

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)
ACADEMIC YEAR – 2012-13**

2.

1. Kindly provide the details of the institution

Name of Institution:	SIES (NERUL) COLLEGE OF ARTS SCIENCE & COMMERCE
Year of Establishment of the Institution:	1998
Address Line 1:	Sri Chandrasekerendra Sarasw athy Vidyapuram
Address Line 2:	Plot 1-C, Sector V
City/Town:	Nerul Navi Mumbai
State:	Maharashtra
Postal Code:	400706
Email Address:	siesascn@yahoo.com

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation:	2009
Current Grade:	B
CGPA:	2.80

3. Institutional Status

4. Contact Person Details

Name of Head of Institution:	Dr. Rita Basu
Contact Phone:	022-27713836/ 9819874754
Email:	principal@siesascn.net
Website URL:	w w w .siesascn.net
Name of IQAC Co-ordinator	Mrs. Vasanti Rajadhyaksha
Email:	vasantidr@gmail.com

3.

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/B.Sc./B.Com etc.)	08
Post Graduate (MA/M.Sc./M.Com etc.)	04
Research Programmes (M.Phil/P.hD)	0
Certificate Programmes	0
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/ Paramedical/Nursing etc)	0
Other value added programmes	01
Any other programme offered (Specify)	0

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	0
New programmes designed	0
Programmes under revision	0
Interdepartmental collaborative programmes	02
Inter institutional collaborative programmes	0
Number of review committee recommendations implemented (Total)	0
Number of NAAC peer team recommendations implemented	03
Number of UGC/any other expert committee recommendations implemented	03
Number of review committee recommendation under implementation	0
Number of NAAC peer team recommendations under implementation	02
Number of UGC/ any other expert committee recommendations under implementation	0

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	43
Total faculty on rolls	42
Faculty added during the year	13
Faculty positions vacant	05
Faculty left during the year	06

Total number of visiting faculty	76
Total number of guest faculty	05

8. Qualification of Faculty

PhD and Above	05
MPhil	14
Masters	23
Any other (Specify)	0

9. Faculty qualification improvement

PhD awarded to existing faculty	02
MPhil awarded to existing faculty	0
Any other degree awarded to existing faculty	01

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)	29
Administrative staff (Actual strength)	25
Added during the year of reporting	01
Left during the year	01
Number of posts vacant	04

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff (Total sanctioned strength)	03
Technical Support Staff (Actual strength)	03
Added during the year	0
Left during the year	0
Number of posts vacant	0

4.

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC. It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

12. Establishment details

Year of establishment of IQAC **DD** / **MM** / **YYYY**
Day Month Year

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members	<input type="text" value="13"/>
Number of Alumni in IQAC	<input type="text" value="01"/>
Number of Students in IQAC	<input type="text" value="02"/>
Number of Faculty in IQAC	<input type="text" value="05"/>
Number of Administrative Staff in IQAC	<input type="text" value="01"/>
Number of Technical Staff in IQAC	<input type="text" value="01"/>
Number of Management Representatives	<input type="text" value="01"/>
Number of External experts in IQAC	<input type="text" value="01"/>
Number of any other stakeholder and community representatives	<input type="text" value="02"/>

14. IQAC Meetings

Number of IQAC meetings held during the year

15. Whether Calendar of activities of IQAC formulated for the academic year

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed	<input type="text" value="0"/>
Number of value added programmes proposed	<input type="text" value="0"/>

Number of skill oriented programmes proposed	01
Number of faculty competency and development programmes proposed	02
Number of other staff development programmes proposed	02
Number of student mentoring programmes proposed	01
Number of co-curricular activities proposed	09
Number of inter departmental cooperative schemes proposed	02
Number of community extension programmes proposed	08
Any other programmes proposed (Specify)	01

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented	0
Number of value added programmes implemented	0
Number of skill oriented programmes implemented	01
Number of faculty competency and development programmes implemented	02
Number of other staff development programmes implemented	02
Number of student mentoring programmes implemented	01
Number of co-curricular activities implemented	08
Number of inter departmental cooperative programs implemented	02
Number of community extension programmes implemented	10
Any other programmes suggested that are implemented (Specify)	01

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/ conferences/	01
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workshops organized by IQAC within the institution

Number of participants from the institution

28

Number of participants from outside

17

Number of external experts invited

03

Number of external conferences/seminars/ workshops on institutional quality attended

02

Number of events conducted with IQACs of other institutions as collaborative programmes

0

19. Did IQAC receive any funding from UGC during the year ?

- Did IQAC receive any funding from UGC during the year ? Yes
- No

20. If the response to Qn. 18 is Yes, please provide the amount received from UGC - (Input 0 - if NA/NIL-) Any other source including internal financial support from the management (Specify amount)

Amount Received from UGC

0

Amount Received from any other source including the college management

33888/-

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

- Development of creativity & innovation among teachers by use of innovative pedagogical tools.
- Skills enhancement & Development team spirit among non-teaching staff by organization of workshop.
- All round development of students by encouraging them to organize and participate in curricular & extra-curricular activity.

5.

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty	<input type="text" value="0"/>
Number of faculty members involved in curriculum restructuring/revision/syllabus development	<input type="text" value="0"/>
Number of programmes in which evaluation process reformation taken up and implemented	<input type="text" value="01"/>
Number of active teaching days during the current academic year	<input type="text" value="202"/>
Average percentage of attendance of students	<input type="text" value="72"/>
Percentage of classes engaged by guest faculty and temporary teachers	<input type="text" value="63"/>
Number of self financed programmes offered	<input type="text" value="12"/>
Number of aided programmes offered	<input type="text" value="0"/>
Number of programmes discontinued during the year	<input type="text" value="0"/>

23. Whether any systematic student feedback mechanism is in place ?

24. Feedback Details (If answer to Question 20 is Yes)

Percentage of courses where student feedback is taken	<input type="text" value="100"/>
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25. Is feedback for improvement provided to the faculty?

Please enter a positive number/0 if NA or Nil.

26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year	<input type="text" value="0"/>
Number of minor research projects undertaken during the year	<input type="text" value="0"/>
Number of major ongoing projects	<input type="text" value="0"/>
Number of minor ongoing projects	<input type="text" value="0"/>

Number of major projects completed	0
Number of minor projects completed	0
Number of major project proposals submitted for external funding	0
Number of minor project proposals submitted for external funding	0
Number of research publications in peer reviewed journals	04
Number of research publications in international peer reviewed journals	03
Number of research publications in national peer reviewed journals	01
Number of research papers accepted for publication in international peer reviewed journals	0
Number of research papers accepted for publication in national peer reviewed journals	0
Average of impact factor of publications reported	0
Number of books published	01
Number of edited books published	0
Number of books (single authored) published	01
Number of books (coauthored) published	0
Numbers of conferences attended by faculty	13
Number of international conferences attended	06
Number of national conferences attended	07
Number of papers presented in conferences	13
Number of papers presented in international conferences	06
Number of papers presented in national conferences	07
Number of conferences organized by the institution	01
Number of faculty acted as experts resource persons	01

Number of faculty acted as experts resource persons - international	0
Number of faculty acted as experts resource persons- national	0
Number of collaborations with international institutions	0
Number of collaborations with national institutions	0
Number of linkages created during the year	0
Total budget for research for current year as a percentage of total institution budget	0
Amount of external research funding received in the year	0
Number of patents received in the year	0
Number of patents applied for in the year	0
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	0
Number of PhDs awarded during the year	02
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	0

6.

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	2462
Actual enrollment during the year	2232
Student dropout percentage during the year	7
Success percentage in the final examination across the courses	92
Number of academic distinctions in the final examination and percentage	26

Number of students who got admitted to institutions of national importance

Number of students admitted to institutions abroad

Number of students qualified in UGC NET/ SET

Number of students qualified GATE/ CAT/ other examination (Specify)

28. Does student support mechanism exist for coaching for competitive examinations?

29. Student participation, if response is yes to Qn. 27

Number of students participated

30. Does student counselling and guidance service exist?

31. Student participation, if answer to Qn. 29 is yes

Number of students participated

32. Career Guidance

Number of career guidance programmes organized

Percentage of students participated in career guidance programmes

33. Is there provision for campus placement?

34. If yes to Qn. 32

Number of students participated in campus selection programmes

Number of students selected for placement during the year

35. Does gender sensitization program exist ?

36. If Answer is Yes to Qn 34

Number of programmes organized	03
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37. Student activities

Number of students participated in external cultural events	52
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Number of prizes won by students in external cultural events	06
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Number of cultural events conducted by the institute for the students	01
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Number of students participated in international sports and games events	0
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Number of students participated in national level sports and games events	0
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Number of students participated in state level sports and games events	0
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Number of students participated in university level sports and games events	56
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Number of prizes won by students in international sports and games events	0
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Number of prizes won by students in national level sports and games events	0
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Number of prizes won by students in state level sports and games events	0
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Number of prizes won by students in university level sports and games events	0
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Number of sports and games events conducted by the institute for the students	01
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38. Composition of students

Percentage of Scheduled Caste	2.33
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Percentage of Scheduled Tribe	0.099
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Percentage of other backward communities	5.16
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Percentage of women students	63.75
Percentage of physically challenged	0
Percentage of rural students	30
Percentage of urban students	70

39. Scholarships and Financial Support

Number of students availing financial support from the institution	02
Amount disbursed as financial support from the institution	20145
Number of students awarded scholarship from the institution	0
Number of students received notable national/international achievements/recognition	0

40. Student initiatives

Number of community upliftment programmes initiated by students	19
Number of literary programmes initiated by students	17
Number of social action initiatives based on science / environment initiated by students	04
Number of student research initiatives	0

7.

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focussed.

41. Whether perspective plan for overall developmental activities is created?

- Whether perspective plan for overall developmental activities is created ? Yes
 No

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored?

- If the answer for Qn. 40 is Yes, is the plan implemented and monitored? Yes
 No

43. Whether benchmarking is created for institutional quality management efforts?

- Whether benchmarking is created for institutional quality management efforts? Yes
 No

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format

- Result improvement
- Competency enhancement for non-teaching staff
- Qualification improvement for faculty
- Preparing students for participation in sports for intercollegiate, university & district level

If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format

45. Is a Management Information System (MIS) in place ?

- Is a Management Information System (MIS) in place ? Yes
 No

46. If answer to question 44 is Yes, please provide details of MIS applied to

1. Administrative procedures including finance

2. Student admission

3. Student records

4. Evaluation and examination procedures

5. Research administration

6. Others

(enter the respective details corresponding to the serial numbers)

1. Faculty improvement programmes, academic initiatives, co-curricular activities, website, grievance redressal, compliance of statutory requirements, financial transactions.
2. Generation of merit list as per university rules.
3. Students Records, Admission form, Original Mark sheets forenrollment, Student data.
4. Documentation as per regulations of University of mumbai.
5. -
6. Human Resource record, Performance Appraisal record.

If answer to question 44 is Yes, please provide details of MIS applied to 1. Administrative procedures including finance 2. Student admission 3. Student records 4. Evaluation and examination procedures 5. Research administration 6. Others (enter the respective details corresponding to the serial numbers)

47. Existence of learning resource management

	Yes	No
e-database in library	<input checked="" type="radio"/> *Existence of learning resource management e-database in library Yes	<input type="radio"/> e-database in library No
ICT and smartclass room	<input checked="" type="radio"/> ICT and smartclass room Yes	<input type="radio"/> ICT and smartclass room No
e-learning sources (e-Books, e-Journals)	<input checked="" type="radio"/> e-learning sources (e-Books, e-Journals) Yes	<input type="radio"/> e-learning sources (e-Books, e-Journals) No
Production of teaching modules	<input type="radio"/> Production of teaching modules Yes	<input checked="" type="radio"/> Production of teaching modules No
Interactive learning facilities	<input checked="" type="radio"/> Interactive learning facilities Yes	<input type="radio"/> Interactive learning facilities No

48. Internal resource mobilization: Kindly provide the amount contributed

Research	0
Consultancy and training	0
Student contribution	46580 /-
Alumni contribution	126035 /-
Wellwishers	48000 /-

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	386063 /-
Amount spent for student welfare	124378 /-
Amount spent for staff welfare	2492656 /-

50. Is delegation of authority practiced?

Is delegation of authority practiced Yes
 No

51. Does grievance redressal cell exist?

Yes No

	Yes	No
Faculty	<input checked="" type="radio"/> *Does grievance redressal cell exist ? Faculty Yes	<input type="radio"/> Faculty No
Students	<input checked="" type="radio"/> Students Yes	<input type="radio"/> Students No
Staff	<input checked="" type="radio"/> Staff Yes	<input type="radio"/> Staff No

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received	<input type="text" value="02"/>
Number of grievances resolved	<input type="text" value="01"/>

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received	<input type="text" value="0"/>
Number of grievances resolved	<input type="text" value="0"/>

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received	<input type="text" value="02"/>
Number of grievances resolved	<input type="text" value="01"/>

55. Has the institution conducted any SWOT analysis during the year

- Has the institution conducted any SWOT analysis during the year Yes
 No

56. The SWOT analysis was done by internal or by external agency

- The SWOT analysis was done by internal or by external agency Internal
 External

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

1. Consistent good academic performance.
2. ISO certified institution.
3. Student oriented extra curricular activities.

Kindly provide three identified strengths from SWOT Analysis (in bullet format)

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

1. Inadequate infrastructure for sport.
2. Limited social outreach programmes.
3. Limited footfall in library

Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

1. Introduction of value added courses.
2. Collaboration with corporate organizations.

Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

1. Entry of foreign universities.
2. Competition from newly established colleges.

Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

1. All round development of students.
2. Inculcation of research culture among staff.
3. Building team spirit & time management among non-teaching staff.
4. Strengthening of alumni.

Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

1. Effective administration of courses.
2. Bringing about transparency within the institution.
3. Better Co-ordination in the institution.