

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

**AQAR for the year**

June 2015- May 2016

### 1. Details of the Institution

**1.1 Name of the Institution**

SIES (NERUL) COLLEGE OF ARTS, SCIENCE &  
COMMERCE

**1.2 Address Line 1**

SRI CHANDRASEKHARENDRA SARASWATHI  
VIDYAPURAM

**Address Line 2**

PLOT I-C, SECTOR V, NERUL (E)

**City/Town**

NAVI MUMBAI

**State**

MAHARASHTRA

400 706

**Institution e-mail address**

siesascn@siesedu.in

**Contact Nos.**

022- 27708371/78

**Name of the Head of the Institution**

DR RITA BASU

**Tel. No. with STD Code:**

022-27713836

**Mobile:**

9819009281

**Name of the IQAC Co-ordinator:**

Ms. VASANTI RAJADHYAKSHA

**Mobile:**

9930758975

**IQAC e-mail address:**

**1.3 NAAC Track ID (For ex. MHCogn 18879)**

MHCOGN13983

**OR**

**1.4 NAAC Executive Committee No. & Date:**

**1.5 Website address:**

www.siesascn.edu.in

**Web-link of the AQAR:**

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.80	2009	31/12/ 2014
2	2nd Cycle	A	3.10	2015	14/11/2020
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

**1.7 Date of Establishment of IQAC : DD/MM/YYYY**

04/01/2010

**1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC** *((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))*

- i. AQAR 2011-12 (31/12/2012)
- ii. AQAR 2012-13 (18/11/2013)
- iii. AQAR 2013-14 (03/12/2014)
- iv. AQAR 2014-15 (DD/MM/YYYY)

**1.9 Institutional Status**

University ☐ State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☐ UGC 12B ☐

Grant-in-aid + Self Financing ☐ Totally Self-financing ☒

**1.10 Type of Faculty/Programme**

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

**1.11 Name of the Affiliating University (for the Colleges)**

UNIVERSITY OF MUMBAI

**1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc**

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

**2. IQAC Composition and Activities****2.1 No. of Teachers**

6

**2.2 No. of Administrative/Technical staff**

2

**2.3 No. of students**

2

**2.4 No. of Management representatives**

1

**2.5 No. of Alumni**

1

**2.6 No. of any other stakeholder and  
Community representatives**

1

**2.7 No. of Employers/ Industrialists**

-

**2.8 No. of other External Experts**

-

**2.9 Total No. of members**

13

**2.10 No. of IQAC meetings held**

4

**2.11 No. of meetings with various stakeholders:** Faculty

3

Non-Teaching Staff Students

2

Alumni

1

Others

1

**2.12 Has IQAC received any funding from UGC during the year?**

Yes ☐

No ☒

If yes, mention the amount

-

**2.13 Seminars and Conferences** (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

International

National

State

Institution Level

2

(ii) Themes

1. 'How to be a Smart Investor' Seminar on Financial Literacy in association with Consumer Guidance Society of India, on 7th August'2015.
2. Workshop on Ms-Word for Non-Teaching Staff by in-house faculty.

**2.14 Significant Activities and contributions made by IQAC**

- Prepared for the NAAC Peer team visit for reaccreditation.
- Created environmental awareness among students by encouraging tree plantation
- Organized seminar on Financial Literacy among students in association with Consumer Guidance Society of India.
- Organized Virtual Lectures in association with American Society for Quality (ASQ)

### 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Promotion of Research	Establishment of research Centre in the Library for Staff & Students
	Ideation 2016- International conference on Evolving trends in Business, Management, Media & Extension on 26 <sup>th</sup> and 27 <sup>th</sup> February 2016, in association with BCom, BMS & BMM department and the department of Lifelong Learning and Extension of University of Mumbai.
Use of technology in teaching learning process	Organization of Virtual Lectures for students
To create environment consciousness	Tree Plantation Drive in association with NSS Conversation Club and Ban Plastic Committee.

*\* Annexure I & II*

2.15 Whether the AQAR was placed in statutory body      Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

Management supported the various initiatives supported by the IQAC by providing necessary infrastructure and sanctioning the budgetary requirements.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	4	-	4	-
UG	8	-	8	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	4	-	-	4
Others	-	-	-	-
<b>Total</b>	16	-	12	
Interdisciplinary	-	-	-	1
Innovative	-	-	-	1

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12
Trimester	-
Annual	-

##### 1.3 Feedback from stakeholders\* Alumni

☒

Parents

☒

Employers

☐

Students

☒

*(On all aspects)*

Mode of feedback :

Online

☒

Manual

☒

Co-operating schools (for PEI)

☐

\* Annexure III

**1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.**

The University of Mumbai revised the syllabus for the following courses:

SR NO	COURSE	SUBJECT
	B Com (Accounting Finance)	Semester V Financial Accounting VI, Management Accounting II , Economics III and replaced by Financial Management II, Auditing III & Management II Semester VI Financial Accounting VIII, Auditing IV and Management II replaced by Financial Management II, Economics III, Financial Accounting VI
	BMM	Semester III & IV All subjects
	B Com (Financial Markets)	Semester I Business Mathematics, Introduction to Financial System, Computer Skills I Semester II Financial Accounting II, Computer Skills II Environmental Science
	B Com	Semester III & IV Business Law
	BSC Computer Science	Semester III & IV Mathematics
	BMS	Semester III & IV All subjects
	M SC (Computer Science)	All subjects

**1.5 Any new Department/Centre introduced during the year. If yes, give details.**

No



## Criterion – II

### 2. Teaching, Learning and Evaluation

#### 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	24	-	-	5

#### 2.2 No. of permanent faculty with Ph.D.

6

#### 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	-	-	-	-	-	05	0	07	0

#### 2.4 No. of Guest and Visiting faculty and Temporary faculty

0

25

18

#### 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	34	-	-
Presented papers	16	-	-
Resource Persons	-	-	01

#### 2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Virtual Lectures on Leadership and Operational Excellence by Mr. Manu Vora, Chairman, ASQ, California, USA
2. Open access system in the Library
3. 19 Classrooms fitted with LCD projectors and screens for effective learning
4. Social networking apps on mobile phones used for sharing information like intimating lecture schedule changes, assignments.
5. Industrial/Field visits enabling to give practical exposure to students
6. Research Centre in the library with computers with internet facility
7. Subscription to online journals and e-books

#### 2.7 Total No. of actual teaching days during this academic year

238

**2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)**

Audit of Internal Assessment

**2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop**

02

-

**2.10 Average percentage of attendance of students**

69 %

**2.11 Course/Programme wise distribution of pass percentage :**

Title of Programme	Total no. of students appeared	Distinction %	I %	II %	Pass %
<b>B.COM</b>					
TY BCOM SEMESTER-V	226	18%	53%	21%	08%
TY BCOM SEMESTER-VI	217	30%	56%	12%	01%
<b>BCOM(ACCOUNTING &amp; FINANCE)</b>					
T.Y.B.COM.(A/F) SEMESTER-V	58	42%	53%	5%	0%
T.Y.B.COM.(A/F) SEMESTER-VI	59	54%	43%	4%	0%
<b>BCOM (BANKING &amp; INSURANCE)</b>					
T.Y.B.COM( B/I ) SEMESTER-V	58	8%	81%	11%	0%
T.Y.B.COM( B/I ) SEMESTER-VI	59	17%	55%	26%	02%
<b>BCOM (FINANCIAL MARKETS)</b>					
TYBCOM (FM) SEMESTER-V	47	10%	60%	26%	05%
TYBCOM (FM) SEMESTER-VI	47	05%	57%	32%	07%
<b>BMS</b>					
T.Y.B.M.S SEMESTER-V	117	39%	45%	16%	0%
T.Y.B.M.S SEMESTER-VI	116	48%	39%	13%	0%
<b>BMM</b>					
T.Y.BMM SEMESTER-V	55	6%	59%	35%	0%
T.Y.BMM SEMESTER-VI	55	22%	47%	29%	02%
<b>BSC.(INFORMATION TECHNOLOGY)</b>					
T.Y.B.SC.IT SEMESTER-V	41	0%	88%	13%	0%
T.Y.B.SC.IT SEMESTER-VI	41	22%	70%	08%	0%
<b>BSC (COMPUTER SCIENCE)</b>					
TYBSC CS SEMESTER-V	36	42%	54%	04%	0%
TYBSC CS SEMESTER-VI	37	30%	52%	19%	0%
<b>MSC (COMPUTER SCIENCE)</b>					
M.SC CS - SEMESTER III	19	0%	67%	33%	0%
M.SC CS - SEMESTER IV	19	07%	86%	07%	0%
<b>MSC (INFORMATION TECHNOLOGY)</b>					
MSC IT - SEMESTER III	20	30%	40%	30%	0%

MSC IT - SEMESTER IV	20	24%	59%	18%	0%
<b>MCOM</b>					
M.COM - SEMESTER III	52	15%	67%	17%	0%
M.COM - SEMESTER IV	50	56%	35%	08%	0%
<b>MSC (ENVIRONMENT SCIENCE)</b>					
MSC EVS - SEMESTER III	20	75%	25%	0%	0%
MSC EVS - SEMESTER IV	20	100%	0%	0%	0%

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC monitors the teaching learning process as under:

1. Preparing academic and event calendar for the year
2. Conducting regular audit of education delivery process along with ISO committee,
3. Ensure proper evaluation of the students along with the examination committee.
4. Installation of LCD projectors in the classrooms
5. Induction training is organized to the newly appointed staff
6. IQAC members and senior teachers guide teachers at the entry level for effective transaction of the syllabus
7. Counselling new Teachers on effective teaching
8. Review of education delivery process by periodic review of teaching plans and feedback from students
9. Deputation of faculty to Syllabus revision and subject related workshops.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes (In-house)	06
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	04
Others	

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	-	-	2
Technical Staff	3	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC organised International Research Conference ‘IDEATION’2016” ”Evolving trends in Business, Management, Media and Extension” 26th & 27th February 2016 along with BCOM BMS & BMM Departments

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	05	-	-
e-Journals	-	-	-
Conference proceedings	16	-	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	2 years	BRNS (Board for Research in Nuclear Science)	Rs 2500000	Rs 8,10,075

Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	01				
	Sponsoring agencies	Sponsorship & Registration				

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College  330000  
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
3	3					

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

2

6

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

-

SRF

-

Project Fellows

-

Any other

-

3.21 No. of students Participated in NSS events:

University level

102

State level

-

National level

-

International level

-

3.22 No. of students participated in NCC events:

University level

-

State level

-

National level

-

International level

-

3.23 No. of Awards won in NSS:

University level

-

State level

-

National level

-

International level

-

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The Student Council formed a human flag with the help of 1270 students dressed in the colours of the national flag. This was recorded in the Limca Book of Records.
- MAQSAD- an exhibition and sale of products made by NGOs was organised by the Students Council
- Diwali was celebrated at Four police stations in Navi Mumbai by decorating them with flowers, diyas and rangoli.
- The students of B.Com Banking & Insurance invited under privileged children from 3 NGOs to the college where different activities like quiz, drawing, talent hunt competitions and games were organised.
- Grain collection drive was organised where 750 kgs of rice and wheat were collected and donated to the three NGOs.
- Various departments organised social initiatives such as visit to old age home, orphanage as part of their departmental festival.



## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6247.36 sq mts	-	-	6247.36 sq mts
Class rooms	22	-	-	22
Laboratories	7	-	-	7
Seminar Halls	2	-	-	2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	05 laptops & 1 server rack	27	management	
Value of the equipment purchased during the year (Rs. in Lakhs)	4,41,445	11,10,088	management	
Others	11,27,013	20.74,631	management	

#### 4.2 Computerization of administration and library

- The number of computers in the staffroom was increased from 2 to 6
- Internet speed was increased to 10 MBPS
- Research centre was set up in the library with 8 computers

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21240	2,29,201.42	2628	3,19,200.79	23868	45,,02,465.52
Reference Books	1557	4,03,704.68	108	1,74,626.27	1665	28,93,944.87
e-Books	74138(n list) 85000plus (BCL)	5,000 (n list) 10,000 (BCL)	-		74138 (n list) 85000plus (BCL)	5,000 (n list) 10,000 (BCL)
Journals	55	1,24,393			55	134337
e-Journals	3717(n list)	5,000 (n list)	29 SAGE	96,540 SAGE	3746 N list & SAGE	1,01,540 N list & SAGE

Digital Database					-	-
CD & Video	1321		50		1371	-
Others (specify)	951		450		1401	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	191	146	2 MBPS	0	3	12	21	12
Added	14	2	10 MBPS	8	0	1	0	0
Total	205	148	12 MBPS	8	3	13	21	12

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

1. Workshop on handling Data and its analysis through SPSS
2. Wifi enabled campus
3. ICT enabled Classrooms
4. Cyber room to control firewall- website
5. Teachers have been provided with facility to upload their notes on website
6. In-house development of Website for facilitating effective communication with stakeholders.
7. Use of Email Id to all staff members in Office 365

#### 4.6 Amount spent on maintenance in Lakhs :

i) ICT	2,98,914
ii) Campus Infrastructure and facilities	9,21,728
iii) Equipments	1,13,705
iv) Others	3,75,419
<b>Total :</b>	17,09,766

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC facilitates Student Support system by the following initiatives

- Organising orientation programmes for first year students
- Class to class campaign is conducted to spread awareness about special events and services.
- Information is displayed on college notice boards, website and through social networking media like face book, WhatsApp.
- Special desks are set up at the college entrance during departmental festivals and committee events providing information and assistance.
- Posters and Banners are put up in various prominent places in the college.
- SIESNET the video magazine and SERIES, E-Newsletter, also cover the college events
- CACHE -college magazine inform contains all the important information about students and faculty achievements during the year.

#### 5.2 Efforts made by the institution for tracking the progression

##### CAREER PROGRESSION

- Placement cell organises training for final year students for placements and also facilitates campus recruitment.
- SIESNAA, the Alumni Association of the college maintains a data base of the Alumni who have passed out of the organization.
- Progression of the students is also tracked from the transcripts provided and recommendations given.

##### ACADEMIC PROGRESSION

- All teachers are mentors and guide the students.
- Bridge courses are conducted for first year students.
- Internal Assessment helps to identify and take remedial actions on weak students. Special attention is given to slow learners.
- Counselling services are available in the college for the assistance of students. Students who have any difficulties and problems both personal and academics approach the counsellor.
- Academic and other achievers are felicitated in the annual Prize Distribution Function.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1315	693		

#### (b) No. of students outside the state

141
-----

(c) No. of international students

-

Men	No	%	Women	No	%
	693	34.51		1315	65.49

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1921	93	13	171	2	2198	1724	97	7	180	-	2008

Demand ratio 4.64

Dropout % - The dropout ratio is negligible.

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Library is equipped with books journals magazines and newspapers which help the students in preparing for the examination
- Free internet access is provided

No. of students beneficiaries

NA

#### 5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

#### 5.6 Details of student counselling and career guidance

- Academic counselling – Each course conducts orientation programme in which students are provided guidance regarding course, college, elective subjects, examination pattern, attendance and other rules.
- Counselling for extracurricular activities- Orientation is organised by various committees such as students Council, WDC, NSS, Rotaract, DLLE, Kalasadhana, English Literary Association etc.
- Mentoring and time to time guidance is provided by teachers for academic, career and personal issues.
- A part time counsellor is available in the campus who can be approached for personal and career issues.
- The Placement committee prepares the final year students for placement by training them in interviews techniques, soft skills etc.

- The Alumni Association of the College organized ‘Colloquium’ a panel discussion by alumni working in the Financial Sector where guidance was provided about careers in the BFSI sector
- Flame University, Pune conducted a Seminar on Under graduate and Post –Graduate Courses in Mass Media, Business Studies etc. for students of TY BMS and TY BMM students.
- Endeavour Education conducted a Seminar in careers in management for TY B Com, TY BMS, TY BAF, TY BBI and TY BFM students.
- ICFAI Business School conducted a seminar for Final Year students in Career options for Commerce Students
- SIESCOMS, management school conducted a seminar on career options in management for all final year students
- ITM Kharghar conducted a seminar on Careers in Management for the final year students.

No. of students benefitted

All final year students

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
10	400	205	NA

#### 5.8 Details of gender sensitization programmes

- The Women Development Cell of the college organised a street play “Ladki Aayi Hai” by Stree Mukti Sangathana on Female Foeticide and Gender Discrimination.
- Women Development Cell members conducted a gender sensitization programme for office staff.
- NSS volunteers attended session on Gender Sensitivity organised by MAVA(Men Against Violence & Abuse of Women)

#### 5.9 Students Activities

##### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level

175

National level

05

International level

-

**No. of students participated in cultural events**

State/ University level  National level  International level

**5.9.2 No. of medals /awards won by students in Sports, Games and other events**

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

**5.10 Scholarships and Financial Support**

	Number of students	Amount
Financial support from institution	17	Rs 3,91,383
Financial support from government	32	Amount given to student directly
Financial support from other sources	18	Amount given to student directly
Number of students who received International/ National recognitions	-	-

**5.11 Student organised / initiatives**

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

## **Criterion – VI**

### **6. Governance, Leadership and Management**

#### **6.1 State the Vision and Mission of the institution**

The College is guided by the vision and mission of the South Indian Education Society, which is

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

#### **6.2 Does the Institution has a management Information System**

The MIS is designed to the have an effective communication of information, to measure, control and manage the events of the institution. The scope of MIS consists of the following:

- Regulatory compliances
- Admission data
- Faculty records
- Student Record
- Students evaluation
- Library

#### **6.3 Quality improvement strategies adopted by the institution for each of the following:**

##### **6.3.1 Curriculum Development**

Some of faculties are members of Syllabus Revision Committee of Mumbai University. The Faculty members are deputed to Syllabus revision Workshops when there is a change in the Syllabus of any subject

##### **6.3.2 Teaching and Learning**

- Teachings Plans are made by staff and periodic review is taken at the department level as well as during internal audits.
- Faculty are encouraged to use ICT enabled teaching methods.
- E-learning resources are provided to faculties.
- Guest lectures by industry experts and alumni are conducted.
- Educational field visits are organised by departments.
- Interactive teaching methods such as Role plays, skit performances, debates, case studies, quiz etc are used for effective learning.
- Computer facility with internet to students and staff is available

### **6.3.3 Examination and Evaluation**

- The Institution conducts Semester End Examination and Internal Examination at a centralised level
- Preliminary examinations are conducted for students by departments to enhance student confidence and performance
- Results are declared within 45 days of the examination
- Internal audit is conducted to check and monitor examination and evaluation process

### **6.3.4 Research and Development**

- Research committee is established to encourage research amongst faculty and students.
- Research orientation workshop was organised for staff and post graduate students. M Com students attended a workshop on SPSS software.
- Teachers are encouraged to present research papers and also publish papers in journals.
- Registration money for seminars is reimbursed to teachers
- Duty Leave is granted for attending seminars and workshops
- Research centre with 8 computers is available for the staff and students.
- Departments are encouraged to organise research conference on rotation basis. International Conference Ideation '2016 was organised by BCOM BMS and BMM department.

### **6.3.5 Library, ICT and physical infrastructure / instrumentation**

#### **LIBRARY**

- Library has a Research Centre with 8 computers, printer and internet facility for the staff as well as students.
- There is a browsing centre with 3 computers, printer and internet facility.
- Photocopying facility is available for staff as well as students.
- 108 new reference books and 29 E-journals (SAGE) have been added.
- Repository of Students' projects have been added.

#### **ICT & PHYSICAL INFRASTRUCTURE**

- There are 7 Computer Labs including a Media Lab
- An Electronics lab and two Environmental Laboratories are available.
- SPSS software and Language Lab software are available.
- 19 classroom have been fitted with LCD Projectors and Display screens



### 6.3.6 Human Resource Management

The Human Resource Development function is centralised for all the SIES institutions. The Department is responsible for

- recruitment, selection and training of employees
- fixation of salary
- promotion
- training of teaching and non- teaching
- maintenance and monitoring of attendance and leave records
- staff welfare such as gratuity, medical insurance etc.

### 6.3.7 Faculty and Staff recruitment

- The staff recruitment process is conducted as per the University norms.
- The vacancies are identified at the beginning of the academic year. The vacant posts are advertised in a leading English as well as regional news paper.
- Eligible candidates are called for an interview.
- The shortlisted candidates may be asked to give a demo lecture.
- Where the workload does not justify a fulltime appointment or the subject requires special knowledge or experience, visiting faculty may be appointed.

### 6.3.8 Industry Interaction / Collaboration

Industry interaction and collaboration is encouraged. Students are encouraged to undertake live projects where they may get industry exposure.

### 6.3.9 Admission of Students

The Admissions are granted as per the guidelines and schedule given by the University of Mumbai. An Admission Committee is constituted to manage and monitor the admissions. Our College is a Capitation free institution and admissions are purely on merit basis. Merit lists are prepared as per the guidelines of the University and displayed on the College notice board as well as Website. An Ombudsman has been appointed by the management to address the grievance related to admissions. The management conducts an audit of the admissions.

## 6.4 Welfare schemes for

Teaching	Provident Fund from the time of appointment Gratuity on retirement Medical Insurance Reimbursement of registration fees for paper presentations Felicitation of teachers on completion of 25 years of service and completing PhD, in the Annual Day organized by the Management. Admission to wards of teaching and non- teaching staff in any of the sister institutions Cash reward on completion of higher education Free tea provided to teachers
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<b>Non teaching</b>	Provident fund at the time of retirement Medical insurance Sponsoring participation in sports and other activities Felicitation of non-teaching staff on completion of 25 years of service Admission to wards of teaching and non- teaching staff in any of the sister institutions Cash reward on completion of higher education Free tea provided to non-teaching staff
<b>Students</b>	Endowment Prizes for meritorious students Instalment facility for the payment of fees SIES Education Assistance Trust(SEAT) scholarship for deserving and needy students Free internet facilities Free personal counselling service Appreciation certificates to students for their outstanding contribution in academics, extra- curricular & co-curricular activities and for community services

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done      Yes ☒      No ☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	LRQA	yes	ISO internal auditors
Administrative	yes	LRQA	yes	ISO internal auditors Admission audit by management representative

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes      Yes ☒      No ☐

☒      ☐

For PG Programmes            Yes            No

**6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?**

NA

**6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?**

NA

**6.11 Activities and support from the Alumni Association**

SIESNAA, the Alumni Association contributed to development of the college in the following ways:

1. Colloquium- a panel discussion by the alumni on 'Paradigm shift in BFSI sector was organised for the students of BCOM BBI, BFM and BAF.
2. Bouquet auction was organised and the proceeds were used for buying a wheel chair for the college.
3. Global Village was organised in association with AIESEC to promote international internships.
4. Graduation Day was organised to .felicitate the new graduates from all courses.
5. Guest lectures by alumni were organised for BMM, BMS & BBI students

**6.12 Activities and support from the Parent – Teacher Association**

- An interactive session was organised with the parents where the progress of the college was discussed.
- Parents played an important role during the NAAC peer team visit.

**6.13 Development programmes for support staff**

- A workshop was organized for the non-teaching staff and peons in computer operation
- Communication skills workshop for non-teaching staff

**6.14 Initiatives taken by the institution to make the campus eco-friendly**

In order to promote environmental awareness, the NSS unit encouraged its members to plant maximum trees in and around the college campus. The students planted 800 plus saplings in used plastic bottles, with the purpose of recycling them. Some of the plants were donated to an old age home- Matru Sadan.

Donation boxes were placed in the college premises to collect used articles and e-waste with the intention of recycling or safe disposal of the same.

A Bio-compost pit is made and managed by the M Sc EVS Department and the Conservation Club, where the floral Waste collected from the temple is converted in to manure.

## Criterion – VII

### 7. Innovations and Best Practices

**7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

The College website was developed and designed by the Staff and Students of Information Technology..

**7.2. Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year**

Based on Plans made at the beginning of the year the following actions were taken:

1. Ideation 2016, International Conference on Emerging Trends in Business, Management, Media and Extension was organized by the B Com, BMS and BMM departments.
2. Virtual Lectures on Leadership and Operational Excellence by Mr Manu Vora, Chairman ASQ
3. Faculty and students were encouraged to undertake research.

**7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)**

Sensitization of Students to social issues

Virtual Lectures

#### *Annexure IV*

**7.4 Contribution to environmental awareness / protection**

1. Plantation of Saplings in used plastic bottles
2. Workshop on recycling of plastic by the Ban Plastics Committee
3. Continuation of Bio composting pit
4. Participation in the Cleanliness Drive

**7.5 Whether environmental audit was conducted?**

Yes

☐

No

☒

**7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)**

Tiranga Day is organized in the college on the eve of Independence Day, every year by the Students Council where students of each class are asked to dress in one of the colours of the national flag. The purpose of this is to ignite the spirit of patriotism in the students. This year student council decided to create a record by having maximum students participating in the activity. Accordingly, the Limca Book of Records was approached. On 14<sup>th</sup> August, 2015, 1270 students dressed in the colours of the Indian national flag formed the Tricolour which was acknowledged by the Limca Book of Records as the largest human flag formation.

#### **8. Plans of institution for next year**

- Create Entrepreneurship Development Cell
- Increase industry collaboration
- Introduce value added courses for Mass media IT & CS students
- Increase social outreach activity by collaborating with NGOs

***Prof. Vasanti Rajadhyaksha***

*Coordinator, IQAC*

***Dr. Rita Basu***

*Chairperson, IQAC*

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## **ANNEXURE I**

### **ACADEMIC CALENDAR 2015-16**

#### **The arrangement of terms for the academic year 2015-2016**

<b>Term</b>	<b>Duration</b>
<b>First term</b> <b>Diwali vacation</b>	<b>8th June 2015 to 21st October 2015</b> <b>22nd October 2015 to 15th November 2015</b>
<b>Second Term</b> <b>Winter Break</b>	<b>16<sup>th</sup> November to 2<sup>nd</sup> May</b> <b>26th December 2015 to 1st January 2016</b>

(In all cases both days included)

**ANNEXURE II****EXAMINATION CALENDAR 2015-16****Schedule of Exam 2015-16**

<b>Sr. No.</b>	<b>Subject</b>	<b>Date</b>
	<b>Term I</b>	
1	Dates for question paper setting for supplementary exam	25th August 2015
2	Dates for Handwritten question paper setting for regular examination September/October 2015 ( 03 Sets)	20th August 2015
3	Dates for question paper setting for regular examination September/October 2015 ( 03 Sets)	24th August 2015
4	Commencement of Practical exam	As per individual department schedule
5	Submission of Supplementary exam. Internal Marks for first year semester - I & second year semester - III	4th September 2015
6	Commencement of Supplementary exam Semester-I & Semester- III (Credit / Non Credit Pattern)	8th September 2015
7	Submission of Internal Marks for first year & second year Regular Examination	03rd October 2015
8	Commencement of Regular exam First Year Semester-I & Second Year Semester-III	5th October 2015
9	Submission of Practical examination Marks for first year & second year	7th October 2015
10	Submission of Corrected Papers For FY's & Sy's except BMS & BCOM	20th October 2015
11	Submission of Corrected Papers For FY & SY (BCOM & BMS)	24th October 2015
12	Moderation for FY & SY (BCOM & BMS)	18th, 19th & 20th November 2015
13	Result for all the courses	15th December 2015

	<b>Term II</b>	
1	Dates for question paper setting for supplementary exam Semester I to Semester IV (if Required)	11th January 2016
2	Dates for Handwritten question paper setting for regular examination first year sem-II & second year sem-IV March 2016 ( 03 Sets)	16th January 2016
3	Dates for question paper setting for regular examination first year sem-II & second year sem-IV March 2016 ( 03 Sets)	29th & 30th January 2016
4	Submission of Supplementary exam. Internal Marks for first year sem-I & second year sem-III	1st February 2016
5	Commencement of Supplementary exam Semester-I & Semester- III	2nd February 2016
6	Commencement of Practical exam	As per individual department schedule
7	Commencement of Supplementary exam Semester-II & Semester- IV	12th February 2016
8	Submission of Internal Marks for first year & second year Regular Examination	29th February 2016
9	Commencement of Regular exam First Year Semester-II & Second Year Semester-IV	1st March 2016
10	Submission of Corrected Papers For FY's & Sy's except BMS & BCOM	18th March 2016
11	Submission of Practical examination Marks for first year & second year	19th March 2016
12	Submission of Corrected Papers For FY & SY (BCOM & BMS)	21st March 2016
13	Commencement of Additional examination First Year Semester-II & Second Year Semester- IV	21st March 2016
14	Moderation for FY & SY (BCOM & BMS)	26th & 28th & 29th March 2016
15	Result for all the courses	25th April 2016



### Annexure III

#### Students Feedback for 2015-16

The Feedback Committee collects a Students' feed back of the faculty every year. The feedback is collected on the following parameters:

1. Class control
2. Punctuality
3. Audibility
4. Ability to explain
5. Ability to generate interest
6. Syllabus Completion
7. Distribution of notes
8. Syllabus coverage
9. Subject knowledge
10. Motivate students

The faculty are rated by the students on a scale of 1-5 where;

5-Excellent      4-Very Good      3-Good      2 -Fair      1-Satisfactory

Sr. No.	Course	Average feedback
1	BCOM	3.32
2	BAF	3.53
3	BFM	3.84
4	BBI	3.63
5	BMS	3.80
6	BMM	3.96
7	BSCIT	3.78
8	BScCS	4.02
9	MCOM	4.22
10	MSCEVS	3.81
11	MSCIT	3.39
12	MSCCS	3.43

The average feedback for the college is 3.73/5

## Annexure IV

### Best Practices

#### A. Sensitizing students to Social Issues

##### 1. The Context

Every course organizes a departmental fest in which various academic, co-curricular and extra-curricular activities are organized. The entire management of the fest is done by the students under the guidance of their teachers, right from generation of funds to conduct of the activities. While the departmental fests are concerned with learning, development of managerial skills, fun and festivities, it was felt that students are oblivious of the problems around them. While social initiatives were being undertaken by certain committees like NSS, Students Council, Women development Cell etc., they were restricted to the committee members only.

##### 2. Goal

To create awareness and sensitivity about the social problems among the students.

##### 3. The Practice

The planning of the departmental activities is done at the beginning of the year. The Principal discusses the general guidelines for the fests in the co-ordinators meeting. It was decided that every course and important committee like Students Council will organize at least one social initiative as a part of their fest.

##### 4. Evidence of success:

Various social initiatives were organized by the committees and different courses

1. Student Council organized MAQSAD, exhibition and sale of NGO products.

2. The members of student's council celebrated Diwali at four police stations in Navi Mumbai where the students cleaned the premises, put rangolis, lit diyas and distributed sweets. The purpose was to bring joy in the lives of the policemen who had to stay away from their families during the festival.

3. B Com Banking Insurance: The students of B.Com Banking & Insurance invited under privileged children from 3 NGOs to the college where different activities like quiz, drawing, talent hunt competitions and games were organised. Grain collection drive was organised where 750 kgs of rice and wheat were collected and donated to the three NGOs.

4. B Com: The students of B Com went to an orphanage in Navi Mumbai where the students organized various activities and competitions for the children.

5. B Com Accounting Finance: The students performed a skit on domestic violence and women's safety.

##### 5. Problem encountered:

1. It is not possible to involve large number of students in the activity.

2. Sometimes NGOs may not grant permission for large groups to visit their premises.

3. There may be no continuity or consistency in the activity.

## **B Virtual Lecture Series**

### **1 The Context**

Internet technology has revolutionised communication techniques. It has broken time and distance barriers and it is now possible to communicate with people across the globe without any difficulty. The development of video conferencing technology has made it possible to have face to face communication with people across the globe. The technology can be successfully employed for gaining knowledge from experts based in different locations without their physical presence

### **2 Goal**

To enable students to learn from industry experts through virtual lectures.

### **3 The Practice**

The college is Wi-Fi enabled and has newly created an audio visual room with a seating capacity of 150 persons. The room is equipped with LCD projector, Projection screen and sound system. A Memorandum of Understanding was entered into with Mr Manu Vora, Honorary Chair, American Society of Quality, who is based in Chicago and an expert on Quality management. Mr Vora agreed to give lectures on leadership and operational excellence to the students from various courses

### **4 Evidence of success:**

A series of lectures were organized on diverse topics such as time management, meeting management, leadership styles etc. The sessions were conducted through Google hangout. The students benefited from the knowledge and experience shared by Mr Vora. The sessions were interactive and students were able to interact with Mr Vora.

### **5 Problem encountered:**

Some of the problems encountered were

- 1.** Difference in time zones
- 2.** Technical snags leading to disconnection at times
- 3.** Poor audio quality can lead to difficulty in understanding

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