to women such as, Female Feticide, Save Girl Child, Sexual Harassment at Workplace, Gender Inequality, Healthy Lifestyles for Young Females, Handling Relationships for youth, Women’s Rights, Self Defence Workshop, etc.

### **viii. Senior citizens**

Our College is a centre for AdhataTrust, an NGO for senior citizens. Students celebrate festivals like Ganesh Chaturthi, Navratri and Christmas with them, showing an immense sense of empathy for their sentiments. Visits to other Old Age Homes are also made by the students.

The ISR Committee publishes MITR - MEET – INVOLVE – TRANSFER – RETAIN, an annual magazine compiling all the social initiatives conducted by the College.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response:** 20

#### 3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
3	9	2	3	3

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

**Response:** 106

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

2019-20	2018-19	2017-18	2016-17	2015-16
27	25	27	18	9

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

**Response:** 37.84

#### 3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1721	1370	1164	1044	322

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

## 3.5 Collaboration

### 3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

**Response:** 106

#### 3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
28	37	24	08	09



<b>File Description</b>	<b>Document</b>
e-copies of related Document	<a href="#">View Document</a>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### **3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**

**Response:** 38

#### **3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
12	12	05	05	04

<b>File Description</b>	<b>Document</b>
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.**

**Response:**

The College has adequate infrastructure which is shared by all the programmes in two shifts.

**Lecture Halls and Laboratories:**

Lecture Halls	29
Laboratories-Computer	07
Laboratories-Electronics	01
Laboratories-Media	01
Laboratory-Environmental Science	01

- 20 Lecture halls have LCD projectors and 07 Lecture halls are equipped with LCD, Smart boards and Internet

**Computing and Other Equipments:**

The institute's IT facilities are

- 18 laptops
- 255 computers including 4 servers

All systems are connected to 50Mbps broadband Internet through LAN connections. The campus is under the surveillance of 44 CCTVs installed at strategic locations.

**Examination facilities:**

The Institute has an examination control room and OSM facility incorporated in computers. Other facilities are

- Computer with webcam (to download University question papers)
- CCTV
- Photocopier Machine
- Paper Shredder

### **Library:**

The College Library is fully air-conditioned covering 3507.44 sq. ft area with a seating capacity of approximately 200 students, special seating arrangements for physically challenged learners and staff in the faculty area of the library. The Library is connected to the internet by LAN and Wi-Fi. It houses hard and soft copy books of all genres and facilitates promotion of teaching learning and research.

### **Auditoriums/Conference Rooms:**

The Institute has a provision of

- 01 Multipurpose Hall
- 01 Conference room
- 02 Auditoriums in the campus

All above rooms have LCD, Internet connectivity and Wi-Fi facilities. The multipurpose hall also has a smart board.

### **Incubation Cell**

To promote entrepreneurship and research, the Institute has established an Incubation Cell with 02 computers having Internet connectivity.

### **Media Center with recording facility:**

The Media Center has recording facilities like Headphone, Digital Camera, Collar Mike and Open Source Software for capturing and editing lectures.

### **Rooms and Cabins:**

There is a separate room/cabin for Principal, Vice-Principal, Registrar, Counsellor, UG, PG staff, administrative staff and each of the Statutory committees.

### **Soft and Hard copies storage for Departments:**

All departments in the College are equipped with Laptop, ample storage space for departmental documents, Projects and Assignments submitted by students.

**Additional facilities:**

- Boys Common Room
- Girls Common Room
- Portable Drinking Water through UV Water Purifier tested by BARC
- Stationery Store
- Reprography Centre
- Store Room
- Paper Shredding
- ID- Card Printing Machine
- UPS Facility in the building
- First Aid Room
- First Aid box
- Wheel chair
- Walker and tripod
- Lift
- Ramp for physically challenged students
- Night glow sticker on the steps
- Sanitary Vending Machine and Incinerator in ladies washroom
- Lawn
- Vertical garden
- Borewell
- Compost pit (24sqft)
- Dual Bio-composting Tumbler
- Recreational area named Ashok Vatika
- Canteen Area
- Quadrangle with bleachers
- Fire Extinguishers
- Fire hydrant along with sprinkler
- Four Wheeler for Official work
- Two and Four wheeler parking space for staff and students
- Parking space for Divyangjan (Differently abled students)
- Microwave Oven and Refrigerator for Official purpose and for Teaching and Non -Teaching Staff.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.**

**Response:**

The overall development of a student includes participation in extra-curricular activities. SIES has a rich culture of curricular as well as extra-curricular activities.

**Sports:**

The Sports Committee has made the college extremely proud by bringing laurels to the Institution. The Committee caters to various sports and is instrumental in promoting the performance of students in different sports. The college Sports Committee encourages students to participate in events at Intra-Collegiate, Inter-Collegiate, District, State and National level. Students are also encouraged to participate in the events organized by the University of Mumbai and the various Sports Associations. It strives to imprint the importance of physical fitness on the minds of students by conducting practice sessions regularly. The Institute has a dedicated and experienced Physical Trainer who looks after the sports related activities on the campus. There is a gymkhana of 833.25 sq. ft. area to conduct indoor games.

The Gymkhana was established in 2015.

Every day more than 60 students visit the gymkhana.

<b>Outdoor Game Facilities</b>	<b>Indoor Game Facilities</b>
<ul style="list-style-type: none"> <li>• Throw ball &amp; Volleyball-4</li> <li>• 1 set volleyball pole</li> </ul>	<ul style="list-style-type: none"> <li>• Table Tennis (2 Tables)</li> </ul>
<ul style="list-style-type: none"> <li>• Box Cricket and Badminton</li> <li>• 1 set badminton pole</li> </ul>	<ul style="list-style-type: none"> <li>• Carrom (5 boards)</li> </ul>
<ul style="list-style-type: none"> <li>• Martial Arts Training - Taekwondo(Wushu)</li> </ul>	<ul style="list-style-type: none"> <li>• Chess (3 Boards)</li> </ul>

**Sports Equipments:**

- Badminton Rackets-4
- Cricket Bat-3
- Cricket Ball-15
- Weightlifting-1 set
- Tug of War Rope-1
- Throw Ball-4
- Hand Ball-3

- Chess Clock -3

### **Cultural:**

The College believes in the importance of imbibing our cultural values on the young minds. Along with academics and sports, cultural activities play an important role in the holistic development of students. The College has various committees promoting the rich cultural heritage of our country; Cultural Committee, Music Club, South Indian Association, Marathi Vangmay Mandal, Hindi Kalasadhana, etc to name a few. These committees conduct several activities wherein there is an active participation by students. The committees encourage students to participate in cultural activities and competitions at inter-collegiate, intra-collegiate and university level. The students who participate in cultural activities practice in various areas in the campus.

The institute has various avenues for hosting cultural events.

### **Indoor:**

- 01 Multipurpose Hall
- 02 Auditorium in the campus

### **Outdoor:**

- Lawn – 400+ seating capacity/ 1000 standing audience
- Canteen Area - 200+ seating capacity/ 200 standing audience
- Quadrangle - Bleachers 50+ seating/100+ seating capacity/ 200 standing audience
- Common Amphitheatre – 50+ seating capacity
- Separate area near parking to hold exhibitions, sales, event promotions

The College has the following audio-video equipment for cultural activities:

- Sound System
- Cordless Mike
- Collar Mike
- Projection Screen
- Digital Camera and Handy Cam
- Podium
- Projector
- Public Address System

### **Yoga Center**

The college has established Yogsadhanakendra with a capacity of 50. The yoga instructor trains as well as oversees yoga sessions for students and staff.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

**Response:** 93.33

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 28

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

#### 4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

**Response:** 17.48

##### 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
39.39	46.89	30.64	32.20	53.03

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS)

#### Response:

The Institute has a well-stocked Library of Books, Magazines, Journals and E-resources. The library has separate display racks for “New Arrivals”. The librarian circulates a list of new arrivals every month to all faculties. In keeping with changing times, the library has a repository of e-books, e-journals and kindles. A software named Open Book Reader combined with PEARL scanner is installed in the library for blind and low vision students enabling them to read.

The library has been using the e-Granthalaya ILMS for library data management since 2009. It is both user-friendly and cost effective. The software was upgraded in 2019 and the current version is 3.0. It provides a built-in OPAC interface and is UNICODE Compliant.

#### The College library uses e-Granthalaya only for :

- Making entries for daily issue/return of books
- Generating reports by applying various filters like program-wise list of books, subject-wise list of books or a list of reference books etc
- Searching books by keywords like name of the author, title of the book etc
- Regular updates of books purchased by the library
- Finding the availability status of a book
- Maintaining the Membership details of Students and Staff members
- Generating Reports of the books issued
- Preparing the list of Student Defaulters
- Cataloguing, maintaining the database of books, member records and usage and book circulation with details of the fine calculated per day of default
- Maintaining only the record of books and their usage

The Library has a fully open access system. OPAC (Online Public Access Catalogue) facility is also made available for the library users.

The library also has an automated Attendance monitoring system for capturing the footfall in the library. The college has started using Juno which provides a fully automated ILMS solution for the Library. The library provides scanning as well as a photocopier facility for staff and students.



The library has a provision of recommendation form for ordering books. The students and staff can fill this form and submit it to the librarian for recommending purchase of books. The library provides additional Library Cards for toppers, PG students, economically weaker students and regular library users every academic year. The library has a book bank scheme for the needy students. In the year 2019-20, the library had sold some books at nominal rates to the students.

A Library committee consisting of the librarian and faculty members is set up every year. It organizes various Information Literacy and other events for the students and faculty members. The library staff is encouraged to attend workshops and seminars for self-up gradation.

Along with the books, the library maintains records of Articles, Research Papers and Books published by faculty members. It also maintains Question Papers of all the streams for reference.

The Library also maintains Ph.D. thesis, journals, NAAC manuals, Universities Act, syllabi of all courses and archive of all the college events in the form of CDS / albums.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** A. Any 4 or more of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 8.23

**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
8.97	9.41	7.78	7.20	7.77

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the last completed academic year**

**Response:** 2.82

**4.2.4.1 Number of teachers and students using library per day over last one year**

Response: 100

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.3 IT Infrastructure

**4.3.1 Institution frequently updates its IT facilities including Wi-Fi**

**Response:**

Information Technology has become an indispensable asset for the functioning of every institution. Hence, to meet the demands of the various stakeholders, the Institute frequently updates its IT infrastructure.

**Internet**

The College had a 155 Mbps shared Campus Broadband connection until April 2018. Since 19.04.2018, a dedicated broadband of 50Mbps has been given to the College. There is Wi-Fi connection with 10 Access

points in the building.

### Computers

The Institute currently has 255 computers hosted in a domain. The computers have been steadily upgraded either by bringing in new devices or by upgrading RAM.

Upgradation	Date
60 computers purchased	23.10.2017
RAM Upgrade	09.02.2018
RAM Upgrade	17.12.2019

### IOT Kits

The College has purchased Raspberry Pi Kits and its additional components in the year 2017-2018 and 2018-2019.

### Software

The Institute uses open source software. However, with respect to the prescribed syllabus, several licensed software are also used. There is a campus license with Microsoft for the use of various software and Windows Operating System. A licensed copy of antivirus(e-scan) is installed on all machines. The firewall(Sophos) being used by the institute is also licensed and renewed annually. A software Open Book Reader combined with PEARL scanner is installed in the college library for blind and low vision students.

### Smart Boards/ Projectors

The Institute has a total number of 08 smart boards and 30 projectors. Out of 30 projectors, 21 are mounted in the classroom, 01 in the multipurpose hall and 08 are kept mobile.

### Laptops

The Institute promotes the use of ICT in the process of Teaching-Learning. Hence, 16 laptops were purchased since 2015-2016 making the whole count to 18 laptops.

### Examination

The Exam room has a dedicated webcam fitted computer for downloading University question papers, a mounted CCTV which covers the entire room and is also equipped with a paper shredder and a photocopy device. From the year 2018-19, the College is using official Microsoft email-id for receiving the password protected question papers from all faculties.

### Library

The College library has licensed SPSS software for Research. It uses the Oxigen software for managing the footfall captured by the ID card scanner in the Library. The Library uses an ILMS software called e-granthalaya. The library has a photocopier machine, printer, display and scanner. The library has

subscribed to J-Gate Social Sciences e-journal package in 2019-20. A scanner for the library was purchased in 2018-19 for scanning question papers. It also has 08 computers for Research work and 03 computers for official and committee work.

### Communication Software

All Official Communication is done via Office 365 and Microsoft Teams using SIES domain account.

### Office

All the office staff have 14 dedicated internet enabled computers and has printers on a 2:1 sharing basis. For official work there is one scanner in the office. The attendance of the staff is captured using a Biometric device.

### Website

The College has an active website with its own domain hosted on the SIES server. The Website is dynamic and displays the latest notifications promptly.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 18:1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** A. 750 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and

**academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

**Response:** 76.35

**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)**

2019-20	2018-19	2017-18	2016-17	2015-16
183.59	184.48	208.51	149.37	170.44

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Response:**

It is a continuous and on-going policy of the Management to revamp college infrastructure and facilities to meet the needs of the contemporary educational system. These facilities are regularly maintained by Annual Maintenance Contract (AMC) and Purchase/Replacement whenever required. The major facilities introduced in college campus due to active IQAC suggestions are listed below:

- Smart Class Rooms
- Incubation Cell
- Media Centre
- Installation of Projectors in Class Rooms
- Connectivity of 07 Class Rooms through LAN
- Installation of Speakers
- Computer Laboratories increased from 7 to 8
- Additional Computers
- RAM upgradation
- Website Upgradation
- Elevators for Divyangjan (Physically challenged students) for movement

The available infrastructure and support facilities are upgraded/added and continuously maintained based on the inputs from various stakeholders like students and staff through feedback, maintenance book and suggestion box. The requirement for facility upgradation and addition is discussed at different forums, viz Capex consisting of Managing Council members, College Development Committee, IQAC and meetings

of coordinators with Principal. The expenditure to be incurred is estimated and sanctioned by the Management and CDC.

### **Purchase Policy**



All the departments, office, library, laboratory and gymkhana are asked to submit a Capital and Revenue

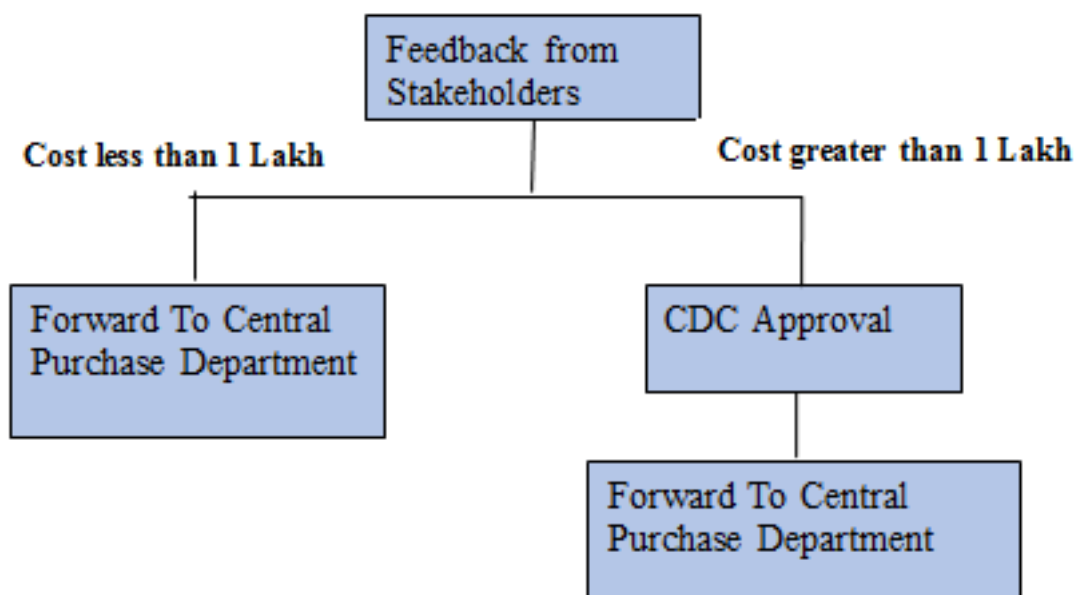
budget in the month of February. This budget lists the purchases to be made for the next academic year. The budget is presented before IQAC for deliberations. It is further presented to CDC for final approval. Once sanctioned, it is forwarded to the Purchase Department.

All purchases and service prescriptions are handled by the Purchase Department by inviting tenders. The central Purchase Department calls for the quotations once a purchase is approved by the management and places the order.

Upon receipt of the delivery, it is verified with the Tax invoices and Good Receipt Note (GRN) is made. An entry is made in the Stock/Asset Register. All the invoices are forwarded to the Accounts Department for the final settlement with Purchase order and Good Receipt Note (GRN).

The centralised Purchase and Administration Department is in charge of proper maintenance and upkeep of the Infrastructure.

## Maintenance Policy



The College has an Up keeping & Maintenance Committee to oversee the maintenance of the College building. It is headed by the Registrar, who in turn monitors the work of the Supervisor at the next level.

Teachers and students report infrastructural malfunctions through the complaint registers kept in the Staff Room and Administration office. These are followed up and rectified by in-house maintenance staff in consultation with the Registrar.

If the amount is less than 1 lakh rupees, the budget is prepared by the Registrar, approved by the Principal and forwarded to the Purchase department.

If the amount is greater than 1 lakh rupees, the budget is prepared by the Registrar, approved by the Principal and presented before CDC for final approval. Once sanctioned, it is forwarded to the Purchase department.

The College has Annual Maintenance Contracts for the following:

- Air conditioners
- Water Purifier
- Water cooler
- Elevator
- Biometric machine on Call basis
- Pest control
- Cleaning of underground tank and overhead tank
- CCTV
- LCD
- Fire Extinguisher
- Solar System

Central Purchase takes care of electrical, plumbing, carpentry or any other related maintenance work of the campus. The College has a full time electrician & AC mechanic to handle day-to-day issues of malfunction of the electrical equipment and air conditioners.

The gardener maintains the landscape campus gardens. The Bio-Composting pit is maintained by the designated person under the supervision of a faculty and staff of the Environmental Science Department.

## **Computer Labs:**

### **Purchase/ Maintenance Policy For Computer Labs:**

The College has an Annual Maintenance Contract for the Computers, Printers, IoT Kits and electronic equipment. The system up-gradation and repairs are taken care of by the AMC vendor appointed by the Central Purchase Department.

The purchase of hardware and software in the laboratories is based on two factors:

1. The requirements for H/W and S/W are given by the teachers on the basis of syllabus requirements.
2. The feedback received from various stakeholders.

If the complaint is related to software, the issue is addressed by the System Administrator by modifying or installing new software. If the complaint is related to hardware, the AMC representative who is available on campus checks the problem and resolves the same. If the issue is major and warrants the purchase of new hardware, he writes a prescription for new hardware purchase; which is forwarded to the Purchase Department for clearance.

### **Purchase Procedure of new H/W and S/W:**



1. The Course Co-ordinator lists the software requirements as per the need of the syllabus and submits it to the Lab Coordinator.
2. The Lab Coordinator verifies the requirement and forwards it to the Principal.
3. The Principal approves the requirement and it is submitted to the Management with a Purchase Request for their approval.
4. Once it is approved by the Management, the central Purchase Department has procedures in place to do the needful.

## Library:

### Purchase Procedure for books and other library materials:

The Library has a Recommendation Form for staff and students. The purchase of Books/Magazines/Journals in the library is also based on recommendations by faculties and students as per the requirements of the syllabus and further reference/reading.

1. The faculties and students submit the recommendation form to the Librarian.
2. The Student recommendation of books is endorsed by the faculty and the Head of the Department.
3. The Order Form is prepared on the basis of the recommendations. After checking the details i.e prices and stock, the same is signed by the Librarian and the Principal. It is further sent to the Society Office / Purchase Department for approval.

## Disposal Policy

The Institute follows the policies laid down by the Management for disposal of obsolete/damaged goods. The Management believes in reduce-reuse-recycle. Hence, all the goods are examined if they can be reused before being discarded into scrap. The scrap management is done at the institute level.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 0.82

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
15	13	29	25	28

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	<a href="#">View Document</a>
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 3.97

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
135	128	109	109	85

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View Document</a>

### 5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

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
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

### 5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

**Response:** 39.36

#### 5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2154	1194	1074	975	470

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.5 The Institution has a transparent mechanism for timely 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
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 14.15

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
41	119	132	121	164

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 54.66

**5.2.2.1 Number of outgoing student progression to higher education during last five years**

Response: 587

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**

Response: 97.5

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

2019-20	2018-19	2017-18	2016-17	2015-16
7	1	2	1	1

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
8	1	2	1	1

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.3 Student Participation and Activities**

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 28

**5.3.1.1 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) year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
3	7	7	8	3

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)**

**Response:**

The **Student Council** is the representative body of students in the College. It consists of academic toppers from all classes and heads of various committees. The General Secretary is the Head of the Council. Two of the Student Council members are also members in the **College Development Committee (CDC)**. IQAC cell also has student representation.

The Student Council plans and organizes the annual College Festival **SIESONS**, which is an intercollegiate cultural festival. **SIESONS** consists of various competitions related to Performing Arts, Fine Arts and Literary Arts, in which students from Navi-Mumbai participate in large numbers.

The Student Council also organises Independence Day, Republic Day and Teachers Day celebrations. Noble values like patriotism, equality and respect to the teachers are nourished through these programs.

The **NSS unit** is active in organising various activities under the guidance of the Mumbai University. An annual residential camp is held where students get practical exposure to community development projects. The NSS unit also carries out activities like Blood Donation camps, Tree plantation, cleanliness campaigns

and traffic safety awareness programs. They also assist the police in orderly conduct of Ganesh festival.

The **Anti-ragging Committee** consists of staff and student representatives. Students of **Mass Media** make a short film on anti-ragging which is shown to the first year students during the orientation programs.

In the academic year 2019-20, the college initiated a new committee known as **F.A.S.E.S**(FAITH AHIMSA SATYAGRAHA EQUALITY SWARAJ ) to propagate and celebrate Gandhian values. Other associations like **English Literary Association** and **Incubation cell** enrich the student community.

Students participate in **ISR** (Institutional Social Responsibility) activities organized by departments as well as through the ISR Committee. “Meet. Involve. Transform. Retain (**M.I.T.R**)” is an ISR activity that caters to the education and livelihood needs of the underprivileged section of the society.

Committees like **South Indian Association** and **Marathi Vangmay Mandal** promote diverse cultures of India. Students get an opportunity to learn and understand the importance of being rooted in their cultures. Activities showcasing art and culture of these regions are organised.

The students also contribute to **Placement** and **Alumni Committees** by actively helping in organising their activities. In the **Website Committee**, students contributed towards designing the website of the College along with faculty members.

**Women Development Cell** organises gender equality programmes to sensitize students on gender issues. **Department of Life-long Learning & Extension, Rotaract Club** and **Sports Committee** are some of the other committees where students play an important role.

Students design and edit our annual College magazine ‘**Cache**’. They also prepare a video bulletin on the College activities known as **SIESNET** which is uploaded annually on **You-Tube**. The students also help during the admission process in the College by acting as student volunteers. The College organises **annual conferences** and **seminars** where the students assist in administrative tasks and contribute to their success.

Thus, students are encouraged to actively participate in various academic, co-curricular and extra-curricular activities. The objective is to foster holistic and all round development of students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 3

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution



**participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	3	3

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

**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:**

The College has a registered **Alumni Association**, the SIES (Nerul) College of Arts, Science and Commerce Alumni Association (**SIESNAA**). The Trust was formed in May 2010 and registered with the **Charities Commissioner, Thane Region**. The Managing Committee comprises of alumni-members who hold office for a three year period and the Principal of the College is the Chairperson.

The Alumni Association of our College has been actively working to meet the objective of being a bridge between Alumni and the Institution. Mr.Aditya Subramaniam is presently the secretary of the Trust. The key activities of the SIESNAA are as follows-

- 1. Colloquium**-This is a panel discussion by alumni on the demands and recent developments of the industries in which they are employed. Students from various streams are the audience for this event. This practical insight complements the theoretical knowledge acquired by the students through academics. Colloquium is an annual feature of our campus since last five years.
- 2. Global Village**-In the year 2016, SIESNAAorganised‘Global Village’, an event undertaken in partnership with AIESEC. AIESEC is an international non-profit organization that provides young people with leadership development and cross-cultural internships and volunteer exchange experiences across the globe. It aims to empower youth to make a positive impact on society. It also facilitates job opportunities for students all over the world. Global Village gave an opportunity to students of our College to do internships in foreign countries.
- 3. Kaizen Wave**- This is a series of Guest Lectures. Every year, alumni, who are experts in their



respective fields, are invited to share their experiences with the students of our College. The series covers a wide gamut of fields. Digital marketing, Corporate governance, Agency Management, Careers in Defence, Tourism and Changing Lifestyles and 'impact of Junk food on present generation' are some of the topics which were covered in the past few years.

4. **Tattva**- This is an annual, case study competition based on Professional ethics conducted by SIESNAA for the students of our College. Students from various streams form teams and compete. Winners are awarded cash prizes and certificates. In 2019-20, Tattva became an intercollegiate competition and six colleges participated from Navi-Mumbai.
5. **SIESNAA** also promotes the sense of social responsibility amongst our students. A **medical check up camp** was organized for students and staff members of the College. **Clean up Drives** are conducted after **Ganesh Visarjan** in the society by associating with NGOs in the last two years. Students were given training in **Disaster Management Programs**.
6. **Graduation Day**-Every year, students who graduate from the College are felicitated in a formal convocation ceremony.
7. Annual fees of 5 students is **sponsored by the Trust**. SIESNAA has also **donated a pearl scanner** with open book reader software.
8. Alumni meets are organised periodically.
9. During the lockdown period, SIESNAA organised '**Playing to Win**', a series of online lectures on **life management skills** by Leadership Coach Mr. Vidhu Sharma from 2nd May 2020 to 9th May 2020.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**Response:** B. 4 Lakhs - 5 Lakhs

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for any additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

##### Response:

The Management of SIES is proactive and dynamic. Hence, the vision and mission of the founder is extended 'to make SIES one of the most admired academic institutions in India.' Assimilating the special features of the New Education Policy 2020 is also underway.

The SIES has evolved into an Institution that reaches out to the community at large. Adoption of villages like Kawathewadi, Ghotegar, etc., is a concrete example.

The College progresses in the steps of the Society.

Within the framework laid down by the Managing Council of the Society, a hierarchy is followed. The Principal is the Head of the Institution, ably supported by the Vice-Principal for academic purposes and Registrar for administrative purposes. Finance and Human Resource Departments are centralized, which facilitates smooth functioning of the College.

Under the leadership of the Vice-Principal, Coordinators steer the programs to achieve the goals set by the College. In this exercise, the faculty members are assigned well defined roles.

Administrative functions are discharged by the Registrar who is supported by the Office Superintendent, clerks and peons.

The College Development Committee (CDC) is the apex regulatory body, giving policy decisions. The IQAC (Internal Quality Assurance Cell) functions as a participative member and the executing hand of the college.

The IQAC is responsible for quality initiatives of the College and it decides the various academic, co-curricular and extra curricular activities to be conducted during the year. Committees consisting of staff and students are formed for the purpose.

The Motto of the College is to **“Tirelessly strive towards perfection and scaling greater heights.”** This is achieved by offering **holistic development** to students with the following benchmarks:

##### **i. Stressing on high standards of academic, professional and societal performance.**

- Continuous efforts to maintain praise worthy results-Proper planning and execution of lectures, tests, examinations, assessment etc.
- Offering a strong academic foundation to enable students to pursue various professions.
- Value based education through programs promoting discipline, social awareness, patriotism, financial inclusion and gender equality

**ii. . Encouraging industry based academic interaction:**

- Guest lectures by industry experts
- Field/industrial visits
- Research based activities
- Internships
- Certificate courses

**iii. Imparting knowledge keeping abreast with changing technologies:**

- Employing ICT in teaching
- Equipping the students to acquire ICT skills through presentations.

**iv. Responding in a creative manner to a continuously changing cosmopolitan society:**

- Introducing programs which are in keeping with the demands of the society
- Organizing activities and events to promote creativity

**v. Enabling the students to enhance their knowledge by providing library resources and an environment conducive to learning.****vi. Supporting cultural and ethnic diversity in the community.**

The College is cosmopolitan, in the sense; there is a mix of cultures among the students because entry to the College is based purely on merit. Right from offering admission to students, to appointment of Principal and faculty members to sanctioning scholarships and supporting in placements, the College does not make any caste based rules. The College adopts a multi-stakeholders approach in its enthusiastic journey towards achieving its vision and mission.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management**

**Response:**

The College practices **decentralization and participative management** in several areas of administration. A **College Development Committee(CDC)** is formed which actively participates in discussions with the Management. The CDC is the highest decision making body in the college.

The **IQAC** of the College ensures participative management. The College adopts a multi-stakeholders approach with participation of Head of the Institution, Management representatives, IQAC members, alumni, parents and external experts like people from the industry, NGO, etc., guiding the College in its enthusiastic journey towards achieving its mission and its vision.

In keeping with the above principles, the **Principal** and **Vice-Principal** of the College offer effective leadership by motivating all staff and students to do their best. Decentralization is practiced throughout the College.

The mission of the Society is the guiding line for the objective of the College.

At the beginning of the academic year, the objectives of the College are defined. This itself is done by participative management wherein the Principal, Vice-Principal and **Coordinators** of all the programs sit together to identify the goals to be achieved in the said year.

Once the goals are finalised, the process of decentralisation starts. All activities of the College are conducted in 3 levels – by **Programs, by Committees and by Non –teaching staff.**

Each program has a Coordinator, who is in charge of all the curricular and co-curricular activities of that program. Framing departmental objectives and an academic calendar to achieve the same, are all performed by the Coordinator in due consultation with other **faculty members.**

Various committees - statutory and non-statutory are formed by the Principal and IQAC which conduct different events at college and inter-collegiate levels. National and international days, annual fests, etc., are celebrated with great zeal.

Every committee has a **Convenor, a Co-convenor** and a few other faculty members and a team of students who make up the Committee. Here again there is decentralisation, in the sense, the students are given the freedom to take decisions regarding the activities to be conducted, the scale of operations, whether intra or inter-collegiate, guests to be invited, etc., within well-defined limits. Through events management, students get trained in various practical skills, particularly in team work.

The program coordinators and constituent members of the committees are changed periodically to bring in innovation and versatility.

The **Registrar**, with the team of non-teaching staff is in charge of the entire administrative work of the College. They liaise with the Mumbai University, State Government and Navi Mumbai Municipal Corporation regarding various aspects of administration. Collection of fees, submission of student details to the University, coordinating with the University for examinations, correspondence for increase in divisions of programs, increased student intake, handling student scholarships, issuing transcripts for higher studies and completing procedures for teachers' approval are some of the important responsibilities of the Office.

While decentralisation is being practised, care is taken by the faculty members, not to overstep the clearly

defined rules and regulations of the College.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

Since its inception in 1998, College has grown in leaps and bounds in all aspects of education. The College is one of the most sought after in Navi Mumbai, because of the value based education of standard that it offers in response to changing times.

“**Students**” are the **primary focus** of the Institution. Hence, to meet the changing demands of students, the Management has adopted a “**student-centric approach**”.

The Management has taken the following efforts to improve facilities which would bring all round development of students and ensure their success:

- **Student intake** in a few programs has been **increased**.
- **Staff intake** has also **increased** as per requirement.
- **Infrastructure**, in terms of class rooms has been **enhanced**.
- **Laboratory infrastructure has been upgraded** with respect to no. of computers and software packages.
- **Website has been updated**.
- **Softwares are used for admission, finance and purchase**.
- **Library resources**, both books and online have been steadily growing. Reading room facilities have also been added.
- Environment **conducive to research** is promoted.
- **Examination system is transparent**. The Examination Committee conducts the Regular/Additional and Supplementary exam, year wise. The College uses online software for

declaration of results.

- **Internal assessment** is done in **two shifts**. It is conducted for first year students in one shift and in the second shift for second and third year students.
- Various **Certificate courses** are offered to the students. Students can choose courses as per their area of interest.
- In order to make students employable, **various skill enhancement and career guidance activities** are organised.
- In the area of **Sports**, the students are offered all possible **support to participate** in various games at District, State and National level.
- The College organizes activities which offer ample scope to **inculcate the sense of social responsibility among students**.
- **Facilities** to support the **differently abled students** are also maintained.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

#### Response:

**The Management plays a participative role in the functioning of the College.** The participation is enabled through the CDC and IQAC.

**College Development Committee-** All important decisions of the College are guided by this Committee consisting of Management representatives, teachers, IQAC Convenor, alumni representatives and students.

**IQAC** - It ensures efficient progression of the College with regard to academic and quality initiatives.

**Principal** - Principal is the ultimate decision-making authority and establishes the quality policy and objectives of the College.

**Vice Principal** - He/ She assists the Principal in the academic decisions of the College.

**Co-ordinators** - They have the major responsibility of planning and executing various activities of the program.

**Registrar** - He is responsible for the administrative work and is assisted by the Office Superintendent.

**Statutory bodies** - These are the committees which are mandatory to be formed by the University of Mumbai like Examination, Student Council, NSS, WDC and DLLE.

Competency requirements:

<b>Post</b>	<b>Qualification</b>
<b>Principal</b>	-PhD degree  -Professor/AssociateProfessor with a total service/experience of atleast 15 years of teaching/research in Universities, Colleges and other institutions of higher education  -minimum of 10 research publication in peer reviewed or UGC listed journals  -minimum of 110 Research score
<b>Assistant Professor</b>	Post Graduate in concerned subject with 55% marks or above plus NET / SET / M Phil/Ph.D
<b>Librarian</b>	Post Graduate, degree/diploma in Library Science plus NET/SET
<b>Assistant Librarian</b>	Graduate plus degree/diploma in Library Science
<b>Registrar</b>	Graduate with 5 years experience in a Senior position of College administration.
<b>Office Superintendent</b>	Graduate with 5 years experience in a Senior position of College administration.
<b>Office Staff</b>	Graduate with Computer knowledge
<b>Computer Lab Assistant</b>	Graduate in Computer Science / Diploma in Computer Science with minimum 1 year experience
<b>Peons</b>	S.S.C

An 'Employees' Policy' containing the guidelines regarding the discipline and code of conduct for all employees of SIES is followed.

## **I. Provisions relating to Full time qualified Teaching Staff:**

### **Selection**

- Advertisement approved by the University is published in three leading News Papers (1Regional & 2English)
- Interview Selection Committee including the Vice Chancellor Nominee and subject experts is appointed by the University
- Interviews are conducted
- Selection Committee Report is prepared.

### **Approval**

Once the candidate is selected, the report is sent to University and Management for approval along with following documents.- Appointment letter, approved draft of advertisement, copy of Advertisement published in newspapers, approved Advertisement Copy, documents of Educational qualifications, verification reports of NET/SET/PhD/M.Phil from respective University, and 7 Page report prescribed by the University.

### **Promotions**

- CAS promotions of teachers are done as per University Norms.
- Appointment of full time teachers on consolidated salary is done as per the statutes.

## **II. Provisions for Non-Teaching Staff :**

-Appointments and promotions of non-teaching staff are made as per the Statues and Management Guidelines.

### **Service Books and Leave Records**

Service books are maintained in duplicates as per the directives from Management and University of Mumbai.

Leave records are maintained in College and computerized by Central HR.



File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

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	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

**Response:**

**Following is the list of existing welfare measures provided by SIES Managing Council :**

#### **I. Teaching Staff:**

- **Provident Fund** from the time of appointment
- **Gratuity** on retirement
- **Medical expenses reimbursement** for self and family
- **Felicitation by SIES Management** in the Annual Staff Get Together of the following staff members:
  - Teachers who completed 25 years of service
  - Retired teachers
  - Past Principals

- Teachers who completed PhD

- **Admission to wards of teaching staff** in any of the sister institutions.
- **Cash reward** on completion of higher education.
- **Reimbursement of registration fees** for Research Paper Presentation/Publications
- **Free tea** provided to teachers
- **Vehicle arrangement for teaching staff** for attending programmes organised by Management.
- **Parking space facility** given for two wheeler as well as four wheeler of staff

## II. Non teaching staff:

- **Provident fund** at the time of retirement
- **Medical expenses reimbursement** for self and family
- **Sponsoring participation** in sports and other activities
- **Felicitation** of non-teaching staff on **completion of 25 years of service and retired staff**
- **Admission to wards** of non- teaching staff in any of the sister institutions
- **Cash reward** on completion of higher education.
- **Free tea** provided to non-teaching staff
- **Arrangement of Transport** i.e. car for official work at University of Mumbai / State Government and Management.
- **Vehicle arrangement** for attending programmes organised by Management.
- **Parking space facility** for two wheeler as well as four wheeler.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 80.65

#### 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

2019-20	2018-19	2017-18	2016-17	2015-16
71	47	64	19	06

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response: 2**

#### 6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	2	2	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

**Response: 19.65**

#### 6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
36	07	04	03	03

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

### 6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

#### Response:

**Performance appraisal** system forms an important mechanism for quality enhancement.

Students are the major stakeholders in the teaching learning process. Therefore, in case of teaching staff, the **feedback of all faculties** covering all the classes and subjects taught by them is taken from the students in both the semesters. The online feedback on teachers is taken on a rating scale that includes aspects such as subject knowledge, coverage of syllabus, clarity of explanation and use of appropriate teaching methods.

This feedback is then submitted to the Head of the Institution for necessary action.

From 2018-19, the College also conducts **online student satisfaction survey** based on teaching learning and mentoring process which is discussed in the IQAC meetings and uploaded on College website.

Faculties also submit a **self appraisal** form on an annual basis.

For Self Appraisal of the staff, an appraisal form is designed by the Central HR to be circulated first to all the staff members. Each teacher is assessed on the basis of teaching methods adopted in class, innovative teaching pedagogies, committee work and contributions made by the teacher in the administrative system of the institution. Here ratings are on a scale of 1-10 and each staff member has to mark herself/himself between this range.

After self assessment by the staff, this form is given to the head of the department; in case of faculty, the Program Coordinator is the reporting officer and for the office staff, the Registrar is the reporting officer.

Once the reporting officer puts in their remarks and ratings, it is then given to the Reviewing officer, the Principal.

The Principal reviews both the ratings of the employee as well as the reporting officer and accordingly puts in his score and remarks for further recommendations. The Principal may take the suggestions of the reporting officer if needed. The appraisal forms are then sealed and sent back to the central HR department at the Head Office.

As and when the teaching staff become eligible for their **promotion** under the career advancement scheme, they present their performance based appraisal forms in the format prescribed by the University from time to time.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

**Financial audit** aims at ensuring financial transparency, essential for the smooth running of the institution.

The Budget of the Institution is prepared in two parts, viz., **Capital Budget and Revenue Budget**. For the requirements of academics, it is done by Coordinators of various courses in consultation with other faculty members of their department. Various other departments like the library, laboratory, sports, examination and admin office also fill in their requirements in the prescribed format.

The Accounts department gives the income and expenditure statement of the previous academic / financial year and accordingly in consultation with the Accounts department, Mr. Vijay Sawant, the office prepares the budget and then the budget is presented to the Principal and after he reviews it, is forwarded to the Senior Accountant in Accounts Department, Mr. Ganesh Pandaram.

He further reviews and submits it to Ms. Sushmita Sahu, who is the Head of Accounts and the approving authority for all SIES institutions.

At every level it is ensured that actual expenses are within the budgeted amount.

The Management has appointed **V. Sankar Aiyar & Co. as the external auditor** for auditing the financial statements of the Society at the end of the financial year ending 31st March, in accordance with the accounting principles generally accepted in India. Based on the audit of financial statements, the responsibility of the auditor is to express an opinion in the form of Auditor's Report on whether the statements are fair and free from material misstatements.

The audited report is published by the Management in the Annual Report of the Society.

Any audit objections are faced by the Finance Head of the Society.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

**Response:** 175.94

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
45.94	38.27	36.49	29.70	25.54

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

#### A. Mobilization of funds

The **major sources of revenue** are:

- Fees collected
- Rental income
- Sale of application forms for admission
- Charges for various application forms and fees for services rendered to students Interest received on saving deposits.
- Surplus from Certificate courses
- Donations
- Sundry income generated through sale of scrap

**Membership fees** from associations conducting co-curricular and extracurricular activities, for eg., alumni membership fees.

The funds collected are spent only for planned expenditure reflected in the **Budget**.

During the preparation of budget, **inputs are obtained from IQAC, departments, library, sports, laboratory and committees**. Then the annual budget of the College is prepared. After collecting quotations from the Purchase Department, the budget is revised on the basis of requirements and priorities of the College.

The College also makes operational budgetary allocations for salaries of all teaching and non-teaching staff, house-keeping staff, repairs and maintenance, AMC's, license fees, developmental work, audit fees,

legal and professional charges, purchase of books and periodicals, event expenses, sports participation fees, reimbursement for paper presentations and workshops, electricity and water bills, stationery expenses, postage & telegram and miscellaneous expenses. The daily sundry expenses are met out of the petty cash provisions.

The budget items are approved by the Central Purchase Officer and Central Information Officer. The final annual budget (capital & revenue) is tabled before the CDC and members of the Management Council. A specific amount is finalized (on the basis of income) within which the College has to restrict its expenses. All financial transactions are controlled and monitored by internal and external audit.

The College distributes endowment prizes and SEAT scholarship to the deserving needy students.

### B. Optimal utilization of infrastructural resources

- **Staggered time table** for students for utilization of class rooms and work schedule for teaching and non-teaching staff.
- **ICT enabled computer labs** for conducting lectures, Smart class room, Projectors, LCD & mike system in classrooms.
- **Certificate courses /Tally courses** are conducted on Sunday and in vacations.
- **Library** is well equipped with text books, reference books, journals, magazines, online journals and kindle for reading.
- Library sitting hours extended during the period of exam.
- Library is open to senior citizens of Aadhata Foundation.
- AV room given to the **senior citizens** for conduct of activities of Aadhata Foundation.
- **University and HSC Board examinations** conducted in the College.
- On Sundays, various **government exams** are conducted in College premises.
- .Quadrangle used to conduct various events and sport practices.
- .Canteen and amphitheater commonly used by all sister institutes.

### C. Optimal utilization of human resources

- Experienced and dedicated teaching and non- teaching staff.
- **Maximum teaching workload as per university norms** shared by the teachers and the remaining workload is contributed by visiting faculties.
- Experienced and trained teachers appointed as **internal auditors** for smooth functioning of College activities.
- Teachers involved in **various committee and administrative work.**
- **Job rotation of non-teaching staff** to enhance versatile skill development.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>



## 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

#### Response:

The IQAC consistently strives to institutionalize quality assurance strategies and processes at every level of functioning of the Institute.

#### 1.Improving Teacher Quality:

i. In order to improve teacher quality, the IQAC has been motivating the teachers to attend **NET/SLET workshops**.

ii. The recruitment of **fully qualified teaching faculty** has been adopted.

iii. The **regularization** under University norms has been done of fully qualified teachers.

iv. Workshops are being conducted by IQAC, Library committee, Research Committee, Central Training Department and other committees **encouraging the faculty to use ICT and e-resources**.

v. SIES Central Institute organizes various seminars and workshops on current issues like **GST, TALLY, Managing change and Teacher as mentor**.

vi. Teachers are encouraged to attend **Orientation, Refresher and Short term courses**. A large number of teachers are enrolled for Online learning platforms like SWAYAM and MOOCS.

vii. Teachers are encouraged to participate in **Syllabus Revision Workshops**.

viii. A workshop on how to identify and **deal with students who have learning disabilities** was organised by IQAC with Staff academy.

ix. **Feedback Mechanism** is prepared by the Feedback Committee for conducting student feedback on teaching learning.

x. In order to promote **Inclusive Culture, Administrative and supporting staff needs** are addressed by organising various programs – a workshop on Computer Hardware/Software maintenance for IT peons, a workshop 'Spandan' for non-teaching staff, a talk about Financial awareness and a session on communicate to succeed,

xi. IQAC is continuously engaged in imparting and sharing ideas by organizing workshops on **Best practices adopted by Degree Colleges for Quality enhancement**, workshop on interpreting and implementing new NAAC guidelines, how to write SSR etc.

xii. Teachers have been trained as internal auditors.



xiii. Teacher Diary/ **Teaching plan** is being maintained to monitor the lecture delivery system.

## 2. Promoting the Culture of Research:

The IQAC strives to develop an environment conducive to research.

### For Teachers

i. A **Research Centre in the Library** is established to promote research culture. Faculties are engaged in publishing research papers and research articles to enhance their knowledge skills.

ii. Various **conferences** have been organized both at national and international levels on varied and relevant topics.

iii. IQAC and Research Committee organized a **workshop on Minor Research Project and Statistical tools**.

### For Students-

i. Students are encouraged to **present case studies and write research papers**. Various sessions and workshops are conducted to enhance the same-Slide Geeks, Foundation Course Projects, Exhibitions etc.

ii. An **interactive session by an international faculty** Dr. Peter Cunningham from Nelson Mandela University, South Africa was organized by IQAC to promote research culture.

iii. **Research competition** among students is organized.

iv. A **seminar on Intellectual Property Rights** was organised by the IQAC for the students of M.Sc.EVS, M.Sc. IT and M.Sc. CS to encourage the post graduate students to undertake research.

v. An **orientation program** was conducted by the Research Committee to motivate and guide students on Avishkar- the **intercollegiate research competition** organized by University of Mumbai.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

The College has continued to move towards quality enrichment in its 3rd Cycle of accreditation by working upon the recommendations of the Peer team of the 2nd Cycle.

**1. Effective teaching learning and monitoring process**

Since the second cycle of NAAC, IQAC has emphasized on **quality enrichment of all aspects** of the College. As a result, whenever there have been any changes introduced by NAAC, the College has been prompt in organizing workshops/seminars to highlight the changes and implement them.

- **Curriculum:**

The **Demand Ratio of all courses in the College are consistently high.** Therefore, the College opted for additional divisions in 6 programs of B.COM, B.COM(A&F), B.COM(B&I), BMS, BMM and BSC.IT. The College has shifted to Choice Based Credit system from 2016-17.

- **Faculty Development**

FDPs are organized on contemporary issues, e-content development, sessions on preparation for NET/SLET and research projects. The number of faculties who have obtained doctoral degree has increased from 6 to 13 from the previous cycles and the number of faculties who have received major/minor research grants has increased from nil to 19. The College has organized 3 international and 2 national conferences.

- **Teaching Pedagogies**

The IQAC promotes modern teaching pedagogies. Accordingly, teachers employ **power point presentations, audio-video films on the curriculum, youtube videos, google classroom, flip classrooms**, etc.

- **ICT Infrastructure**

To promote ICT in teaching learning, the College has invested in Microsoft Teams, smart boards in 8 class rooms and establishment of a Media Centre. Also the number of computers has increased from 180 to 255. The speed of internet has increased from 10 MBPS to 50 MBPS.

- **Optimization of Students' Potential**

Students are classified as slow and advanced learners based on their performance in the lower exams and class tests. The College organizes **Bridge Course** in subjects like Accountancy, Mathematics and English. **Remedial lectures** and assignments are given for slow learners. The advanced learners are encouraged with the title '**ALTA PERFORMERS**' and participate in power point presentations, case study discussions, PG tutorship and field visits and are motivated to help their weak counterparts. Preliminary exams are conducted for the students appearing for University Exams. Open Book Tests have been introduced since 2017. Intensive coaching by faculty members is an effective way of bringing concept clarity for students.

- **Experiential Learning**

To encourage participative learning, **intra-departmental activities** are organized such as Money Fair by BCOM, Insurance Mela by BBI, technical exhibitions by BSCIT and BSC.CS and Media Summit by BMM. Guest lectures by subject experts and industry experts are organized to provide practical exposure to students.

- **Monitoring the Teaching- Learning Process**

For effective monitoring of teaching learning process, **periodic audits** are conducted. The academic calendar, teaching plans and result analyses are checked by the internal auditors. This is followed by ISO surveillance audits and Academic audit by principals of reputed colleges.

- **Feedback Mechanism**

The feedback mechanism has been strengthened to receive responses from all the stakeholders. It has also been made online to make it more effective. The feedback is analysed and appropriate action is taken.

## **2. Personality development of the students:**

The IQAC believes in developing the **holistic personality** of students.

- The **introduction of certificate courses** in Tally, Advanced Excel, Capital markets, Digital marketing and foreign languages like Spanish and German has helped students build a versatile personality. They get an exposure to diverse fields, which widens their knowledge horizon. The total number of certificate courses increased from 6 to 10 during the last 5 years. For this, the College has tie-ups with professional institutions like TCS, Eminent Minds, Prime IT and Codepyx.
- The Placement Cell of the College conducts **training programs** on resume writing, facing interviews and organizes career fairs. These help the students in cultivating the much needed technical and corporate skills to meet the challenges of the corporate world. The Cell also strives to bring in placement and internship opportunities from reputed companies.
- The departments also take special efforts in **organizing workshops, seminars on topics like personality development and grooming**, positive attitude and preparation for preliminary rounds in corporate selection. They organize curriculum enrichment activities like Guest lectures and field visits to NISM, ISME, BSE, NSE and SEBI to interact with industry experts. Students are encouraged to organize departmental fests which are based on the theme of their course. This promotes practical exposure, organizing skills and team spirit among the students.
- To **promote the culture of research** among students, the Research Committee organizes various events.
- The students are offered numerous opportunities to **show case their versatile skills** and talents through a wide spectrum of committees.
- The IQAC in recent years has also taken initiative in **imparting value based education** to make the students socially conscious citizens of the country. The NSS Unit of the College is very active, both inside and outside College. An Institutional Social Responsibility Cell has been formed, which has signed an MOU with Kotak Education Foundation to help underprivileged children. DLLE has undertaken projects in collaboration with the University of Mumbai. All the departments and committees have developed a culture of having at least one value based activity in their programs. They are also quick to respond to any natural calamity that may hit the nation.

- The Sports Committee guides students to participate at many **State and national level games**.
- The College also believes in **nurturing the creativity and entrepreneurial skills** of the students. The IQAC has taken initiative to establish an Entrepreneurial Development Cell and an Incubation Cell to help students identify and develop their latent originality and managerial skills.
- In a world that is becoming more and more **digital**, the students are involved in live projects like development of the College website, development of library app, etc.
- The IQAC has established a forum for FASES (Faith, Ahimsa, Satyagraha, Equality, Swarajya) to enable younger generation to **understand Gandhian principles**.
- In order to develop a sense of belonging among the students and to develop a **spirit of ‘giving back to the society’**, the College has an active Alumni Committee.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**Response:** A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

Recognizing the fact that gender equality is a human right and a pre-condition for sustainable, people-oriented development, the Institution takes proactive measures to ensure the same. The discipline and safe environment of the College has led to the College becoming an institute of choice for girls in the area of Navi Mumbai.

Currently, 65% of our students are girls. Among staff members too, the majority is lady staff and so, most of the Heads of Departments, Committee Convenors are also ladies. The Institution has also had woman principals.

A Gender Audit was conducted on 6th March, 2020 for past five years from 2015-2020. The purpose of the audit was to get an approval and reassurance from an external authority regarding the practices followed in the campus to promote gender equality. Documents for good practices towards achievements of gender equality are maintained.

The Institution has a dedicated 'Women's Development Cell' that organizes various activities and programmes on women-related issues. Other committees and departments too conduct programs to create awareness about gender equality.

Institution shows gender sensitivity in providing facilities such as

a) Safety and Security b) Counselling c) Common Room and other infrastructure d) Programs for progress

##### **a. Safety and security**

1. Safety norms are strictly followed by the College in all respects.
2. All first year students are given an orientation about complaint redressal mechanisms available in the College like Anti-Ragging Cell, Internal Complaint Committee and Student Grievance Redressal Cell.
3. There are 5 professional security personnel for the College. CCTVs, connected to the Principal's Office, are installed at strategic positions in College to ensure the security of students and staff.
4. ID cards are issued to the students and staff to prevent the entry of outsiders into the College premises.
5. The members of the Discipline Committee have made a code of conduct to be followed by students.
6. Female students are encouraged to be present in the campus between 7.30 a.m to 5.30 p.m. and any engagement before or after the prescribed time is strictly in the presence of a female teaching staff.

7. During study tours or University fests , lady staff accompany girl students.

8. Self-defence workshops are organized by Women Development Cell, NSS and various departments/committees.

#### **b. Counselling**

1. A professional counselor is available on campus for personal and group counselling.

2. The College also has a Mentoring system During the lockdown, mentoring sessions were conducted using online platforms like Microsoft Teams, Webex and Zoom.

#### **c. Common Room and other infrastructure**

1. The Institution has Common Rooms – one each, for boys and girls at the campus.

2. Separate washrooms are available for lady staff and students.

3. There is a sanitary pad vending machine and Incinerators.

4. The Gymkhana maintains separate timing for girls and boys.

#### **d. Programs for progress**

The Departments of BCom (Accounting & Finance) and MSc IT /CS conducted programs to appreciate and educate the house keeping staff, where, except one, all are women.

<b>File Description</b>	<b>Document</b>
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Link for annual gender sensitization action plan	<a href="#">View Document</a>

#### **7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures**

- 1.Solar energy**
- 2.Biogas plant**
- 3.Wheeling to the Grid**
- 4.Sensor-based energy conservation**
- 5.Use of LED bulbs/ power efficient equipment**

**Response:** C. 2 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

#### Response:

#### Solid Waste Management

**Reduce, Recycle and Reuse:** The garden waste, garbage, paper, e-waste and laboratory waste are **segregated** as per the NaviMumbai Municipal Corporation (NMMC) Guidelines.

Waste generation from tree droppings and lawn management is a major solid waste generated in the campus. The waste is segregated at source by providing separate dustbins for Bio-degradable and Non-biodegradable waste. The biodegradable waste from College campus is converted into the compost. The Institute has adopted two composting processes. **One in 24sqft compost pit and another is Dual Biocomposting Tumbler.** After completion of the process, compost is used as manure in the garden, lawns and sold to the students and staff. In the year **2019-20, 70 kg of compost** was harvested.

Single sided used papers are reused for writing and printing in all departments. Important and confidential reports/ papers are shredded and sent for **recycling** after completion of their maintenance period.

Various activities are organized by different departments and committees to highlight the importance of waste management.

- Solid waste management program and rally was organized on 26th September 2018 by DLLE & NSS
- A workshop on Biocomposting was organized on 5th October 2018 by Department of Environmental Science. Students of M. Sc. EVS and NSS Volunteers participated in the workshop.
- Department of Commerce organized workshops on Biocomposting for students of F. Y. B. Com on 7th February and 10th February 2020.

Metal, wood, glass and plastic **scrap** collected from laboratories, library, office and college campus is given to scrap dealer **for recycling.**

Signboards/Posters are displayed on the College campus for encouraging ideas of a plastic free environment.



**Three Sanitary Pad Incinerators** have been installed in Girls Washroom.

### Liquid Waste Management

The liquid waste from the College is connected to Municipal sewage system.

### E-waste Management

College works towards generating **minimal e-waste by reusing it. Regular maintenance** of electronic equipment and computers ensures longer life. **E-waste bin** is provided for the collection of the e-waste generated in college campus, which is given to the authorized agency for recycling and disposal.

- All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.
- Useful parts of electronic gadgets like hard disk, CPU, monitors, mobile phone charger, CD drive etc have been removed from the old computers for reuse.
- E-waste collection drive was conducted by NSS from 6th July to 29th July 2017, in collaboration with an NGO “Ecorox”.
- Poster competition on e-waste awareness was organized by Department of M. Sc IT on 12th December 2018
- E-waste collection drive and a competition on products made from E-waste were organized by Department of M. Sc. IT and CS on 28th February 2020

### Hazardous Waste Management

Microbial cultures and culture media are autoclaved at 121oC to **kill microbial cultures before disposal**. The pipettes and other glassware are collected in a separate trough containing disinfectant before they are autoclaved.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus



**Response:** A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

**Response:** Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

**Response:** A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certification by the auditing agency	<a href="#">View Document</a>
Certificates of the awards received	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

**Response:** A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Details of the Software procured for providing the assistance	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**

**Response:**

The Institution strives towards maintaining an inclusive environment for all stakeholders. The College promotes linguistic, regional, cultural diversity among the students. Activities that promote communal harmony are undertaken frequently. Following are some such activities:

#### **1. F.A.S.E.S. Committee (Faith, Ahimsa, Satyagraha, Equality and Swarajya)**

The Committee consists of students and teachers working for promoting the teachings of Mahatma Gandhi. The committee organizes activities to show the relevance of Bapu's thoughts among the younger generations.

The Committee in collaboration with IQAC organized a One-day international webinar on "Management from Mahatma Gandhi and Abraham Lincoln's perspectives" on 14th August 2020. The Resource Persons for the webinar were from Foreign and Indian universities.

To reinforce Gandhiji's principles among youth, the following were undertaken:

Date	Event
19.08.2019.	Screening of Hindi movie "Lage Raho Munna Bhai"
20.09.2019	Talk by Dr. Charanjeet Kaur, (Retd. HOD, Department of English, CHM College)
10.01.2020	Visit to "Mani Bhavan" which is a Museum dedicated to Mahatma Gandhi, by the Vice-Principal BAF and a group of students.

05.03.2020 Oath taking ceremony for truth, non violence, unity and integrity.

## 2. Marathi Vangmay Mandal

Marathi Vangmay Mandal organizes different activities which highlight the culture and civilization of Maharashtra. Activities like Marathi Bhasha Diwas and, Chatrapati Shivaji Maharaj Jayanti are celebrated. Food Festival has also been conducted by the Club to showcase different cuisines of the state.

## 3. Hindi Parishad

The thread that unites whole of India is Hindi which is the national language. Hindi Parishad organizes Hindi Bhasha Diwas by inviting eminent Hindi poets during the event. Guru Purnima is celebrated to remember the importance of “Guru” (Guide/Philosopher) in our lives.

## 4. South Indian Association

Being a Tamil linguistic Minority college, South Indian Association (SIA) has been formed to highlight the uniqueness of south Indian culture and civilization. Festivals like Onam, Harvest festivals like Pongal, Shankranti etc., are celebrated. South Indian Food Festival is organized by the Club.

In addition to the above, the following are conducted by different departments and committees:

1. Christmas is celebrated with underprivileged children.
2. Human values are taught to students by organising seminars, workshops and competitions.. Human Rights day is celebrated by Rotaract Committee.
3. Since 2017-18, Professional ethics workshops are conducted by Alumni committee.
4. Various activities are conducted for housekeeping staff, like, teaching them about the use of smart phone, google/paytm etc.
5. Festivals like Maharashtra Day, Dandiya, Ganapathy festival, and different food festivals are celebrated.
6. Rally on World Disability Day was organized to sensitize people about disability.
7. Pledge is taken by graduates on the Graduation Day every year.
8. The Institution provides A.V room/class room daily as a part of social responsibility for Adhata Trust, a Mumbai based non-governmental organizations for senior citizens. The members of Adhata are invited to participate in Dandiya, Christmas celebrations, etc.
9. Bike Rally on Road Safety awareness was organized.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### 7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

#### Response:

Empathy and charity are two important social values which every responsible citizen of the country must possess. Various events are organized throughout the year to sensitize students towards their responsibilities as citizens. All activities are collectively or individually conducted by various departments of the College and various committees such as NSS, ISR, Rotaract and DLLE.

#### I. PATRIOTISM:

- Celebrating Independence Day, Republic Day, and undertaking National flag collection drive during these days.
- In 2015-16, **1270 students** dressed in the colors of the Indian national flag and formed the **Tricolour** which was acknowledged by the Limca Book of Records as the largest human flag formation.
- Celebrate Maharashtra Day.
- To express gratitude towards the Army Jawans of our country, students were encouraged to prepare rakhis during Rakshabandan and send them to the army soldiers.
- In the annual Alumni Meet, an alumni was felicitated for his immense contribution in serving the nation by being part of the Indian Army.

#### II. CIVIC SENSE:

- Election awareness seminar and Voters ID Drive were conducted jointly with NMMC to guide the students to get their voters' ID.
- The College regularly organizes blood donation drives, food donation drives, road safety awareness campaigns, first aid training seminars and fire mock drill. During disasters like flood in Maharashtra and Kerala, donation drives were conducted to raise funds and other utilities for relief.
- World AIDS and Human Rights Day are celebrated in order to inculcate moral values, ethics and empathy among students.
- In 2016-17, a session on Human rights for housekeeping staff was conducted.
- Students are encouraged to conduct events and sessions in orphanages and old age homes.
- Graduates pledge to follow ethical practices in the oath taking ceremony on Graduation Day.

#### III. ENVIRONMENTAL CONSCIOUSNESS:

- Students are encouraged to participate in activities like Tree plantation drives, Animal Welfare Day

celebration, Pollution awareness Seminar, Swachh Bharat Abhiyan and events like “Combating climate change”.

- Paper, Cloth Bag Making workshops and Anti-Plastic awareness rallies are conducted.
- E-waste collection drives are arranged regularly.
- Students are encouraged to share their notes and collect one-sided used or printed papers and reuse them.
- Drug awareness, Peace, Non-Violence awareness campaign and anti-tobacco pledge were conducted

#### IV. COVID TIMES:

Students and teachers were encouraged to undertake Janta Curfew pledge during lockdown to show their responsibility as citizens. NSS and DLLE gave messages to students and citizens to stay at home and prevent spread of virus.

The Institution is taking maximum efforts to ensure safe environment in the College.

- Staff are asked to come to College in a distributed manner
- Security personnel check the temperature, pulse and oxygen of any person who enters the campus.
- The staff room, laboratories and office are frequently sanitized.
- Sanitizers are made available at many points in the College.
- It is compulsory for any person entering the College to wear a mask and maintain social distance.
- All activities are continued through online platforms.

Videos were made by different departments and committees, saluting Covid warriors.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### **7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

#### **Response:**

At SIES Nerul, we celebrate many commemorative days so that the students are aware of problems and events of international and national importance.

#### **International Yoga Day**

On 21st June, our college celebrates this day by practicing Yoga.

#### **Gurupoornima**

On Gurupornima also called Vyas Pornima, Kalasadhna & Hindi Parishad organize a function every year, where all faculty members are invited and honoured by students.

#### **Independence Day**

On every Independence Day, Flag Hoisting ceremony is followed by Patriotic cultural programs. Flag Collection drive and Human Flag formation were undertaken by our students.

#### **Teacher's Day**

Student Council celebrates September 5th of every year to remember the contribution of teachers in a student's life.

#### **Hindi Bhasha Diwas**

Hindi Parishad & Kalasadhna celebrate 14th September every year as Hindi Bhasha Diwas to mark the adoption of Hindi as the Official Language of India.

#### **International Day for the Preservation of the Ozone Layer**

Every year, 16th September is celebrated as Ozone Day. M.Sc. EVS Department organizes Guest Lecture for making students aware of the importance of Ozone Layer.

### **Gandhi Jayanti**

2nd October, the birthday of Mahatma Gandhi, is a day when we remember his values of Peace and Non-violence. Newly formed F.A.S.E.S. Club celebrated Gandhi Jayanti by conducting activities such as Bhajans, Poster Presentation on Gandhian Values, etc.

### **World AIDS and Human Rights Day**

National Service Scheme (NSS) unit celebrates World AIDS Day on 1st December and Human Rights Day on 10th December to educate students about AIDS and human rights.

### **World Disability Day**

BBI & BFM departments celebrated World Disability Day on 3rd of December 2016 to create awareness among people about how a strong will power can overcome deficiencies.

### **National Voters Day**

National Voters day is celebrated in India on 25th January. NSS Unit celebrates this day to motivate students to take active part in the democracy.

### **Republic Day**

NSS & Student Council celebrate Republic Day of India on 26th January every year. Flag hoisting ceremony is followed by a short cultural program.

### **World Wetlands Day**

2nd February is celebrated worldwide as World Wetlands Day. M.Sc. EVS department organized a conference on Wetlands & Climate Change.

### **International House Keeping week**

Department of BAF had initiated 'Aabhar' for appreciating the services of the house keeping staff.

### **Chattrapati Shivaji Maharaj Jayanti**

The birth anniversary of Shivaji Maharaj on 19th February is celebrated as Shiv Jayanti every year. Students celebrate this festival by organizing different activities of Marathi culture.

### **Marathi Bhasha Diwas**

The birthday of famous Marathi Poet Kusumgraj is celebrated on February 27 as Marathi Bhasha Diwas.

### **International Women's Day**

Women Development Cell and other departments celebrate Women's Day on 8th March every year, acknowledging the greatness of womanhood.

**Maharashtra Day**

May 1st is celebrated as Maharashtra Day to commemorate the formation of the State. Flag Hoisting followed by a program on Maharashtrian culture is performed.

In addition to the above, various festivals like Ganpati Festival, Onam, Navratri Garba, Makar Sankranti and Pongal are also celebrated with great fanfare.

File Description	Document
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

**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:**

**Best Practice-I - LAKSHYA**

*ULTIMATE OBJECTIVE – KNOWLEDGE ENHANCEMENT*

**Objective:**

The motto of the College is 'Rise with Education'. So, the College strives to raise responsible, good human beings by offering a conducive environment. The objectives of the College are to:

1. Improve the intellect and skill development of students through innovative methods of teaching and learning.
2. Enable learners to acquire knowledge through practical exercises.
3. Shape the students into individuals of positive character.
4. Motivate students to realise their optimum potential.
5. Provide platforms of experiential learning to students.
6. Adopt and encourage 'You Attitude' in teaching learning.



7. Create an environment of collaborative learning.

**Context:**

The College admits students from diverse backgrounds. It, therefore, becomes imperative to impart knowledge in a customised manner rather than a standard one. Accordingly, the student centred framework adopted by the College includes practices like interactive learning, participatory learning, ICT enabled learning and innovative practices of learning. All of these bring about an all-encompassing growth in the students' knowledge acquisition.

The essence of participatory and interactive learning is to actively engage students in the learning process. It enables to break the monotony of classroom teaching. It raises a student from being a mere recipient to a contributor to the learning process.

Implementation of ICT enabled teaching learning becomes the most appropriate response to the demands of the generation in a digitalized era.

Innovative practices rejuvenate interest in learning and help in better retention of the learned content. Ability to put into practice what is learnt is an important skill.

**Practice:**

**1. Interactive Learning:**

This practice focuses on developing the intellectual skills of the students.

- Bridge course is an initiative that enables to bridge the gap between the academically weak and strong students by solving subject specific problems of the former.
- Problem solving sessions between student clusters of the aforesaid nature also allows weaker students to acquire knowledge through cooperative learning.
- Intensive coaching conducted on inter-departmental level is another approach to address the subject specific issues of the students.
- Initiatives like guest lectures by industry experts, seminars, workshops are also conducted to expose the students to advanced levels of information.

**2. Participative Learning:**

- Departmental festivals are organised keeping in mind curriculum related needs. This becomes a creative platform of learning that encourages students to transform classroom knowledge into quizzes, debates, games and technical exhibits.
- Inter-departmental debate competitions like Expressions, power point competition, bring students groups together whereby they research on subject specific topics and gain knowledge about current

market conditions.

- In courses like BMM and BMS, industry oriented case-studies are incorporated as part of teaching learning.
- BMM students organize Media Rush to interact with journalists and media professionals.
- Students of courses like B.COM, BAF, BBI and BFM hold exhibitions on topics like investment, insurance and other contemporary topics.
- Students from M.COM act as tutors and explain concepts of accounts, budget, etc., to the UG students.

### **3. ICT enabled Teaching Learning:**

This encompasses three angles:

- *Faculty:* The College organizes workshops for teachers to upgrade their knowledge and implement it. It also encourages faculty to develop reading material and other e- content.
- *Students:* Students are trained in PowerPoint presentations, given assignments involving ICT and are also part of Google classroom, flip classroom, technical exhibitions, etc.
- *Infrastructure:* There is a constant endeavour to upgrade the facilities in response to changing demands.

### **4. Innovative Methods:**

The College introduces new techniques of learning to augment the performance of the students through activities inside and outside the classroom.

- Some of the practices include open book test, subject wise assignments, etc.
- Students of BMM are included in designing the College magazine, e-newsletter and SIESNET TV.
- Students of BSC.IT and MSC.IT manage the College website and design the feedback software of the College.
- College enables learning beyond campus through field visits to institutions like SEBI, RBI and IT industries.
- Training programs for students are conducted by industry experts from LIC, Bombay Stock Exchange brokers' Forum, etc.

### **Evidence of Success:**

- 1.The success of the learner centric approach is testified by the performance of the students at University examinations with most of the courses achieving passing standards of over 90%.
- 2.The scores of the toppers are very close to university ranks.
- 3.Efforts taken to groom students for employability have resulted in success in campus recruitment with reputed companies in banking, finance, marketing and Information technology.
- 4.Live projects implemented by students are proof of successful application of knowledge to practice.
- 5.Workshops conducted for staff and students for on-line courses/NET-SET exams/competitive exams have fetched desired results.
- 6.The student centric approach leads the students to the best of their potential through skill development process. Students learn to organize programs in the College which enables them to develop communication, team building and organizational skills. The variety of committees and clubs and the events organized bear testimony to this. The annual fest SIESONS conducted with a budget of a few lakhs puts to test all capabilities of students.
- 7.Beginning at the first year level of undergraduate programme, such efforts bear fruits not just at the end of graduation or post-graduation but continue to show effect in creating established alumni.

**Problems Encountered:**

1. Curriculum is at times complex and time provided to complete syllabus is short.
2. Generating interest amongst students of professional courses who have joined without understanding the nature of the course.
3. A majority of students are marks oriented rather than knowledge oriented.
4. At times difficult to convince students to participate in academic activities.
5. Attendance in the classroom is a problem for a small percentage of students.
6. Reading habit and utilisation of library resources are in the decline.
7. Coordination between various programs for conduct of events is time consuming.
8. Continuous follow-up is needed to arrange field visits to institutions like SEBI, RBI.
9. Getting students to register for ADD-ON courses is a challenge.
10. Sometimes disciplinary issues arise, either with reference to exams or other social issues.
11. Some technical issues are experienced in on-line teaching.

## **Best Practice- II – VASUDHAIV KUTUMBKAM (Social Outreach)**

*'If you want to find God, serve man'. – Swami Vivekananda.*

### **Objective:**

The motto of SIES is to 'Rise with Education'. As an institution, SIESASCN believes that a student should rise in character through the education imparted to her/him.

Our objectives are:

1. To inculcate social responsibility among the students.
2. To develop an empathetic attitude in students towards the underprivileged sections of the society.
3. To help the students hone their organizational and communication skills by consciously choosing events/projects with NGOs.
4. To facilitate students to experience the joy of learning and sharing through initiatives like 'each one teach one' and social internship.

Social outreach programs are an integral part of all activities of the College.

### **Context:**

Imparting value based education is enshrined in the vision and mission of the Institution. The institutional social responsibility helps the College to build relationship with society. The ISR activities give our students an opportunity to make a difference in the lives of the less privileged sections of the society. The College strives to inculcate in students, values of sharing and caring for senior citizens and members of marginalized classes. The organizational skills of the students improve as they actively contribute towards planning and coordinating different ISR initiatives.

ISR activities are organized in the College at various levels.

- The College has constituted an ISR Cell.
- Every course organizes social initiative activity where students undertake entire responsibility of organizing events.
- Committees like Students Council, NSS, Rotaract and DLLE are also at the forefront of organizing community based activities.
- Students are trained to be proactive in responding to distress due to natural calamities.

### **Practice:**

### **1. The Institutional Social Responsibility (ISR) Cell:**

The ISR Cell was formed in the year 2018-19.

M.I.T.R(MEET.INVOLVE.TRANSFORM.RETAIN): M.I.T.R was constituted under Institutional Social Responsibility as a functional committee to help the ones who do not have proper support to pursue their goals.

With this aim, the College partnered with Kotak Education Foundation (KEF), an NGO which caters to the education and livelihood needs of the underprivileged sections of the society. A few of such activities are:

*'Each one, teach one':*

This activity was undertaken in underdeveloped schools situated in the downtrodden areas of Govandi and Mankhurd. The student volunteers formed groups and visited a few schools to do their bit for the society. Noorul Islam School, Shivam School, Dnyansadhana School and DNS are some of the schools where the volunteers took part in educating the students.

This experience added value to their personalities which no formal education could have ever provided.

*School wall painting activity:*

This activity involved creating awareness of various topics through creativity. Basics in certain subjects, general knowledge, etc., were depicted through colourful paintings on the wall. This drew students' attention easily and conveyed lessons effectively.

### **2. Departments:**

As a part of the departmental fests, students interact with children from different NGOs and organize activities for them. Students have also been actively involved in organizing rallies and visiting orphanages. Students and faculty members organize appreciation ceremony for our house keeping staff. Students of MSc arrange one week training program for them on certain basics of operating mobile phones, spoken English, etc.

### **3. Committees:**

Committees like Student Council, NSS, DLLE and Rotaract are also at the forefront of supporting community based activities like

- Celebration of various festivals with senior citizens,
- Donation drive during natural calamities,
- Undertaking projects where students interact with underprivileged people. NANHI MUSKAAN by Rotaract and UDAAN by DLLE are two samples of such projects
- Providing a platform to NGOs in fests and other events. MAQSAD by B.Com and BAF was such an event.

**4. Others:**

- The Navi Mumbai branch of ADHATA Trust was inaugurated in 2016 and the College has offered its classrooms to the members for conducting their activities.
- The College has also contributed to the fund raising activity of the SIES Management, which was designed to benefit the society at large. Students of BMM were entrusted with digital promotion of the project 'Hymn Humanity'.

**Evidence of Success:**

This response is presented under 3 heads:

**1. Students' Achievements:**

In the 'Volunteers Appreciation and Celebration Programme' organized by The Kotak Education Foundation, BharathIyer, NehaVaid and AyushVerma from BMS received certificates for leadership skills and BharathIyer received the 'Best leader' award.

**2. College Facilities:**

- Infrastructure facilities for differently abled students. (ramp, wheel chair, lift and railings along the staircases).
- Physical and moral support to students with learning disability.
- Financial assistance to deserving students.

**3. For Community:**

In the last five years, the various courses and committees have undertaken many ISR activities. To name a few :

Year	Committee/Course	Event
2015-16	Student Council	MAQSAD
2016-17	Student Council	Vatsalya
2017-18	Cultural Committee	Dandiya Night
2018-19	DLLE	Donation to leprosy patients
2018-19	NSS	Sangli flood donation drive
2019-20	BAF	AABHAR
2019-20	ISR	GirijaBalgrih food donation
2019-20	BSc IT	Visit to Karuneshwar Old Age Home

**Problems Encountered:**

1. Motivating and involving large number of students in these activities is a challenge.
2. In activities outside the College campus, maintaining discipline of the students is a huge responsibility.
3. The semester pattern of examination imposes time constraints on the staff and student volunteers.
4. Limitation of funds / resources.

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### 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:

Our College functions with the motto of 'Rise with Education'. While any educational institution will do justice to academics, SIES (NERUL) COLLEGE OF ARTS, SCIENCE & COMMERCE walks the extra mile to bring out the best in every student. The Institution believes in creating an environment for holistic development of the students.

##### 1. Developing the employable skills of the student:

*"Education is the passport to the future, for tomorrow belongs to those who prepare for it today."*  
– Malcolm X

1. Certificate courses: Apart from the normal syllabus in the various courses, students are provided with add-on courses to enhance their employable skills. The add on courses offered are: Spanish language, GST course, Advance excel, ethical hacking, android programming, Tally, Bank PO, capital market, HRP, TCS (campus to corporate) and digital marketing.
2. Skill enhancement programs like soft skills development and mock interviews are conducted.
3. Many reputed companies are invited to our campus for recruitment and they offer placements and internships to the students.
4. Even during lockdown, the Placement Committee invited experienced professionals from the industry to offer guidance to students to prepare a formal CV.

5. The Alumni Committee organized online interactive sessions with executives from different fields in order to provide the students with a broad perspective of various career opportunities.
6. Resource Persons from institutes of higher learning provided an insight into the post graduate courses that can be pursued.

## 2. Developing the sense of social responsibility among students

*“Some must give all, all must give some, only then can there be peace, progress and harmony in this world.”*? Abhijit Naskar

1. The NSS unit of the College is quite active throughout the year organizing various outreach programs like blood donation, cleanliness drives, tree plantation drives, etc., in addition to a 10-day camp in the outskirts of Navi Mumbai to render service to the local community.
2. An ISR Cell has been constituted for creating awareness about social responsibility. The ISR Cell has a tie up with Kotak Education Foundation, where the students visit schools in Mumbai and conduct various classes.
3. M.Sc.IT / CS department conducted a one week basic English speaking session for the class IV employees of the College.
4. Different departments conduct programs on financial literacy, felicitation of housekeeping staff, etc.
5. MITR, an annual magazine to highlight the various ISR activities conducted by the College, has been launched.
6. Whenever there is any natural calamity striking any part of the country, various courses and committees of the College come forward to mobilize resources and reach it to the affected areas.
7. The College has inaugurated the Navi Mumbai branch of ADHATA Trust, an organization for senior citizens. A classroom has been permanently allotted to them to carry on various activities of their interest. The students of the College engage them in many cultural programs.

## 4. Developing skills needed for Research and Innovation:

*“Research: the distance between an idea and its realisation.”* - David Sarnoff

1. The Research Cell of the College organizes sessions on how to write research papers, where experts are called to guide the students.
2. Student research conference called ‘Anveshan’ is held to encourage students to present research papers and present ideas on entrepreneurship.
3. Students are encouraged to write papers in journals and participate in student research conferences.



4. The College believes in creating citizens who will contribute to the economy of the nation. In order to promote entrepreneurship among students, the College has constituted an Entrepreneurial Development Cell.

5. In order to offer support to budding business ideas, an Incubation Cell has been created which seeks professional help to validate innovative proposals from students.

#### **5. Developing the cultural heritage of the students:**

*“A nation’s culture resides in the hearts and in the soul of its people” - Mahatma Gandhi.*

1. In order to promote a sense of belonging and pride about our national culture, committees like Kalasadhana, Hindi Parishad, Marathi Vangmay Mandal and South Indian Association are formed, in which activities that bring out the rich heritage of our country are conducted.

2. Festivals like Diwali, Ganpati, Dandiya and Christmas are celebrated with great enthusiasm.

#### **6. Developing a sense of respect towards moral values:**

*Intelligence plus character – that is the goal of true education.” Martin Luther King, Jr.*

The College strives to offer ‘Value based education’ by inculcating moral values like truth, sincerity, hard work and generosity in every activity performed. The father of our nation said, *“By education I mean an all-round drawing out of the best in the child and man- body, mind and spirit”*.

#### **F.A.S.E.S**

A unique initiative of the College has been to form the F.A.S.E.S Committee, which stands for Faith, Ahimsa, Satyagraha, Equality and Swaraj. This Committee has been specially constituted to create awareness among youth about the noble Gandhian principles. The Committee undertakes various activities like competitions, movie screening, visit to Mani Bhavan (Gandhiji’s Memorial in Mumbai), etc., which rekindle the Gandhian values.

#### **7. Developing the Leadership skills:**

*“Successful leaders see the opportunities in every difficulty rather than the difficulty in every opportunity.”- Reed Markham*

Appreciating the value of leadership skills to be developed in students, the College offers numerous opportunities. The Student Council and other committees are headed by students. They function under the supervision of Faculty heads, but freedom is given to them to come up with new ideas, explore new ways of performing an event, plan, organize, coordinate and deliver. This adds immense practical value to their characters. Many of them have, through these roles, experienced projects, where a whole new event is created out of nowhere. These activities hone their leadership skills which is a major trait expected of students when they enter into the next rung in the career ladder. These exercises also make them proactive and they respond effectively to practical situations as well.

Our College conducts multitude of activities to develop the academic and overall personality of the student, making him a socially responsible citizen.

File Description	Document
Link for appropriate web in the Institutional website	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

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## 5. CONCLUSION

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### **Additional Information :**

SIES, established in 1932 by likeminded persons of the middle-income group, set up many Linguistic Minority academic institutions, ranging from Pre-Primary level to Ph.D. level. The President of the Institution has a mission that SIES shall be amongst the most admired academic institutions in India.

The college is highly sought after by the local community for quality higher education and it is also well known for its cultural & heritage consciousness.

The college has encouraged faculty members to enhance their Academic qualifications and one can see a steady rise in the Ph.D. holders over the years. At present, the College has fifteen Ph.D. holders and fifteen faculty members pursuing Ph.D. Research is encouraged and incentives are provided to those who publish research papers. Despite being a permanently self-funded institution the faculty members draw a salary as prescribed by UGC and adopted by State Government/University.

Though the College enjoys Linguistic Minority status, admissions are open for all sections of the society with all facilities of Free-ships and Scholarships. Economically challenged students are given financial support thus ensuring that dropout rates are close to zero levels. On average, the scholarship disbursed is around eight Lakhs per annum. The students and staff are given the benefit of health insurance for various health-related issues/accidents.

To promote participation in intercollegiate activities, the college hosted UNIFEST in collaboration with the University of Mumbai for the first time. Being futuristic, the College has introduced various certificate courses to encourage students to be 'Atma-Nirbhar'.

The college is in the process of implementing ERP software JUNO for academics, administration, examination, HR, library and infrastructure. To accommodate the increase in students due to the increase in programmes, the Management has decided to add a floor by getting the additional FSI from the competent authority.

### **Concluding Remarks :**

The College, established by nine decades old South Indian Education Society, has plans to become Autonomous and serve the community in harmony with our Vision-The institution should sincerely serve the cause of education needs of the common man of this cosmopolitan city.

The Motto "Rise with education" has remained the guiding principle of the Institution down the decades.

The college has continuously upgraded its services and infrastructure to respond to the changing educational environments. The college faculty and students have dutifully engaged with people and the community, satisfying its role in making knowledge and information available to society. The College is leading through its vision towards need-based, quality and holistic education, transforming the students into globally competitive, employable and responsible citizens. The Institution has always aided the needy / economically challenged students through sponsorship from Industries, Trusts and willing parents.

The placement cell of the College is striving for more Memorandum of Understandings to be signed between the corporate and the College. From a humble beginning in 1998, today the College offers eight Undergraduate and four Postgraduate programmes and caters to over 3000 students.

Continuous Accreditation will help us to achieve these milestones. As the college is nearing 25 years of existence, the College has applied for 2F through UGC. In near future, after receiving 2F the College has goals for permanent affiliation and later towards Autonomous status. It is no wonder that the College which provides quality education continues to make its presence felt in the academic fraternity.

We anxiously look forward to the NAAC Assessment and interaction with the Peer Team of experts in the field of Higher Education. The process of Accreditation and Reaccreditation has helped the institution in its growth. **The College will strive to incorporate the recommendations suggested by NAAC for future strides towards the attainment of remarkable distinction.**

NAAC

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.4.2	<p><b>Feedback process of the Institution may be classified as follows:</b></p> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>1. Feedback collected, analysed and action taken and feedback available on website</li> <li>2. Feedback collected, analysed and action has been taken</li> <li>3. Feedback collected and analysed</li> <li>4. Feedback collected</li> <li>5. Feedback not collected</li> </ol> <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website            Answer After DVV Verification: B. Feedback collected, analysed and action has been taken            Remark : Input edited because feedback is not available on website.</p>																				
2.4.3	<p><b>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</b></p> <p>2.4.3.1. <b>Total experience of full-time teachers</b>            Answer before DVV Verification : 419            Answer after DVV Verification: 359</p> <p>Remark : Number edited because temporary teachers &amp; librarian experience will not countable.</p>																				
3.3.3	<p><b>Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</b></p> <p>3.3.3.1. <b>Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>9</td> <td>10</td> <td>39</td> <td>27</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>0</td> <td>1</td> <td>1</td> <td>2</td> </tr> </tbody> </table> <p>Remark : Input edited as per clarification document provided by HEI.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	13	9	10	39	27	2019-20	2018-19	2017-18	2016-17	2015-16	3	0	1	1	2
2019-20	2018-19	2017-18	2016-17	2015-16																	
13	9	10	39	27																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
3	0	1	1	2																	
5.3.3	<p><b>Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)</b></p>																				

**5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
22	28	27	27	23

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	3	3

Remark : Input edited because event should not be split into activity.

**7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures**

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

Remark : Input edited as per clarification document provided by HEI.

**2.Extended Profile Deviations**

ID	Extended Questions																				
1.1	<b>Number of full time teachers year-wise during the last five years</b>  Answer before DVV Verification: <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>57</td> <td>50</td> <td>49</td> <td>46</td> <td>47</td> </tr> </tbody> </table>  Answer After DVV Verification: <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>56</td> <td>49</td> <td>48</td> <td>45</td> <td>46</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	57	50	49	46	47	2019-20	2018-19	2017-18	2016-17	2015-16	56	49	48	45	46
2019-20	2018-19	2017-18	2016-17	2015-16																	
57	50	49	46	47																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
56	49	48	45	46																	
2.1	<b>Total number of classrooms and seminar halls</b> Answer before DVV Verification : 30 Answer after DVV Verification : 30																				
2.2	<b>Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)</b>																				

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
250.71	244.55	277.85	185.89	219.36

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
250.71	244.55	277.85	185.89	219.36

2.3

**Number of Computers**

Answer before DVV Verification : 192

Answer after DVV Verification : 192

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