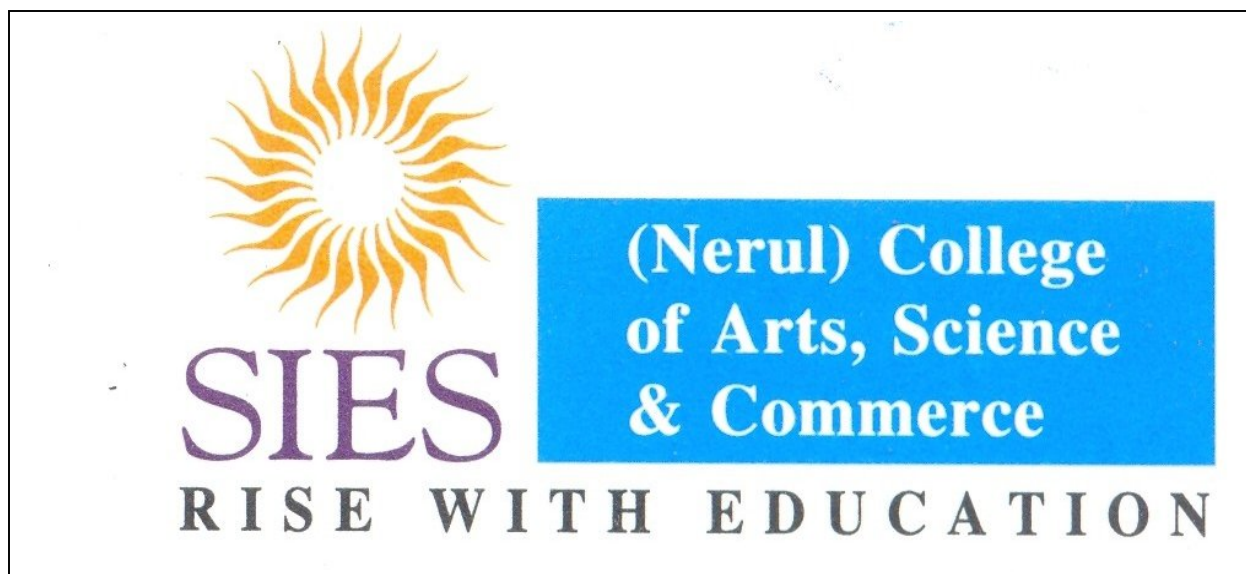


# The Annual Quality Assurance Report of the IQAC 2009-2010



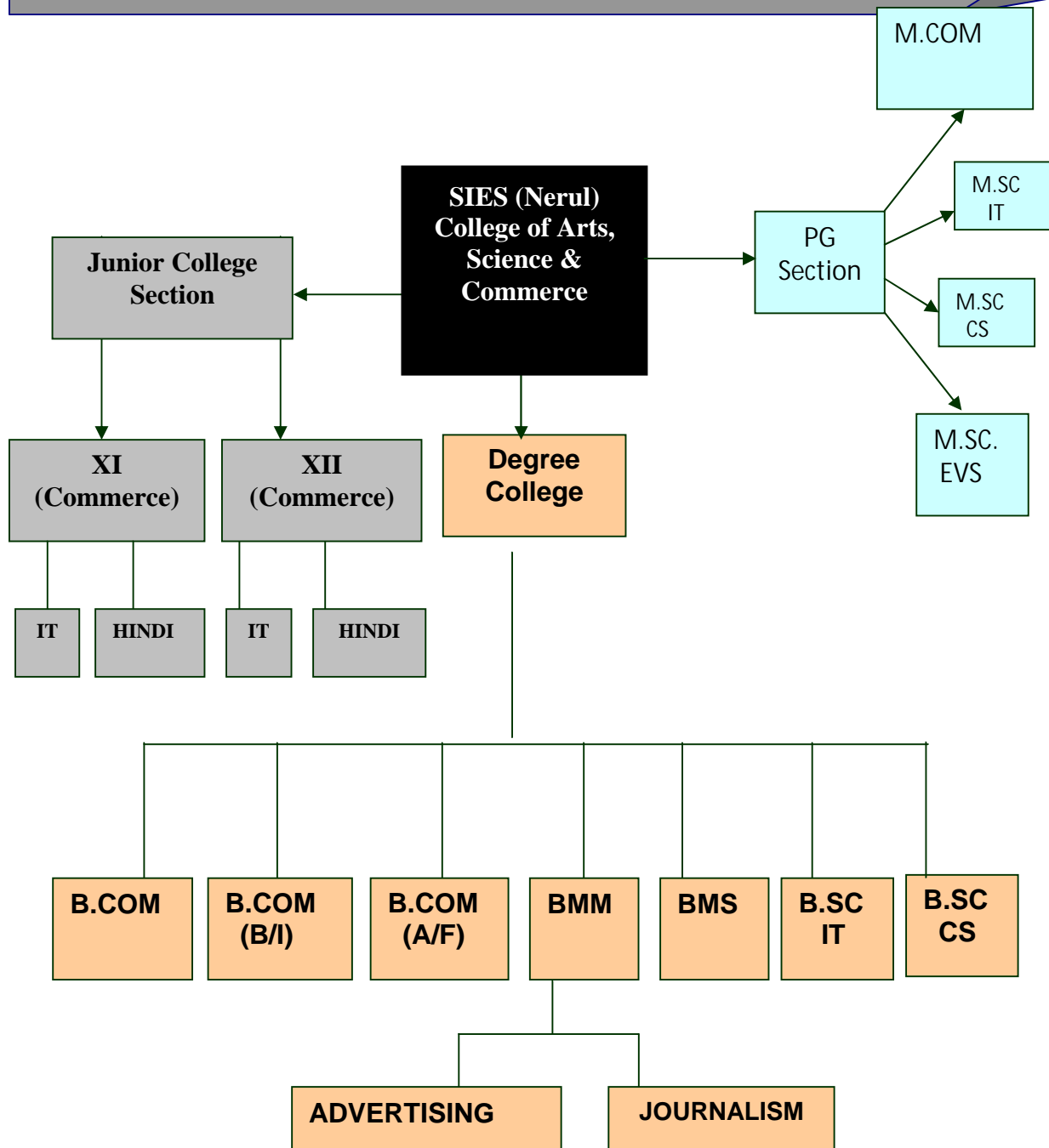
The South Indian Education Society, a charitable institution, was established in 1932 with a vision to 'sincerely serve the cause of education and the educational needs of the common man of this cosmopolitan city'.

SIES Primary School started 76 years ago, with not more than 6 students on its rolls. Now the total student strength of all SIES institutions is over 15,000. Today SIES is a name to be reckoned with on the educational map of Mumbai and Navi Mumbai.

The SIES (Nerul) College of Arts, Science and Commerce is one of the S.I.E.S. institutions at Sri Chandrasekarendra Saraswati Vidyapuram, Nerul, Navi Mumbai. The College was established in September 1998, as a commerce college and is affiliated to the University of Mumbai. The College is entering its thirteenth academic year in June 2010 and has been attracting students from near and far.

The college added Arts and Science faculty in the year 2003 and was renamed as SIES (Nerul) College of Arts, Science & Commerce. The College has a Junior College of Commerce attached to it. The College started M.Com. M.Sc (Information Technology) from the year 2005, M.Sc. (Computer Science), M.Sc (Environmental Science) from the year 2006.

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# The Annual Quality Assurance Report of the IQAC 2009-2010

## OUR VISION

The Vision of the College is

- 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 community.

## OUR MISSION

The goals and objectives of the institution are reflected in the Mission Statement of the college which is:

- Strengthening the human intellect through the rule of reasoning.
- Encouraging industry based academic interaction for knowledge based on experience.
- Enabling the students to enhance their knowledge by providing library resources and an environment conducive to learning.
- Imparting knowledge keeping abreast with changing technologies.

## IQAC COMMITTEE

The IQAC committee of the College consisted of the following members for the academic year 2009-10:

- |                  |                             |
|------------------|-----------------------------|
| 1. Chairperson-  | Dr. Meera Vijay – Principal |
| 2. Coordinator - | Ms.Rita Basu                |
| 3. Members -     | Ms.Vasanthi Rajyadaksha     |
|                  | Ms.Koel Chowdhury           |
|                  | Ms.Padmaja Arvind           |
|                  | Ms.Smitha Ramakrishnan      |
|                  | Ms.Komal Wategaonkar        |
|                  | Ms.Meghna Bhatia            |
|                  | Ms.Bhumika Desai            |

The objectives of the committee are:

- Generation and promotion of awareness in the institution about quality and excellence.
- Development and application of quality benchmarks in various activities of the institution.
- Recording and monitoring quality measures of the institutions.
- Acting as nodal agency of the Institution for quality related activities.
- Preparation of the Annual Quality Assurance Report and such other reports as may be decided from time to time.
- Devoting time for working out procedural details.

# The Annual Quality Assurance Report of the IQAC 2009-2010

## PART - A

### **The Plan of Action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome by the end of the year**

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The IQAC was constituted in January 2010 after the result of the NAAC Accreditation Process results were declared on December 30<sup>th</sup>, 2009.

The IQAC plan of action is therefore chalked out for the next academic session 2010-2011. The detailed IQAC action plan for 2010 – 2011 is given in Part –C.

However we had set the following objectives for quality in education and excellence in teaching for the academic session 2009-2010 which were in line with the overall objectives of SIES (Nerul) College of Arts, Science and Commerce.

These objectives were:

- Greater innovation in teaching methodology.
- Improvement of student results and increasing the number of distinctions in the year.
- Strengthening the placement activities.
- Increase in research activities.
- Increase in workshop/seminar participation.
- Enhance remedial teaching.
- Enhance community outreach programs.
- Improve the examination system.
- Improve the faculty feedback system.

# The Annual Quality Assurance Report of the IQAC 2009-2010

## **PART – B**

### **1. ACTIVITIES REFLECTING THE GOALS AND OBJECTIVES OF THE INSTITUTION**

The various activities conducted by the college revolved around Academic, Co-curricular, Extracurricular and Extension activities to attain the goals and objectives set for the academic year.

#### **i) Academic Activities**

To achieve all round academic excellence and quality results, the faculty of the various departments held intensive remedial teaching programmes, preliminary tests and detention hours for defaulters.

Two test series and two prelims were conducted for all courses to improve results.

A new professional course - Bachelor in Financial Markets was started in August 09.

Various need based/ career oriented vocational courses are being introduced in the next academic session.

Most of the faculty members are presently involved in research and 3 have enrolled for the PhD program of the SNDT University, Mumbai in Jan 10. Four staff members have completed M.Phil this year.

#### **ii) Co-Curricular activities**

Such activities help in the all round development of the students and enhance student/teacher knowledge. Various seminars/ workshops were conducted to update the students and staff of the latest developments in the various fields.

#### **iii) Extra Curricular activities**

For the all round development of the students, the following activities have been carried out:

a] Literary Circle

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- b] Performing Arts Circle
- c) Sports Committee
- d] Gymkhana
- e] Kalasadhana Yuva Manch

## **iv) Extension activities**

In keeping with the goal of the college to develop socially responsible citizens, various activities are continuously conducted under the aegis of:

- NSS
- Women Development Cell

## **v) Environmental activities**

Our college has created a few avenues to enable the students to participate and demonstrate their concerns for the environment:

- Conservation Club
- Rotaract Club

## **2. NEW ACADEMIC PROGRAMMES INITIATED**

A UG course – Bachelor in Financial Markets was introduced in August 09 with an intake of 55 students.

## **3. INNOVATIONS IN CURRICULAR DESIGN AND TRANSACTION**

Since our college is affiliated to the University of Mumbai, the syllabus is framed by the members of the Board of Studies of University of Mumbai. Not being directly involved in framing the syllabus, our teachers at their own individual levels have adopted techniques such as classroom group discussions, simulation exercises, quizzes, debates and presentations to go beyond the demands of the syllabus.

Corporate Readiness Programme was organized for T.Y.B.Com. Students from 2<sup>nd</sup> to 6<sup>th</sup> February 2010. The students were trained in group discussion, personal interviews, resume

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writing and art of presentation.

Industrial visit to Neelkamal Plastics and Voltas Air conditioners was organized for F.Y. B.Com and S.Y. B.Com students on the 4<sup>th</sup> February 2010.

Examination Guidance Lectures by Subject Experts were arranged for the T.Y.B.Com students.

Ms.M S. Devi arranged a workshop on the 18<sup>th</sup> of January 2010 on “Mock Stock Market Game” for the B.Com students.

T.Y.B.Com students presented a Group Discussion on ‘Budget Analysis 2009-2010’

B.Com A & F students visited social and business organizations to understand their working.

Students of B.Com A & F formed a forum ‘Epoch’ for extra curricular activities. Competitions in Literature, Arts and Sports were conducted by the Forum.

FY, SY and TY students of B.Com A & F formed a stream in Google groups for academic communication and coordination

Competitions in Elocution, Debate, Quiz and Skits were held for FY, SY and TY students of B.Com B & I.

13 students from S.Y. Banking and Insurance Class registered for an internship programme with the Niveshak group to work as financial advisor for of the clients Niveshak group.

Mr. R.Perumal was appointed as Moderator for Financial Service Management at Semester V TYBI examination, University of Mumbai.

Intra class quiz competition was held among SYCS students in September 2009.

Students of F.Y.B.Sc.IT did a case study in PSD by visiting the HR department of various companies.

Students of S.Y.B.Sc.IT visited our college labs, GST labs, ONGC and some schools to

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undertake a case study for Computer Networks.

ERP Road show was conducted by the T.Y.B.Sc.IT students in the month of September 09.

Initiatives were taken by the faculty to help the students of B.Sc IT seek live projects. Some projects were allocated through HBCSE and VJTI.

Intra class debate competition was organized between the two divisions of Second Year BMS students.

The students of FYBMM and TYBMM went to the Film Institute at Pune and The National Archives of India on 15<sup>th</sup> Jan 2010.

The students of SYBMM and TYBMM attended the International Film Festival in Goa from 29<sup>th</sup> Nov 2009 to 4<sup>th</sup> December 2009

The students also participated and won in festivals like “Detour” of Jai Hind College, “Impressions” of Swami Vivekanand College, “Polaris” of Wilson College and “Cutting Chai” of RD National College.

Student activities like quiz, debate, group discussion and guest lecturers were organized for MSc students.

Chandigarh-Shimla-Manali Educational Tour was organized from November 21- November 30, 2009 for the students and faculty of M.Sc Environmental Science.

## **GUEST LECTURES**

Several guest lectures were held on various topics to keep teachers and students abreast with the changing times and requirements of academia.

1. Guest lecture on ‘Recent Trends in Marketing of Banking and Insurance’ was taken by Mr. E.V. Gireesh.
2. Guest lecture on ‘Corporate Law for Banking and Insurance’ by Ms. G. Sumathi.
3. Guest lecture on ‘Securitisation for Banking and Insurance’ by Ms. G. Sumathi.



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4. Guest Lecture by Ms. Prathiba of Aviva Insurance Company on “Insurance Market”
5. Guest lecture was held on ‘Company Law’ by Mr. Mandar in 2009.
6. Guest lecture was held on ‘Science and Society’ by Mrs. Rajlakshmy in 2009.
7. Guest lecture on “Opportunities in financial markets” by Mr. S. Sriram was conducted in September 2009.
8. Guest lecture on “Project Development and documentation” by Prof Abhijeet Gole.
9. Guest lecture on “IT as a Business Enabler” by Mr Srikant from Reliance.
10. Guest lecture on “Parallel Processing” by Prof Manjula.
11. Guest lecture on “Human Resource Management” was conducted by ex-student Mr. Arun Kaimal, who is now a HR Consultant with Nokia.
12. Guest lecture on “Rural Marketing” was conducted by Prof. J. Krishnamurthy in September 2009.
13. Guest lecture was conducted on “Public Relations” by Bratin Roy in October 2009.
14. Prof. E. V. Gireesh gave a presentation highlighting the importance of Management studies and Prof. K. Prasuna gave a presentation on Self Management in July 2009.

## 4. INTER DISCIPLINARY PROGRAMMES STARTED

The college has been running the following interdisciplinary programs:

- BMS
- BMM
- MSc – Environmental Science

## 5. EXAMINATION REFORMS IMPLEMENTED

As per the guidelines of the University of Mumbai, the marking schemes for the following courses have been changed for the current academic year 2009-2010.

- a. F.Y.B.M.M.
- b. S.Y.B.Sc. CS
- c. F.Y.B.Com. – Business Communication
- d. F.Y.B.Com. – Environmental Studies
- e. T.Y.B.Com. – FA I, FA II, FA III

Our college conducts preliminary examinations for the students and the answer papers are

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assessed and returned to the students.

Parent teacher meetings are held for the students who do not fare well in these preliminary examinations.

For the first time all teachers of the college were encouraged to send their question papers through the intranet to a centralized examination domain that was set up for the examination.

An academic calendar was drawn up for all examinations – term examinations, supplementary examinations and additional examinations. This was followed in respect of all courses without any variance.

## 6. NUMBER OF CANDIDATES QUALIFIED NET/SET

Mrs. Prasuna Kuragayala (BMS)	: SET Jan 09
Mrs. Pooja Desai (EVS)	: SET Jan 09
Mrs. Komal Wategaonkar (Maths)	: NET Dec. 09

## 7. SEMINARS AND WORKSHOPS CONDUCTED

BMM Dept organized a National level conference ‘Media Rush’ on 30<sup>th</sup> Jan, 2010. The theme for the conference was “Emerging trends in New Media”.

B.Com. Dept. organized ‘Money Fair’ an exhibition on Investment avenues. Information on conventional investment options, like Bank Deposits, Postal Saving Schemes, and Mutual funds as well as new options like Gold Bonds, Derivatives was presented.

The Department of Environmental Science organized a seminar “ENBIONT 09” in December 2009.

### SEMINARS AND WORKSHOPS ATTENDED BY FACULTY MEMBERS

In order to enhance the quality of inputs that teachers impart in the classroom, they were encouraged to attend workshops/ seminars for knowledge building.

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1. Ms. Rita Basu - Participated in the workshop on 'Capacity Building of Women Managers in Higher Education' – Sensitivity/ Awareness / Motivation Workshop organized by Seva Mandal Education Society's Dr.Bhanuben Mahendra Nanavati College of Home Science. (Sponsored by University Grants Commission).
2. Mr. Prakash Chandan attended a one day workshop on Syllabus revision for T.Y.B.Com. Accountancy Paper I, II, III and Taxation on 11<sup>th</sup> July 2009 at S. K. Somaiya College of Arts, Science & Commerce.
3. Ms. Koel Roy Choudhury was a resource person at the seminar on "International Business Cycles - Challenges and Strategies" at Pillai's College of Commerce and Science, Panvel. she also attended a syllabus revision workshop for Business Economics Paper III for T.Y.B. Com.
4. Mr. Perumal attended a state level seminar on 'Frauds in Banking, Financial Services and Insurance Sectors- Control and Preventive Strategies' at SIES College of Commerce and Economics, Sion (East) in November 2009.
5. Ms. Indumathi attended a state level seminar on 'Frauds in Banking, Financial Services and Insurance Sectors- Control and Preventive Strategies' at SIES College of Commerce and Economics, Sion (East) in November 2009.
6. Syllabus revision workshop for Mathematics was attended by Ms. Sheeja Ravi on 4<sup>th</sup> July at Modern College, Vashi.
7. Ms. Padmaleela, Ms. Manjusha and Ms. Bindu attended the Syllabus revision workshop for Mathematics and Computer Science in July 2009 at Jhunjhunwala College, Ghatkopar.
8. Ms. Sheeja Ravi participated in a Syllabus revision workshop in Mathematics for the S.Y.B.Sc paper on 'Computational Mathematics' at Smt.CHM College in July 2009.
9. Workshop on "Open Source Systems at CDAC" was attended by Ms.Anu Thomas and Ms.Meghna Bhatia.
10. Workshop on 'Digital Image Processing' at UDIT was attended by Ms.Vijaylakshmi R.

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11. “Matlab”– Conference at Pune was attended by Ms.Vijayalakshmi R.of the I.T. Department
12. Ms. R. Kamatchi participated in the seminar on ‘Cloud computing Software and Service by Microsoft Corporation Technology’, Kalina held on 4<sup>th</sup> December 2009 at Department of Information Technology University of Mumbai.
13. Ms. Sapna Sudhakar attended a one day workshop on ‘Art of Negotiation’.
14. Ms.Smitha Ramakrishna – participated in a workshop on ‘Capacity Building of Women Managers in Higher Education’ – Sensitivity/ Awareness/ Motivation Workshop
15. Organized by Seva Mandal Education Society’s Dr. Bhanuben Mahendra Nanavati College of Home Science. (Sponsored by University Grants Commission.
16. Ms.Padmaja was appointed as resource person for the following subjects: Sociology at Somaiya College, Contemporary issues at Saraf College and Contemporary issues at Somaiya College.
17. Workshop for BMM syllabus revision at Somaiya College was attended by Ms. Padmaja, Ms. Gayatri and Mr. Mithun Pillai.
18. Workshop on “How to do research in Corrosion” at IIT Mumbai on 28<sup>th</sup> Sept 2009 was attended by Ms.Jyoti G. Koliyar
19. International Conference on “WORLD CORCON 2009” at Mumbai from 29<sup>th</sup> Sept to 1<sup>st</sup> Oct 2009 was attended by Ms.Jyoti G. Koliyar.
20. Short term training on “Role of Technology in Environmental Conservation” at SIES GST from 4<sup>th</sup> Jan to 8<sup>th</sup> Jan 2009 was attended by Ms Rupali Zele and M.Sc EVS (Part II) students
21. Ms. Vasanthi Rajadhyksha was appointed University Paper Setter for Business Management Paper I – for the T.Y.B.Com.

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## 8. RESEARCH PROJECTS

One of the core focus areas for the next academic session 2010-2011 is research. The faculty members are encouraged to take up research projects and guide the students with their final year projects. This was done for 120 BMS students, 60 BMM students and 240 B.Com students. This has initiated the faculty to take up more meaningful research projects for the next academic session.

A 3 day workshop on research methodology was conducted by Principal, Dr.Meera Vijay for all faculty members to kindle the spirit of research and impart knowledge of research tools.

## 9. PATENTS GENERATED, if any - Nil

## 10. NEW COLLABORATIVE RESEARCH WORKS - Nil

## 11. TOTAL RESEARCH GRANTS RECEIVED FROM VARIOUS AGENCIES - Nil

## 12. NO. OF RESEARCH SCHOLARS

a. Faculty pursuing PhD	-	7
b. Faculty pursuing M.Phil.	-	3
c. Faculty Completed M.Phil.	-	4

## 13. CITATION INDEX:

The following books have been published by our faculty members:

- IITA FYIT – Vipul Prakashan by Kamatchi and Anu Thomas
- System Programming SYIT – Vipul Prakashan by Swati Vitkar and Vijayalakshmi R
- Software Engineering SYCS-Vipul Prakashan by Vijayalakshmi R
- Ecommerce SYIT Revised Version – Vipul Prakashan by Meghna B
- Computer Programming TYBCOM – Sheth Publisher by Meghna B

The college published the annual magazine “CACHE” which outlines the year’s activities. It contains articles, poems, literary work authored by the faculty and the students. It is distributed to parents, corporates and academic institutions.

Students of the B.Com A&F launched a magazine “Epoch” which covers financial issues.

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## 14. HONORS/AWARDS TO FACULTY

Ms. Jyoti G. Koliyar has been awarded the BEST PAPER AWARD (First Prize for Oral Presentation) for the paper entitled “Study on status of water quality and problems contributing to corrosion in cooling tower of chemical industry”, presented at the National Congress in Corrosion Control held at Madurai Thiagarajar College of Engineering from 21<sup>st</sup> to 22<sup>nd</sup> Dec 2009.

Prof. Koel Roy Choudhury was invited as a guest speaker at the seminar on “International Business Cycles – Challenges and strategies” at Pillai’s College of Commerce and Science, Panvel.

## RESEARCH PAPER PRESENTATIONS BY OUR FACULTY

1. Principal, Dr Meera Vijay presented a paper on “Asia – The hub for Medical Tourism” at the International AEDGE Conference conducted by HK Institute of Management Studies and University Utara Malaysia in March 2010.
2. Ms.Koel Roy Choudhury presented a paper on “SEZs in India at the International Conference on Emergent Business Models and Strategies for Knowledge Economy: Impact on Business, Government and Society held at IBA, Bengaluru.
3. Ms. M. S. Devi presented a paper for the two days National Seminar on ‘Evolving Trends and Challenges before Media’ on 28<sup>th</sup> & 29<sup>th</sup> August 2009 at N.G. Acharya & D.K. Marathe College.
4. Ms. Padmaja Arvind presented a paper for the two days National Seminar on ‘Evolving Trends and Challenges before Media’ on 28<sup>th</sup> & 29<sup>th</sup> August 2009 at N.G. Acharya & D.K. Marathe College.
5. Ms. Jyoti G. Koliyar presented a paper entitled “Lake water Quality Status in Nerul, Navi Mumbai, Maharashtra” at the International Conference on Emerging Trends in Environmental Science and Research held at Ernakulum from 14<sup>th</sup> Aug to 16<sup>th</sup> Aug 2009.
6. Ms. Rupali A Zele presented a paper entitled “Impact of Pollution on local estuarine Ecosystem” at the International Conference on Emerging Trends in Environmental

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Science and Research held at Ernakulum from 14<sup>th</sup> Aug to 16<sup>th</sup> Aug 2009

7. Ms. Pooja Desai presented a paper entitled “ Steps towards making Hariyali village, A MUTP Resettlement of Rehabilitation site an ideal one from EHH view point” at the International Conference on Climate Change and Sustainable Management of resources held at Gwalior from 10<sup>th</sup> Nov -12<sup>th</sup> Nov 09.
8. Ms.Jyoti G. Koliyar and M.Sc EVS Part I students (Ms. Mahalaxmi Iyer, Ms. Mrudul Karekar, Ms. Prabha Vanniar) presented a paper entitled “ Effect of Pollution on Karnala Bird Sanctuary” at the International Conference on ‘Recent Advances in Environmental Biotechnology’ at Mumbai from 14<sup>th</sup> to 15<sup>th</sup> Nov 2009.
9. M.Sc EVS Part I students (Ms.Shruti Kalgikar, Mr. Shailesh Mishra) presented a paper entitled “Feasibility study of conversion of conventional lighting into light emitting diodes” at the International Conference on ‘Recent Advances in Environmental Biotechnology’ at Mumbai from 14<sup>th</sup> to 15<sup>th</sup> Nov 2009.
10. Ms. Jyoti G. Koliyar presented a paper entitled “Study on status of water quality and problems contributing to corrosion in cooling tower of chemical industry” at the National Congress in Corrosion Control held at Madurai Thiagarajar College of Engineering from 21<sup>st</sup> to 22<sup>nd</sup> Dec 2009.
11. Ms. Rita Basu and Ms. Swati Vitkar submitted papers entitled “Assessing Water Pollutants Using GIS” and “Waste Management” at the National Conference held at Jalgaon University on 22<sup>nd</sup> and 23<sup>rd</sup> January 2010.

## 15. INTERNAL RESOURCES GENERATED

A nominal amount was generated from workshops, seminars and from the College festivals.

## 16. DETAILS OF DEPARTMENTS GETTING SAP, COSIST/DST, FIST, ETC, ASSISTANCE RECOGNITION - Nil



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## 17. COMMUNITY SERVICES

### 1. NSS

The NSS Orientation was organized for the academic year 2009-2010 on the 23<sup>rd</sup> July 2009. The NSS unit carried out various activities during the year:

1. Blood donation and Thalassemia checkup camp was conducted by the Sarvodaya Blood Bank. 174 bottles of blood were collected from 399 people. A student was detected of Thalassemia Minor and was given counseling session.
2. Tag flags were sold on Independence and Republic Day. These were handmade national flags, made by mentally challenged children. The money raised was handed over to the Hitech Family Enrichment Foundation.
3. Swine Flu Awareness workshop was conducted to make the students and staff more vigilant and careful regarding this disease.
4. Literacy Campaign was carried out by NSS volunteers from 7<sup>th</sup> September to 17<sup>th</sup> September at Skills and Abilities School, Nerul. They took regular classes for the deaf and dumb students of this school. Along with the regular lessons, the volunteers also taught art, craft and drawing.
5. Consumer Awareness Week was conducted at adopted area, Shivaji Nagar, to understand the problems of the people residing there. The survey showed that the people were content with most of the facilities available to them except for the health facilities. It was found that the people were not aware of the innovative products available in the market.
6. AIDS Awareness Rally was organized on 7<sup>th</sup> December 2009 from our college to Shivaji Nagar, (adopted Area) and back to college. Posters were displayed at the adopted area. Volunteers distributed pamphlets and booklets in Marathi, Hindi and English language to people of Shivaji Nagar. The main aim was to create awareness about AIDS –Preventive and Corrective Measures.
7. Health Awareness at the adopted area was conducted in December 09 to know about the problems faced by the people living in the adopted area. To lessen their problems NSS volunteers made power point presentations on various topics like hygiene and health problems. These presentations were shown on different days to the students of the municipal school at Shivaji Nagar.
8. A Global Warming Awareness Rally was conducted on 17 December 09.
9. A step for creating awareness about global warming was taken in the form of a tree plantation drive on 17<sup>th</sup> of December 09.



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10. A seven day NSS residential camp was held from 5<sup>th</sup> February to 11<sup>th</sup> February 2010 at Sane Guruji Trust, Mangoan. The students did “Shramdhan” at the camp. The various other activities carried out at the camp were cleaning of the surroundings, teaching the villagers to create best of waste, trekking, camp fire, etc. Competitions were held on Street Plays and Spoof a Movie. Sessions on Antartbharti, Street Play, Star Gazing, Cracking the UPSC and MPSC examinations were also conducted during the camp. A village visit was organized in which the volunteers performed 6 street plays on various social issues.
11. Disaster Management Session was organized on 19<sup>th</sup> February 2010. The session was conducted under the guidance of Mr. Phondekar. Students were given information and demonstrations regarding how to extinguish a fire ways to carry the casualties at the time of a disaster or calamity.

## 2. WOMEN DEVELOPMENT CELL

The WDC Cell conducted three events during the year:

1. A workshop was conducted by Prof. Parkhe of Elphinstone College on “Astrology v/s Astronomy” in an effort to eradicate superstition.
2. A workshop on “Role of Yoga in reducing Examination Stress” was conducted by WDC.
3. A workshop on “Etiquette and Fine Dining” was also conducted.

## 3. ROTARACT CLUB OF SIES – RCSIES

1. Blood Donation project was undertaken on 1<sup>st</sup> July, 2009. The Rotarians in collaboration with D. Y. Patil Hospital, Nerul organized this blood donation camp where people from all over Navi Mumbai came and donated blood.
2. Rotaract Club worked with “Apnalaya” an NGO to collect clothes and then these clothes were sold by Apnalaya to those who were in need of it.
3. In order to extend appreciation and thanks to the maids, the Rotaract Club organized a special clean-up drive “Maids’ Day Out”, wherein the maids were given a complete holiday and Rotaractors took their place.
4. The Rotaract Club volunteered for a Polio Drive conducted in 4 main areas of Nerul i.e. D-Mart, Apna Bazaar, Sec-21 and D.Y. Patil Hospital.
5. The Rotaract Club members performed a street play on the social issues which concern the present youth viz; Ragging, Drug addiction, Parental Sensitization and Eve Teasing.
6. Rotaractors along with the NSS unit of our college undertook the mission of giving

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proper guidelines and the precautionary measures to be taken by everyone to prevent Swine Flu.

7. A session on Vedic Mathematics was conducted by Mrs. Surjeet Kaur and Mr. Gurmeet for the Junior College.
8. “Khushi” was a project wherein, a movie was screened at Skills and Ability – a school for the challenged children.
9. The teachers of SIES College donated clothes to “Vatsalya”- a home for destitute children and senior citizens.
10. Mr. Vinay Shetty, the founder of Think Foundation conducted a session on “Thalassemia Detection”.
11. “Joy of Giving Week”, was held from 27th September-3rd October 2009. The participating colleges were ICLES’ M.J. College (Vashi), Karamveer Bhaurao Patil Modern College (Vashi), Tilak College (Vashi), Fr. Agnells College (Vashi), D.Y. Patil College (Nerul). A huge amount of food grains and stationery items were collected and donated to an NGO - Gyan Vikas Kendra Aarambh.
12. Diwali was celebrated at Mantru Sadan – an old age home in the traditional format to bring happiness into the lives of the inmates.
13. Children's Day was celebrated at Mermier Bal Ashram, Koparkhairane with the children who are living alone. Games, music and dance were a part of this celebration.
14. To focus on the importance of road safety and to encourage people especially youngsters to take a step against rash driving and act in the most appropriate manner when it comes to road safety, a peace rally was held in November 2009 from SIES College to Palm Beach road via Rajiv Gandhi Flyover.
15. SEAL, is a home for the destitute, dying and abandoned people on the road and railway platforms. SEAL organized a fund raiser event to fulfill the needs of the poor people at their ashram and moreover to overcome the problems and diseases they are suffering from. Rotaract Club helped SEAL organize the fund raiser event.
16. To spread the message of peace and to pay tribute to the martyrs who gave their lives to save our country, an event was organized by the Navi Mumbai Seaside and Rotaract Club of SIES College in association with the Palm Beach Galleria Mall in November 2009
17. A group of members of the Rotaract Club performed a skit in ITM College and SIES College to create awareness on AIDS among the youth.
18. To create and to encourage the masses to play their part to reduce Global Warming by doing whatever little things they can - be it switching off lights and fans when not in use, restricting use of appliances such as microwaves, air-conditioners and controlling their vehicle’s pollution, a Global Warming Awareness Rally was held in Vashi.

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## 18. NUMBER OF TEACHERS AND OFFICERS NEWLY RECRUITED

1. Dr. Meera Vijay - Principal
2. Ms. Rajalakshmi - B.Com. A & F
3. Ms. Manjusha Patait - B.Sc. CS
4. Ms. Amal Sebastian - B.Sc. CS
5. Ms. Bindu Rajesh - B.Sc. CS
6. Ms. Vaishali Munde - BMS
7. Ms. Prasuna Kuragayala - BMS
8. Ms. Sapna Sudhakar - BMS
9. Ms. Pooja Desai - E.V.S.

## 19. TEACHING- NON TEACHING STAFF RATIO

Teaching Staff	50
Non Teaching Staff	27
Ratio	1.85

## 20. IMPROVEMENT IN THE LIBRARY SERVICES

A large number of books and journals have been added.

## 21. NUMBER OF NEW BOOKS/JOURNALS SUBSCRIBED AND THEIR VALUE

	UPTO MAY 2009	UPTO JAN 2010
<b>TOTAL BOOKS</b>	<b>13182</b>	<b>14236</b>
JC	1373	1453
BCOM	4560	4878
BMS	2501	2650
BMM	1198	1263
BSC	1156	1320
A&F	627	734
B&I	697	712
MSC IT	377	408
MSC CS	179	208
MCOM	237	265
MSC ENV SC	277	290
BFM		55

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<b>TOTAL VOLS</b>	<b>7601</b>	<b>7986</b>
JC	883	923
BCOM	1831	1893
BMS	1748	1842
BMM	958	1014
BSC	495	517
A&F	444	483
B&I	509	524
MSC IT	247	254
MSC CS	97	106
MCOM	121	121
MSC ENV SC	268	277
BFM		32

	JUNE 08- MAY 09	JUNE 09 – JAN 10
<b>TOTAL EXP (ACAD YR WISE)</b>	<b>593164.36</b>	<b>364317</b>
JC	17351	16732
BCOM	121308	60440
BMS	128127	87247
BMM	50082	62955
BSC	70619.5	26619
A&F	47870	34332
B&I	35583.36	15618
MSC IT	18006	23727
MSC CS	23092	16685
MCOM	13035	4080
MSC ENV SC	68090	4743
BFM		11139

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YEAR	PERIODICALS	AMT SPENT	JOURNALS	AMT SPENT	TOTAL AMT
1998	1	460			460
1999	13	7387	13	7916	15303
2000	13	5092	10	5527	10619
2001	14	4631	14	7287	11918
2002	16	5311	14	7090	12401
2003	17	7910	22	12180	20090
2004	18	10510	40	21857	32367
2005	19	29987	40	53320.7	83307.7
2006	11	14896	26	32343	47239
2007	12	24251	22	22920	47171
2008	11	20198	32	39325	59523
2009	8	12759	18	25410	38169

## 22. NUMBER OF COURSES FOR WHICH STUDENT ASSESSMENT OF TEACHERS IS INTRODUCED AND THE ACTION TAKEN ON

Feedback from the students for all the courses in a standardized format is taken annually.

The number of courses for which feedback is obtained is as follows:

- Undergraduate courses - 08
- Post graduate courses -04

The feedback is shown to the respective faculty and the course co-ordinators. If the feedback is below 60% the faculty is asked to give in writing the measures which will be taken for improvement.

The feedback committee is working for the development of an online feedback system.

## 23. UNIT COST OF EDUCATION

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## **24. COMPUTERIZATION OF ADMINISTRATION AND PROCESS OF ADMISSIONS AND EXAMINATION RESULTS, ISSUE OF CERTIFICATES**

The computers of our office are connected by LAN. All the accounts are computerized.

During the process of admission, the applicant's data is stored in the computer and thereafter students are short-listed and the admission lists are displayed.

The admission merit lists are displayed as per the schedule announced by the University of Mumbai.

All mark sheets, certificates and documents necessary for admission are scrutinized and the University admission procedure is followed.

## **25. INCREASE IN THE INFRASTRUCTURAL FACILITIES**

Two classrooms with a seating capacity of 20 each were added to the number of existing rooms.

A new computer laboratory was set up on the first floor, in place of the laboratory which existed in the basement.

An annex has been added to the main office area for the smooth functioning of office work.

## **26. TECHNOLOGY UPGRADATION**

Administration process, salary records, admissions and examination work are all computerized.

The Examination Committee conducted the Regular and Supplementary exams on scheduled. To improve the committees workings an email id was created for the committee. Question Papers typed by the various teachers were sent as e mail to the committee's id, reducing paper work for the teachers. The date of commencement of examination for the year 2010-2011 will be displayed on the examination committee website

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## **27. COMPUTERIZATION AND INTERNET ACCESS AND TRAINING TO TEACHERS AND STUDENTS**

Internet access is available in 3 computer labs, media lab and the library.

Server RAM has been upgraded from 1 GB to 5GB.

Login IDs have been created for students as well as teachers.

The Tally software package is taught in a 100 hour module to all the students of the First Year degree program.

The College conducts practicals and tutorials on various subjects for all the students as per the requirement of the University syllabus/ Board syllabus.

## **28. FINANCIAL AID TO STUDENTS**

Full fees waver was granted to 6 students.

Partial fees waiver was granted to 2 students.

## **29. ACTIVITIES AND SUPPORT FROM THE ALUMNI ASSOCIATION**

The Alumni Association is in the process of being registered with the Charity Commissioner, Thane.

The Annual Alumni meet was held on 20th March 2010.

Alumni who are working in well known companies such as A C Nielsen helped in conducting campus placements.

## **30. ACTIVITIES AND SUPPORT FROM THE PARENT-TEACHER ASSOCIATION**

This year the Parent's Teacher Association held a meeting in the month of August 2009. The

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objective of this meet was to strengthen the ties between the parents and the institution. The PTA came up with appreciation, suggestions and plan of action for continual improvement.

## 31. HEALTH SERVICES

The staff and students of the college are covered under the Mediclaim policy with Oriental Insurance Company.

2643 students are covered under the 'Student Safety Insurance Scheme' and are entitled to receive compensation upto Rs. 1, 00,000/-. The policy also covers hospitalization expenses of above Rs. 5000 per student.

The teaching and non- teaching staff are covered under Mediclaim policy with an insurance cover of Rs.1, 00,000/- each.

The NSS unit of the college organized a Blood Donation and Thalassemia Detection Camp.

The Women's Development Cell organized a Yoga Workshop in February 2010.

## 32. PERFORMANCE IN SPORTS ACTIVITIES

Our students participated in University level tournaments as well as in Intercollegiate level tournaments in various sporting domains like Carrom, Table Tennis, Chess, Badminton, Softball, Baseball, Cricket and Football.

The students have won numerous accolades. The non teaching staff participated and won in carrom and cricket tournaments at the Khandwala College.

The much awaited annual intra-college sports event "SPRINT" was held from 3<sup>rd</sup> February 2010 to 5<sup>th</sup> February 2010. The following events were conducted: Box cricket, ring football, badminton, chess, carrom and table tennis.

The following students and non teaching staff won various accolades in various sports:

1. Arjun Jai Singh- Carrom (singles non teaching staff)



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2. Arjun Jai Singh and Pravin Singh- Carrom (doubles non teaching staff)
3. Ganesh Pandaram- Chess (non teaching staff)
4. Harkesh Garg attended the Baseball National Camp held at Orissa and also led the Maharashtra Baseball team at the National Level.
5. Prathvik Shetty of FYB.Com reached the Semi Finals of the Table Tennis University Championships. The Cricket team which participated in the intercollegiate Box Cricket tournament at MGM College reached the Finals.

### 33. INCENTIVES TO OUTSTANDING SPORTSMEN

4 students were felicitated at the Annual Prize Distribution on 24<sup>th</sup> February 2010 for participating in various sports at the National and State level.

### 34. STUDENTS' ACHIEVEMENT AND AWARD

Students who have achieved excellence in Academic, Sports and Extracurricular Activities were felicitated at the Annual Prize Distribution held on 24th February, 2010.

Endowment Prizes amounting to Rs. 11,280/- were given away to meritorious and deserving students.

Trophies and certificates were awarded to students securing 1st, 2nd and 3rd rank and the highest marks in individual subjects in the Semester and Annual examinations of each course.

Ms Amardeep Kaur of B.Sc CS was selected to attend the Republic Day parade 2010 in New Delhi.

The students of TYBMM Journalism presented a paper on 'Deprivation, Resistance and State Response' at the Tata Institute of Social Science.

### 35. ACTIVITIES OF GUIDANCE AND COUNSELLING UNIT

Currently the college teachers counsel students as the need arises. Guest lectures have been

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arranged on Stress Management for students of different courses by Principal, Dr. Meera Vijay and Prof. Girish.

## 36. PLACEMENT SERVICES PROVIDED TO STUDENTS

The training and placement cell of the College has been active for the last four years. The cell is sensitized to function throughout the year towards generating placement and training opportunities for the students for the campus selection programmes.

This year due to the economic slowdown there were limited placement opportunities. The placement cell therefore conducted the “Corporate Readiness Programme” for the final year students with the objective of imparting soft skills. Industry experts were invited to conduct the programme in the college premises.

Students were trained in Group Discussions, Mock Interviews, Resume Writing, Grooming and Interpersonal skills.

Some of the companies which visited the campus in 2010 were; AC Nielsen, WIPRO BPO and HDFC Bank

4 students were short listed by AC Nielsen for final placement process.

19 students were selected for final placement by Wipro and Patni.

M.Sc EVS Students have been placed in different organizations like Merck, Gail India Ltd, Bhushan Steel Ltd, Green Circle, and Market Trendz.

## 37. DEVELOPMENT PROGRAMME FOR NON-TEACHING STAFF

A questionnaire was circulated among all non-teaching staff asking them to identify their training needs. On the basis of their feedback, computer training was recognized as an immediate need. To this end a two day workshop on topics like, Excel, Word, Internet search and improvement in typing speed was provided.

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## 38. ANY OTHER RELEVANT INFORMATION THE INSTITUTION WISHES TO ADD

### RESEARCH

Since research was identified by the NAAC Peer team as an area of improvement, the institution has been focusing strongly on research.

9 faculty members appeared for the selection in the Ph.D program of the SNDT University, of which 3 were granted admission to the PhD program.

A 3 day workshop on Research Methods was conducted by Principal, Dr.Meera Vijay for all faculty members.

A one day workshop by Dr.Gopal, Director DY Patil Institute of Management Studies was held on quantitative research.

### ENVIRONMENT CONSCIOUSNESS

Vermi composting technique was implemented in the Bandra Teacher, Colony by our M.Sc (Part I&II) Students - Ms. Pooja Sharma, Ms. Mubina Mapkar and Ms. Sneha Mhatre).

Vermi composting of temple waste (Nirmalay) situated in SIES nerul campus was done by M.Sc (PartI&II)Students -Ms. Pooja Sharma, Ms. Mubina Mapkarand Ms. Sneha Mhatre.

Students and Faculties of SIES (Nerul) College of Arts, Science and Commerce & SIES Indian Institute of Environment Management organized an event "ENBIOT '09" in the month of December 2009.

### ORIENTATION/REFRESHER COURSES

As part of continuing education, several faculty members underwent UGC sponsored refreshers and orientation courses.

1. Ms.Rita Basu completed the Refresher Course in Environmental Studies under the sponsorship of UGC in December 2009 – January 2010.
2. Ms.Koel Choudhary completed the Refresher Course in Economics under sponsorship of

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UGC in November 2009.

3. Ms.Komal Wategoankar completed the Refresher Course in Mathematics under the sponsorship of UGC in Feb 2009.
4. Ms. Indumathi attended the Orientation program of Mumbai University under the sponsorship of UGC in Aug-Sept 2009.
5. Ms.Swati Vitkar attended the Refresher Course of Mumbai University under the sponsorship of UGC in Computer science in the month of Feb 2010.
6. Mr. Mithun Pillai attended the Orientation Program conducted from 12<sup>th</sup> August to 11<sup>th</sup> September, 2009 under the sponsorship of the UGC.
7. Ms. Bhumika Desai attended 5 days NSS Refresher Course on Stress Management and Prevention of Suicides in youth at TISS from 25<sup>th</sup> to 29<sup>th</sup> March 2010

## ANNUAL EVENTS

The college conducted several annual events:

1. **SIESONS 09** - The intercollegiate cultural festival was organized by the Students Council on the 12<sup>th</sup> and 13<sup>th</sup> January 2010. The festival drew participation from colleges across Navi Mumbai and gave a platform to the students to showcase their talents in various fields such as performing arts, fine arts and literary arts.
2. **SHARPSHOOTERS** – The annual business quiz was organized by the BMS department on 16<sup>th</sup> Jan 2010. The event was a huge success with more than 20 teams participating in the quiz.
3. **IT FORUM** – The IT department organized the IT forum Fest on 8<sup>th</sup> December 2009, which had events like Robotics competition, Graphics competition, IT Quiz and Career Guidance Seminar – Cache IT. Workshops and Seminars were conducted in the month of March for the students
4. **FRAMES FILM FESTIVAL** - The department of Mass Media organized the 7th annual Frames Film Festival. FRAMES is a unique platform for undergraduate students to showcase their talents in film making. This year saw national and international entries.
5. **TECHNOVISION** - This was an intercollegiate event of the Computer Science Department held on 18<sup>th</sup> and 19<sup>th</sup> of Jan 2010. The objective was to provide a platform for the computer science students to showcase their technical skills. Prof. Ranjan Gupta of

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Pune University conducted a seminar on 'Telescope' and "Artificial Neural Networks". Dr. Nagarjuna of Homi Bhabha Research Centre delivered a lecture on "Knowledge Networks" Computations were also organized for the students

6. **KALASADHNA YUVA MANCH:** The activities for the Kalasadhana Yuva Manch was inaugurated in the month of August in the presence of eminent Marathi Writer and Poet Mr. Pravin Davne. The Committee conducted various activities which included – acting workshop, painting workshop and poetry workshop. Some documentaries on social issues were also screened to raise awareness in the students.
7. **SYNERGY:** In a bid to help the students of Banking and Insurance perform well in extracurricular activities along with academics, "Synergy" was inaugurated on 5<sup>th</sup> February 2010. The activities organize helped to discover the multi talents of the students with events like "Business Baazigar", "Brokers Offer", "Show Your Talent" and "AD-MAD- The advertising Contest"

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## **PART - C** **PLANS OF THE INSTITUTION FOR THE NEXT ACADEMIC** **YEAR 2010-2011**

IQAC committee has sensitized all the stakeholders that quality education is an ongoing continuous process. The IQAC committee members have held small group meetings to generate and promote awareness in the institution about quality and excellence.

The IQAC committee has decided to have quarterly recording and monitoring of the quality measures of the institution.

One of the goals of the institution for the next academic year is to create employable graduates. For this teachers have to impart their best to ensure the student's all round growth.

It has been felt that application of innovative teaching-learning techniques is the need of the hour. The faculty will be encouraged to develop innovative pedagogical tools to enhance the delivery of the education process.

Various pedagogical tools like role plays, group discussions, case studies, debates, quizzes will form an integral part of each course delivery.

To ensure holistic development of the students a number of add-on courses and enrichment courses are envisaged for the next academic year.

The students who enter the degree program are heterogeneous in terms of skills and knowledge. The college recognizes that remedial training is very integral to student progression. Planned remedial training sessions in terms of coaching, testing and evaluating will be carried out for all courses.

To inculcate the spirit of research in the faculty, faculty development programs in the area of research are planned for the next year.

Research conferences are planned to widen the horizons of knowledge of the teachers, so that they bring into the class recent trends and issues. To this end research conferences are planned for the next academic session.

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An E-journal is planned for the next academic session to harness the talent of the faculty and students. This will also contribute to the overall improvement in the quality of education.

The non-teaching staff is recognized as integral partners in the delivery of quality education. To this end training programs for them is planned for the next academic year.

The students have an important role in creating an inclusive India, where senior citizens, underprivileged and disadvantaged citizens are bonded into the mainstream. Community outreach programs are also planned so that students emerge as responsible corporate/social members.

Continuous improvement in the computer laboratories and library are also planned to smoothen the delivery process further.

Sports and academic activities are planned to ensure all rounded growth of the students.

The detailed plan for the next year in line with the theme of “Excellence in Academics” is given below:

## **1. ENRICHMENT PROGRAMMES**

### **A. Professional Skill Development Program**

With the objective of creating employable graduates the college will launch a professional skill development program for the Third Year students of all streams.

The PSD program will bridge the gap between the hiring specifications of the company and the student’s skill sets. It will equip the graduating students with knowledge, skill set and attitude needed to enter the corporate world.

The modules to be covered in this program are: Personality development, Leadership Skills, Group discussions, Personal interviews, Resume writing and Grooming and etiquette.

### **B. Certificate program in Banking and Financial Services Software**

This certification course will be done in collaboration with IDBI Intech. They will train the

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students of B.Com, B.Com B & I, B.Com A & F on financial services and on the software used in core banking services. This program will make students industry-ready after their graduation.

## **C. Certificate Program in Insurance**

This certification course will be done in collaboration with HDFC Standard Life. They will train the students of B.Com, B.Com B & I, B.Com A & F on insurance industry and at the end of the 3 month schedule will offer them employment in the company. This program will therefore make students industry ready after their graduation

## **2. ADD ON COURSES**

**Launch off Short Term Certification Programs** - The college will launch short term certification programs in:

- Retail Management
- Fashion Designing
- Interior Designing
- Photography
- Computer Applications

## **3. REMEDIAL TRAINING**

With a view to improve the results, remedial training will be provided to students who fail to get the desired marks. While this was an informal process that was being carried out, this will now be a formalized and structured process.

## **4. FACULTY DEVELOPMENT**

Two faculty development workshops will be organized:

- A 2 day workshop on academic research with the objective of sensitizing faculty towards academic research and providing them with tools for academic research.
- A 2 day workshop on quantitative tools for research for the faculty and the students.

## **5. TRAINING OF NON-TEACHING STAFF'**

- It is proposed to train the non-teaching staff for 1 hour a day for 1 month on English Speaking.



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## 6. ACADEMIC PROCESS INNOVATION

- To enhance the reading habit of the students, a library reading session for 2 hours a week is to be incorporated as part of the curriculum.
- To develop the soft skills of the students an activity workshop of 2 hours every week is planned in all self-financed courses
- To encourage teachers to teach using modern technology like LCDs and internet.

## 7. EXTENSION ACTIVITIES / COMMUNITY OUTREACH PROGRAMS

- The Rotaract Club will organize a series of road shows on “Good Health”
- Portal for Senior Citizens providing various services like banking, insurance etc is being developed by the IT students under the aegis of the Rotaract Club.

## 8. PLACEMENT ACTIVITIES

There will be a placement committee for each stream. One teacher of the stream and 3-4 students from the second year and third year will be members of the placement cell. The role of the placement committee will be to work towards placement of students of the third year and obtain summer internships for the students of the second year.

## 9. RESEARCH AND PUBLICATIONS

### A. Conference Paper Presentations/ Journal Publications

- We shall endeavor that each stream presents at least 2 papers or makes 2 journal submissions in at state/national level in a year.
- We plan to conduct 2 national level research conferences in 2010-2011. The tentative themes are: Higher Education, IT, General management, Banking and insurance or New Emerging Media.

### B. E-Journal

We plan to launch a student quarterly E-journal in 2010-11. This will be circulated to other colleges and to the corporates. The editorial board will comprise of students and senior faculty members. The objective would be to address, discuss and highlight contemporary

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issues in the business environment. Students, faculty and others will contribute to the same. The E-Journal will have sections on: Editorial, Current news, Investments, Banking and Insurance, Technology, Management Issues, Media news and issues etc

## **C. Conference Participation**

We shall ensure that faculty participate in conferences/seminars and workshops that help in knowledge building of the faculty.

## **10. Improvements in Library**

A change in the library floor plan and book issue process will be done to ensure optimum utilization of the library materials. Computer terminals with access to the online library catalogue will be provided to the students and the staff.

## **11. Improvements in Computer Facility**

- The space of the hard disk in the server will be increased to 500 GB.
- More computers and swivel chairs will be provided in each of the 6 computer laboratories. Additional computers will be provided in the staffroom.
- The speed of internet will be increased from 1 Mbps to 2 Mbps. Firewall software will be installed to block sites like Face book and Orkut.
- Library will be integrated with technology using computers.

**Ms.Rita Basu**  
Coordinator – IQAC

**Dr.Meera Vijay**  
Chairperson – IQAC  
Principal – SIES (Nerul) College of  
Arts, Science and Commerce