



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

|   |  |   |
|---|--|---|
| <b>1. Name of the Institution</b>             |  | SIES (NERUL) COLLEGE OF ARTS, SCIENCE AND COMMERCE                                |
| Name of the head of the Institution           |  | Milind Vaidya   |
| Designation                                   |  | Principal   |
| Does the Institution function from own campus |  | Yes   |
| Phone no/Alternate Phone no.                  |  | 02261196401   |
| Mobile no.                                    |  | 9820230340  |
| Registered Email                              |  | ascnsies@sies.edu.in  |
| Alternate Email                               |  | milindmv@sies.edu.in  |
| Address                                       |  | Sri Chandrasekarendra Saraswati Vidyapuram, Plot 1C, Sector V, Nerul, Navi Mumbai |
| City/Town                                     |  | Navi Mumbai   |
| State/UT                                      |  | Maharashtra   |

| Pincode   | 400706  |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
|---|---|------|----------------------|-------------|-------------|-------|-------|------|----------------------|----------|--|-------------|-----------|---|---|------|------|-------------|-------------|---|---|------|------|-------------|-------------|
| <b>2. Institutional Status</b>  |   |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Affiliated / Constituent  | Affiliated  |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Type of Institution   | Co-education  |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Location  | Urban   |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Financial Status  | Self financed   |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Name of the IQAC co-ordinator/Director  | Dr. Koel Roychoudhury   |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Phone no/Alternate Phone no.  | 02261196408   |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Mobile no.  | 9820230340  |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Registered Email  | koelr@sies.edu.in   |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Alternate Email   | koel.roychoudhury@gmail.com   |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| <b>3. Website Address</b>   |   |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| Web-link of the AQAR: (Previous Academic Year)  | <a href="http://www.siesascn.edu.in/admin/uploads/8d3f809883fc6790ffb3ab8545719ed_aqar_report2018-2019.pdf">http://www.siesascn.edu.in/admin/uploads/8d3f809883fc6790ffb3ab8545719ed_aqar_report2018-2019.pdf</a> |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| <b>4. Whether Academic Calendar prepared during the year</b>  | Yes   |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| if yes,whether it is uploaded in the institutional website:<br>Weblink :  | <a href="http://siesascn.edu.in/naac/criterial/1.1.2%20Department%20Academic%20Calendar.pdf">http://siesascn.edu.in/naac/criterial/1.1.2%20Department%20Academic%20Calendar.pdf</a>                               |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| <b>5. Accrediation Details</b>  |   |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| <table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.80</td> <td>2009</td> <td>31-Dec-2009</td> <td>30-Dec-2014</td> </tr> <tr> <td>2</td> <td>A</td> <td>3.10</td> <td>2015</td> <td>15-Nov-2015</td> <td>14-Nov-2020</td> </tr> </tbody> </table> |   |      |                      |             |             | Cycle | Grade | CGPA | Year of Accrediation | Validity |  | Period From | Period To | 1 | B | 2.80 | 2009 | 31-Dec-2009 | 30-Dec-2014 | 2 | A | 3.10 | 2015 | 15-Nov-2015 | 14-Nov-2020 |
| Cycle   | Grade   | CGPA | Year of Accrediation | Validity    |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
|   |   |      |                      | Period From | Period To   |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| 1   | B   | 2.80 | 2009                 | 31-Dec-2009 | 30-Dec-2014 |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| 2   | A   | 3.10 | 2015                 | 15-Nov-2015 | 14-Nov-2020 |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| <b>6. Date of Establishment of IQAC</b>   | 04-Jan-2010   |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |
| <b>7. Internal Quality Assurance System</b>   |   |      |                      |             |             |       |       |      |                      |          |  |             |           |   |   |      |      |             |             |   |   |      |      |             |             |

Quality initiatives by IQAC during the year for promoting quality culture

| Item /Title of the quality initiative by IQAC                            | Date & Duration   | Number of participants/ beneficiaries |
|--|-------------------|---------------------------------------|
| German Language  | 29-Sep-2019<br>50 | 9                                     |
| TATTVA - Inter-Collegiate Case study Presentation on Professional Ethics | 14-Sep-2019<br>1  | 110                                   |
| Internal Academic Audit  | 11-Sep-2019<br>6  | 67                                    |
| One day training conducted on GRADED Examination Software                | 09-Sep-2019<br>1  | 45                                    |
| ISO Audit Internal Audit   | 21-Aug-2019<br>3  | 67                                    |
| Seminar on Road Safety Awareness   | 30-Jul-2019<br>1  | 90                                    |
| Workshop- On   | 09-Jul-2019<br>1  | 14                                    |
| Incubation Cell Inauguration   | 07-Aug-2019<br>1  | 50                                    |
| First IQAC Meeting   | 06-Jul-2019<br>1  | 20                                    |
| An Analysis on Budget 2019   | 05-Jul-2019<br>1  | 45                                    |
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

| Institution/Department/ Faculty          | Scheme | Funding Agency | Year of award with duration | Amount |
|--|--------|----------------|-----------------------------|--------|
| <b>No Data Entered/Not Applicable!!!</b> |        |                |                             |        |
| No Files Uploaded !!!                    |        |                |                             |        |

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

|  |                           |
|--|---------------------------|
| Upload the minutes of meeting and action taken report  | <a href="#">View File</a> |
| <b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b> | No                        |

|  |
|--|
| <b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>  |
| <p>1. Minor Research project writing 2. Development of Library App 3. Road Safety Awareness 4. Inauguration of Incubation Cell 5. TATTVA 6. One day Symposium on Impact of Economic Factors and Changing Technologies on Millennial Career 7.ULTIMAS TRENDS Encapsulating All Social Economic Political Business Environmental Issues 8. Session on Stress Management 9. International Standards in Research Writing Programme 10. A faculty development program on 'cloud computing 11. A three day Yoga event DHYANOUTSAV 12. A 5 day PNS Worker Training Workshop 13. Workshop on 'Interpreting and Implementing new NAAC guidelines 2019 14. Workshop on 'How to write a Research paper for a Scopus/ UGC Journal. 15. arranged the conduct of External Academic audit, Administrative Audit, IT audit and Gender audit for the College. 16. A session on Introduction and brief assessment and attainment of PO, PSO and CO. 17. Workshop on the topic of "Program outcomes, Programme Specific Outcomes and Course outcomes.</p> |

|                           |
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|  |
|--|
| <b>13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year</b> |
|--|

| Plan of Action  | Achivements/Outcomes  |
|---|---|
| Calculation of Programme Outcomes, Programme Specific Outcomes, Course Outcomes | The IQAC of the College took initiative for calculation of attainment level for PO, PSO and CO by organizing series of seminars by experts to enable all departments to calculate the attainment level. IQAC in association with SIES central training department organised an online session on 15th May 2020 chaired by Dr.Laxmisudha K. from SIESGST on the topic Introduction and brief assessment and attainment of PO, PSO and CO. On 21 st October, 2020 IQAC organised an online workshop on the topic of "Program outcomes, Programme Specific Outcomes and Course outcomes". Dr.Lalitha Balakrishnan, Principal of Vaishnav College, Chennai was the resource person. |
| Promotion of research among faculty and students                                | The IQAC CELL & RESEARCH COMMITTEE organized a Workshop- On" Minor Research project writing" on July 9, 2019, at 11.00 am. The Resource Persons Dr. Milind Vaidya , Principal ,SIESASCN Dr. Koel Roychoudhary, IQAC Convener and  |

Vice Principal ,SIESASCN explained in detail the guidelines of university minor research projects. An International Standards in Research Writing Programme was organized by IQAC & SIES Central Training Department on 29th November, 2019. The purpose of this event was to enlighten the students about the research work done internationally and what are the expectations from the students across the globe when it comes to research writing. Our Guest of Honour was Dr. Peter Cunningham. The IQAC & Research Committee of the college successfully organized an intercollegiate student's research conference on ULTIMAS TRENDS. (Encapsulating All Social-Economic-Political-Business-Environmental Issues).It was conducted on 4th December 2019. The event was organized in conjunction with the IQAC Cell and Entrepreneurship Development Cell. The conference included:1. SLIDE GEEKS - A Research Paper Presentation Competition KHOJ' - An Intercollegiate students Business Idea Presentation. IQAC and Research Cell presented a session by Dr.Vasumathy Hariharan on the topic 'How to write a Research paper for a Scopus/ UGC Journal', on 28th February, 2020. Incubation Cell was inaugurated on 7th August 2019

Promotion of quality enhancement measures

The IQAC and B. Com Department in Collaboration with Financial Planning Academy took the initiative of conducting a One day Symposium on "Impact of Economic Factors and Changing Technologies on Millennial Career" on Monday 13th January 2020. The main purpose for conducting this workshop is to provide a medium to exchange views, ideas, and the latest innovations in the arena of financial market. tudents from TY BCom and TYBFM attended the program along with the faculties. A faculty development program on 'cloud computing' for CS/IT teachers was organized by IQAC and BSC (CS) department on 21st December 2019. The IQAC, BCom, BAF, BMM, MSc(CS) and MSc(IT), in collaboration with Mumbai University conducted a two day workshop on 'Interpreting and Implementing new NAAC guidelines 2019' on the 14th and 15th of February 2020. Participants from over 10 colleges were present. "One day training conducted on GRADED

Examination Software on 9th of September 2019 . 45 faculty members attended the session. " One day session was conducted on 4th of April 2020 to explain the application of Microsoft Teams. 55 faculty members attended the session. The Internal Quality Assurance Cell(IQAC) in association with SIES Central Training Department and Higher Education Forum(HEF) conducted a webinar on the topic "Impactof National Education Policy(NEP) 2020 on Higher EducationalInstitutions (HEI)" on October 28, 2020.The guest speaker of the occasion was Dr. A.K Sen Gupta, former director of SIES Institution of Management Studies. Several workshops were conducted for teaching and non teaching staff for implementation of JUNO ERP Software for the admission, examination and fee receipt generation.

Conduct of External Audit

On 6th March, 2020, IQAC arranged the conduct of External Academic audit, Administrative Audit, IT audit and Gender audit for the College.The auditors were: Dr. A.P Mahajan, ExPrincipal, Pragati College, Dombivli, Dr. Parvathy Venkatesh, Principal, Don Bosco Institute of Technology, Kurla and Prof. Hiren Dand from Mulund College of Commerce. Energy audit was conducted on 26th June 2020 by Dr. Seema Mishra, Director , SIESIEM Environmental Audit was conducted on 11th Aug 2020 by Dr. Seema Mishra, Director , SIESIEM

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14. Whether AQAR was placed before statutory body ?

Yes

| Name of Statutory Body        | Meeting Date |
|-------------------------------|--------------|
| College Development Committee | 06-Mar-2020  |

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

|  |   |
|--|---|
| Date of Submission   | 10-Jan-2020   |
| <b>17. Does the Institution have Management Information System ?</b>                             | Yes   |
| If yes, give a brief description and a list of modules currently operational (maximum 500 words) | Management supported the various initiatives undertaken by the IQAC by providing necessary infrastructure and sanctioning the budgetary requirements. |

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Academic Planning: IQAC ensures effective curriculum delivery through a well-planned process. Programmes prepare academic calendar in line with the University of Mumbai, which consist of academic, co- curricular and extracurricular events based on the guidelines given by IQAC. Academic activities begin with the workload allotment to teachers as per their expertise. Teachers prepare a 'Teaching Plan' enclosing their details, number of lectures required and actual dates of module completion. Teaching plans are reviewed periodically by the programme coordinator and are audited by the internal auditors to ensure effective lecture delivery. College is ISO (9001-2015) certified and external auditors verify the veracity of the data. Progress of teaching-learning is periodically discussed in meetings with the IQAC, Principal and Parent-Teachers Association. Teacher program for effective curriculum delivery: 1. The IQAC conducts an Induction program for newly appointed teachers. 2. Seminars are conducted to keep the staff abreast of the upcoming technologies and effective usage of ICT tools. 3. Institution encourages all teachers to attend syllabus revision workshops, seminars and FDP programmes to update themselves and ensure effective curriculum delivery. Teaching Technique 1. To enhance effective delivery of the curriculum, teachers supplement classroom teaching with powerpoint presentations, seminars, group discussions, story-telling, crosswords, quiz, skit, and short films. 2. Due to COVID-19 pandemic from March 2020, the Government and University of Mumbai instructed ICT integration using advanced technological tools. The IQAC actively encouraged all teachers to enhance the use of ICT enabled tools to deliver curriculum through online interactive and collaborative methods such as Microsoft Teams, ZOOM, Google Meet, Cisco Webex, Video conferencing. Teachers use IT enabled learning tools viz. Google Classroom/MS Teams that help manage coursework. Students program for effective curriculum delivery: Institution believes in reaching out to students by adopting learner centric approaches. 1. Based on result analysis, corrective measures are suggested by IQAC and classroom lectures are supplemented with Remedial Lectures, Intensive Coaching, Mentoring. 2. Orientation Program is conducted for the First year students to familiarise them with the learning environment and support facilities, examination, attendance and institutional rules. Also, a 10 hour bridge course is designed in the subject of Accounting, Mathematics, English and Economics. 4. During the course of curriculum delivery, the teacher identifies slow learners, who are given special attention by adopting supportive measures, and advanced learners who are encouraged for better performance. 5. ADD-ON certificate courses are conducted during the year namely TALLY ERP 9, TCS – Campus to Corporate Programme etc. 6. Efforts are taken to have linkages with

several organizations to enrich and strengthen curriculum delivery. Field/Industrial visits are arranged and experts from industries are invited for interaction. Students are encouraged to take up internships. Teaching Infrastructure for effective curriculum delivery 1. Classrooms are spacious, well ventilated, ICT enabled with smart classrooms that enrich the learning experience. 2. The institution has a laboratory for practical sessions with sufficient number of computers and a well updated library . Teachers coordinate with the librarian ensuring that the list of books needed for their subjects are available.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate                                 | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|---|-----------------|-----------------------|----------|--|-------------------|
| Tally ERP 9                                 | Nil             | 04/09/2019            | 12       | Employability                            | Skill Development |
| TCS - CAMPUS TO CORPORATE PROGRAMME         | Nil             | 20/08/2019            | 10       | Employability                            | Skill Development |
| SPANISH LANGUAGE                            | Nil             | 20/10/2019            | 17       | Employability                            | Skill Development |
| HUMAN RESOURCE PROFESSIONAL                 | Nil             | 15/09/2019            | 10       | Employability                            | Skill Development |
| CERTIFICATE COURSE IN CAPITAL MARKETS       | Nil             | 15/09/2019            | 10       | Employability                            | Skill Development |
| DIGITAL MARKETING                           | Nil             | 15/09/2019            | 10       | Employability                            | Skill Development |
| CERTIFICATE COURSE ON GST (BEGINNERS LEVEL) | Nil             | 12/01/2020            | 10       | Employability                            | Skill Development |
| ADVANCED EXCEL                              | Nil             | 15/09/2019            | 10       | Employability                            | Skill Development |
| GERMAN LANGUAGE                             | Nil             | 29/09/2019            | 17       | Employability                            | Skill Development |
| FULL STACK DEVELOPER COURSE                 | Nil             | 18/01/2020            | 21       | Employability                            | Skill Development |

#### 1.2 – Academic Flexibility

##### 1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course  | Programme Specialization | Dates of Introduction |
|-------------------|--------------------------|-----------------------|
| Nil               | N.A                      | Nil                   |
| No file uploaded. |                          |                       |



1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|----------------------------------|--------------------------|---|
| Nil                              | N.A                      | Nil   |

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

|                    | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 1098        | Nil            |

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses                 | Date of Introduction | Number of Students Enrolled |
|-------------------------------------|----------------------|-----------------------------|
| TCS - CAMPUS TO CORPORATE PROGRAMME | 20/08/2019           | 56                          |
| No file uploaded.                   |                      |                             |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title            | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|------------------------------------|--------------------------|---|
| No Data Entered/Not Applicable !!! |                          |   |
| <a href="#">View File</a>          |                          |   |

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

|           |     |
|-----------|-----|
| Students  | Yes |
| Teachers  | Yes |
| Employers | Yes |
| Alumni    | Yes |
| Parents   | Yes |

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

| Feedback Obtained   |
|---|
| <p>SIES ASCN, IQAC obtained Curriculum feedback online through a well-structured Questionnaire from various stakeholders namely Students, Teachers, Employer, Alumni and Parents. The curriculum feedback is collected, analysed statistically, compiled, action taken, communicated to the BOS members of university of Mumbai for their consideration and approval and is available on website. Response from BOS members confirmed that the necessary Changes will be incorporated in the next revision. Curriculum Feedback from students is collected, analysed, compiled and on the basis of their suggestions, to enrich the curriculum delivery, certificate courses, seminars, guest lectures, are conducted to enrich their learning experience to their maximum potential. Students are taken for Field /Industrial visits to bridge the gap between academia and industry. This helps to make the study more practical and reduces the gap between theoretical knowledge and practical application of the same. Focus is also on student internship that assists them with career development by providing real work experiences and provides opportunities to explore their interests and develop professional skills and competencies. Teachers' feedback</p> |

regarding curriculum is collected analysed, compiled and necessary suggestions are deliberated. Teachers are asked to update themselves in the subjects they teach and are motivated for attending workshops/FDP programmes. On teachers recommendation new books are purchased in library. Feedback from industry (Employer) regarding curriculum is taken from the companies that visit our college for placement and suggestions given are deliberated. Campus to corporate training, guest lectures and Field / Industrial visits are arranged. Alumni Feedback on curriculum is taken and suggestions given are deliberated. Interactions with eminent alumni members are arranged to give practical exposure to students help them in their career planning and thus help to bridge the gap between campus to corporate. Placement activities are strengthened, which benefit students in upcoming area of job opportunities. Feedback from Parents are collected is analysed and compiled and necessary suggestions are deliberated. As part of Continuous Internal assessment (CIE), Open Book Test (OBT) are conducted for students after completion of syllabus, so that they can learn the answers from their books and notes for the questions given for a stipulated time period and after that they will write the answers on their own. Intensive Coaching is conducted to ensure that the students get expert guidance on important topics of difficult courses. Alta Performer - poster competition is organized for advanced learners. Feedback provides opportunity to students and other stakeholders to actively participate in the improvement of programme of study. It thereby improves the quality of students learning experiences and also gives the Institution a 360 degree view point to overall improve their curriculum planning and delivery as per the expectations of the stakeholders.

## **CRITERION II – TEACHING- LEARNING AND EVALUATION**

### **2.1 – Student Enrolment and Profile**

#### 2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|-----------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| BCom                  | Regaular                 | 360                       | 783                            | 356               |
| BCom                  | Accounting & Finance     | 132                       | 617                            | 132               |
| BCom                  | Banking & Insurance      | 132                       | 197                            | 129               |
| BCom                  | Financial Market         | 72                        | 158                            | 71                |
| BMS                   | Management               | 198                       | 1147                           | 198               |
| BAMS                  | Mass Media               | 120                       | 349                            | 118               |
| BSc                   | Computer Science         | 120                       | 341                            | 105               |
| BSc                   | Information Technology   | 120                       | 437                            | 116               |
| MCom                  | Advanced Accountancy     | 80                        | 112                            | 62                |
| MSc                   | Computer Science         | 20                        | 60                             | 19                |

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### **2.2 – Catering to Student Diversity**

#### 2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2019 | 3273  | 218   | 56  | 11  | 9  |

## 2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll                                   | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|--|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 56   | 56  | 72                                | 27                               | 8                          | 49                              |
| <a href="#">View File of ICT Tools and resources</a>         |   |                                   |                                  |                            |                                 |
| <a href="#">View File of E-resources and techniques used</a> |   |                                   |                                  |                            |                                 |

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring helps students to feel more connected and engaged on Campus, which can ultimately improve students' outcomes. It can have a life-changing effect on a student's career by empowering them with the guidance, confidence and skills necessary to succeed. The institute has adopted process of mentoring to enhance the development of our students. The formal mentoring process begins at the start of the academic year by allocation of Mentors to Mentees. The head of the institution is also a part of this process and has mentored various students overcome problems like drug addiction, has helped in career counselling, develop leadership potential, personality development and other such issues. Apart from the regular Mentor -Mentee sessions in the college premises, this year due to Covid pandemic during the year end, the faculties conducted online mentoring sessions which really helped students to stay connected with their mentors. Mentors guided them how to make best use of their time by enrolling various online courses and simultaneously focusing on physical fitness. Role and Responsibilities of Mentors

1. To conduct regular meeting with mentees as per the allotted timetable.
2. To make students aware of various committees like anti ragging, sexual harassment, attendance rules, discipline, Grievance and redressal cell etc.
3. To make aware new students about various resources and student services available at college such as library, gymkhana, sports equipment's etc.
4. To mentor students on career counselling, personality development, time management and other key skills.
5. To encourage students to participate in various co-curricular and extra-curricular activities conducted by the college and university.
6. To help students overcome exam related stress and discuss result improvement techniques.
7. To provide students guidance for projects and research activities.
8. To discuss importance of moral values, ethics, discipline and code of conduct.
9. To address any other specific student query.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 3491   | 55                          | 1 : 63                |

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 56                          | 39                      | 17               | 17                                       | 10                       |

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

| Year of Award | Name of full time teachers receiving awards from state level, national level, | Designation | Name of the award, fellowship, received from Government or recognized |
|---------------|---|-------------|---|
|---------------|---|-------------|---|

|                           |                           |                        |   |
|---------------------------|---------------------------|------------------------|---|
|                           | international level       |                        | bodies  |
| 2019                      | Dr. Jyoti<br>Jatinder Das | Assistant<br>Professor | Certified ISO<br>14001:2015 Lead<br>Auditor<br>(Environment<br>Management System)<br>3 Fold Education<br>Centre CQI IRCA<br>certified |
| 2019                      | Mithun Pillai             | Assistant<br>Professor | Member of<br>Syllabus Revision<br>Committee at<br>University of<br>Mumbai for BAMMC<br>(Media Laws and<br>Ethics)                     |
| 2019                      | Swati Vitkar              | Assistant<br>Professor | Member of<br>Syllabus Revision<br>Committee at<br>University of<br>Mumbai for B.Sc.<br>Computer Science<br>(Syllabus Board)           |
| <a href="#">View File</a> |                           |                        |   |

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name            | Programme Code | Semester/ year                | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---------------------------|----------------|-------------------------------|--|---|
| BSc                       | 1S00256        | SEMESTER - VI<br>MAY - 2019   | 11/05/2019   | 24/06/2019  |
| BSc                       | 1S00156        | SEMESTER - VI<br>APRIL - 2019 | 04/05/2019   | 19/06/2019  |
| BAMS                      | 4000156        | SEMESTER - VI<br>APRIL - 2019 | 03/05/2019   | 06/06/2019  |
| BMS                       | 2M00156        | SEMESTER - VI<br>MAY - 2019   | 09/05/2019   | 19/06/2019  |
| BCom                      | 2C00256        | SEMESTER - VI<br>MAY - 2019   | 09/05/2019   | 17/06/2019  |
| BCom                      | 2C00146        | SEMESTER - VI<br>APRIL - 2019 | 12/04/2019   | 25/05/2019  |
| BCom                      | 2C00456        | SEMESTER - VI<br>MAY - 2019   | 09/05/2019   | 27/06/2019  |
| BCom                      | 2C00346        | SEMESTER - VI<br>MAY - 2019   | 09/05/2019   | 26/06/2019  |
| <a href="#">View File</a> |                |                               |  |   |

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

|  |
|--|
|  |
|--|

College follows Choice Based Credit and Grading System (CBCS) framed by Mumbai University and adheres to the schedule and guidelines given for conducting Examination. The College Examination Committee prepares schedule for conducting Semester End examinations -Internal /Practical /ATKT /Additional Examinations. Online submission of THREE DIFFERENT SETS of Question Papers along with ANSWER KEY within the stipulated time before Semester End Regular/ Supplementary Examination is done with the password protected (Encrypted) at the mail id siesascnexam@sies.edu.in. At the examination center the question paper is decrypted with the key/password and printed, so that the question paper is not leaked. From among the three sets of questions papers, final question paper is randomly selected by senior authority (Principal/Vice-Principal/Convenor/ Co-Convenor). The selected question papers are printed in- house on the date of the exam an hour before the commencement of the examination to maintain confidentiality. GRADED software was implemented in the year 2019 which has facilitated Result Processing online with accuracy. In March 2020 due to Corona Pandemic, University of Mumbai issued guidelines regarding examination. Institute adopted all the major reforms in curriculum, examination pattern and evaluation process prescribed by it. For First Half 2020, University stated guidelines for the final semester students, they would be appearing for the online examination in consultation with the Lead College within the time frame prescribed by it, rest others would be granted promotion based on the internals assessment and previous semester marks

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

As an affiliated college, it adheres to academic calendar provided by the University of Mumbai for conduction of the exams. It specifies the dates of term end examination. Tentative dates of practical exams and viva-voce and theory examinations are also given in academic calendar. The time tables are prepared and implemented accordingly. Semester End examination is fixed by the University and the same is displayed on notice board and on college website for students. In case of any change in the University schedule, some changes are required to be made in internal evaluation as well. These changes are communicated to the students well in advance. Preparatory Exams are conducted every year before university exams. Every teacher conducts regular class tests with multiple choice questions on the related topic. Online tests are conducted by teachers with the use of Microsoft Forms. The Principal conducts review meetings on regular basis to check the implementation and progress of all the activities in the academic calendar. Based on these review meetings some changes in schedules of activities are made if required. Further, extra lectures are scheduled to complete the syllabus before university examination.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.siesascn.edu.in/igac/uploads/POCO.pdf>

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization        | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|----------------|----------------|---------------------------------|---|---|-----------------|
| 2C00346        | BCom           | T.Y.B.COM( B/I )<br>SEMESTER-VI | 99  | 99  | 100             |

|                           |      |                                    |     |     |       |
|---------------------------|------|------------------------------------|-----|-----|-------|
| 2C00456                   | BCom | T.Y.B.COM.<br>(A/F)<br>SEMESTER-VI | 102 | 102 | 100   |
| 2C00146                   | BCom | TYBCOM<br>SEMESTER-VI              | 279 | 278 | 99.64 |
| 2C00256                   | BCom | TYBCOM<br>(FM)<br>SEMESTER-VI      | 58  | 58  | 100   |
| 2M00156                   | BMS  | T.Y.B.M.S<br>SEMESTER-VI           | 193 | 191 | 98.96 |
| 4O00156                   | BAMS | T.Y.BMM<br>SEMESTER-VI             | 92  | 92  | 100   |
| 1S00256                   | BSc  | T.Y.B.SC.IT<br>SEMESTER-VI         | 91  | 91  | 100   |
| 1S00156                   | BSc  | TYBSC CS<br>SEMESTER-VI            | 48  | 48  | 100   |
| <a href="#">View File</a> |      |                                    |     |     |       |

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://siesascn.edu.in/igac/uploads/StudentSatisfactionSurveyonTeaching1920.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project     | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---------------------------|----------|----------------------------|------------------------|---------------------------------|
| Minor Projects            | 1        | University of Mumbai       | 429000                 | 0                               |
| <a href="#">View File</a> |          |                            |                        |                                 |

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar                                | Name of the Dept.    | Date       |
|--|----------------------|------------|
| IPR Workshop   | INCUBATION CELL/IQAC | 03/05/2020 |
| E-Banking  | BCOM(B/I)            | 23/07/2019 |
| Introduction to Iot                                      | BSC( CS)             | 26/07/2019 |
| Artificial Intelligence and Machine Learning             | ALUMNI               | 12/05/2019 |
| Short- Film Making Workshop                              | BMM                  | 23/12/2019 |
| Globalization Disruptions and Challenges Ahead for India | BCOM(B/I)            | 14/09/2019 |

|   |           |            |
|---|-----------|------------|
| World Ozone Day-32 Years of Healing                                     | MSC (EVS) | 16/09/2019 |
| Non- Banking Financial Companies - A Economy Booster or a hanging Noose | ALUMNI    | 12/07/2019 |

### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|-------------------------|-----------------|-----------------|---------------|----------|
| N.A                     | N.A             | N.A             | Nil           | N.A      |
| No file uploaded.       |                 |                 |               |          |

### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|-------------------|------|--------------|----------------------|--------------------|----------------------|
| N.A               | N.A  | N.A          | N.A                  | N.A                | Nil                  |
| No file uploaded. |      |              |                      |                    |                      |

## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 0     | 0        | 0             |

### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| BSC CS                 | 5                       |
| BMM                    | 1                       |

### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

| Type                      | Department | Number of Publication | Average Impact Factor (if any) |
|---------------------------|------------|-----------------------|--------------------------------|
| National                  | B.Com      | 3                     | 0                              |
| National                  | BSc.CS     | 1                     | 0                              |
| National                  | BSc.IT     | 1                     | 0                              |
| National                  | B.Com(B/I) | 1                     | 0                              |
| National                  | B.Com(FM)  | 4                     | 0                              |
| International             | MSc.EVS    | 2                     | 5.87                           |
| International             | B.Com      | 1                     | 0                              |
| International             | B.Com(B/I) | 2                     | 0                              |
| International             | Library    | 1                     | 0                              |
| <a href="#">View File</a> |            |                       |                                |

### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|------------|-----------------------|
| BCOM       | 7                     |
| BCOM (BAF) | 2                     |

|                           |   |
|---------------------------|---|
| BSC (CS)                  | 6 |
| LIBRARY                   | 3 |
| <a href="#">View File</a> |   |

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|--------------------|----------------|------------------|---------------------|----------------|---|---|
| N.A                | N.A            | N.A              | Nil                 | 0              | 0   | Nil   |
| No file uploaded.  |                |                  |                     |                |   |   |

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|--------------------|----------------|------------------|---------------------|---------|---|---|
| N.A                | N.A            | N.A              | Nil                 | Nil     | Nil   | 0   |
| No file uploaded.  |                |                  |                     |         |   |   |

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty           | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | Nil           | 14       | Nil   | Nil   |
| Presented papers            | Nil           | 14       | Nil   | Nil   |
| <a href="#">View File</a>   |               |          |       |       |

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities                            | Organising unit/agency/ collaborating agency  | Number of teachers participated in such activities | Number of students participated in such activities |
|--|---|--|--|
| DONATION DRIVE                                     | WOMEN DEVELOPMENT CELL OF SIES (NERUL) COLLEGE OF ARTS, SCIENCE COMMERCE AT SIES (NERUL) CAMPUS | 4  | 100  |
| ROAD SAFETY WEEK BIKE RALLY                        | STUDENT COUNCIL OF SIES (NERUL) COLLEGE OF ARTS, SCIENCE COMMERCE WITH RTO NAVI MUMBAI          | 6  | 15   |
| SWACHA BHARAT ABHIYAAN NERUL RAILWAY STATIONSWACHA | NSS UNIT OF SIES OF SIES (NERUL) COLLEGE OF ARTS, SCIENCE COMMERCE AT                           | 2  | 62   |



| BHARAT ABHIYAAN<br>NERUL RAILWAY<br>STATION   | NERUL RAILWAY<br>STATION  |    |     |
|---|---|----|-----|
| BLOOD DONATION<br>DRIVE   | NSS UNIT OF SIES<br>OF SIES (NERUL)<br>COLLEGE OF ARTS,<br>SCIENCE COMMERCE<br>TATA MEMORIAL<br>HOSPITAL , KHARGHAR   | 2  | 32  |
| COMBATTING<br>CLIMATE CHANGE  | ISR COMMITTEE OF<br>SIES (NERUL)<br>COLLEGE OF ARTS,<br>SCIENCE COMMERCE<br>WITH KOTAK<br>EDUCATION SOCIETY   | 1  | 46  |
| DRUG AWARENESS<br>RALLY   | DEPARTMENT OF<br>LIFELONG LERNING OF<br>SIES (NERUL)<br>COLLEGE OF ARTS,<br>SCIENCE COMMERCE<br>AND WOMEN<br>DEVELOPMENT CELL OF<br>SIES (NERUL)<br>COLLEGE OF ARTS,<br>SCIENCE COMMERCE<br>WITH RTO NAVI<br>MUMBAI | 3  | 90  |
| RAKHI MAKING  | ALUMNI BBI , BSC<br>(CS)DEPARTMENT OF<br>SIES (NERUL)<br>COLLEGE OF ARTS,<br>SCIENCE COMMERCE AT<br>SIES (NERUL) CAMPUS   | 6  | 353 |
| BREAST CANCER<br>AWARENESS PROGRAM  | STUDENT COUNCIL<br>OF SIES (NERUL)<br>COLLEGE OF ARTS,<br>SCIENCE COMMERCE<br>WITH SUVIDHA<br>FOUNDATION  | 6  | 14  |
| FRAMES FILM<br>FESTIVAL CSR<br>ACTIVITY<br>CELEBRATION OF<br>INTERNATIONAL DAY<br>OF DISABLED PERSONS | BMM DEPARTMET OF<br>SIES (NERUL)<br>COLLEGE OF ARTS,<br>SCIENCE COMMERCE<br>WITH ETC CENTRE FOR<br>DISABILITY   | 4  | 90  |
| ADVAITA CSR<br>ACTIVITY OF<br>NEWSPAPER BAGS<br>MAKING, FUN GAMES<br>FOR UNDERPRIVILIGED<br>CHILDREN  | B.COM,BAF,BBI AND<br>BFM DEPARTMENT OF<br>SIES (NERUL)<br>COLLEGE OF ARTS,<br>SCIENCE COMMERCE AT<br>JUNAGAR CONVENT<br>SCHOOL  | 16 | 300 |
| <a href="#">View File</a>   |   |    |     |

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

| Name of the activity  | Award/Recognition   | Awarding Bodies                               | Number of students Benefited |
|---|---|---|------------------------------|
| BEQET Award Competition 14th Best Educational Quality Enhancement Team BEQET President Award 2019 | Recognition for the project MITR Educating and Empowering Communities to achieve social equilibrium through academic excellence | National Centre for Quality Management Mumbai | 3                            |
| Unnati Livelihood Program   | Letter of Recognition to College for volunteering support for various school based projects                                     | Kotak Education Foundation                    | 100                          |
| A Talk on Teachers agents of change   | Letter of Recognition for Best volunteering   | Chinmaya Mission Navi Mumbai Zone             | 2                            |

[View File](#)

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency  | Name of the activity         | Number of teachers participated in such activities | Number of students participated in such activities |
|--------------------|--|------------------------------|--|--|
| NSS                | Sai Prem Mandir, Vashi                       | DMP Event                    | 2  | 80   |
| NSS                | Sri Sathya Sai Seva, Sagar Vihar, Vashi      | Cleanliness Drive            | 2  | 25   |
| NSS                | Akshara NGO                                  | Perspective Building Program | 2  | 2  |
| NSS                | Adhata Foundation                            | Friendship Day               | 2  | 55   |
| NSS                | GTB Nagar Khushiyaan Foundation              | Big Mumbai Cleanup Drive     | 2  | 27   |
| DLLE               | Chinmaya Mission Mumbai                      | Value education programme    | 2  | 2  |
| DLLE               | Mumbai University-DLLE cell                  | UDAAN festival               | 2  | 9  |
| DLLE               | AIESEC-Worlds largest youth run Organisation | Cleanup Drive                | 2  | 32   |

[View File](#)

### 3.5 – Collaborations

#### 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant | Source of financial support | Duration |
|--------------------|-------------|-----------------------------|----------|
| N.A                | 0           | N.A                         | 0        |
| No file uploaded.  |             |                             |          |

#### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage   | Title of the linkage        | Name of the partnering institution/ industry /research lab with contact details                         | Duration From | Duration To | Participant          |
|---------------------|-----------------------------|---|---------------|-------------|----------------------|
| Educational Visit   | Industrial Visit/Field Trip | National Institute of Securities Markets (NISM)( Tel no:022667351 02)                                   | 17/02/2020    | 17/02/2020  | FYBFM, SYBFM &TYBFM  |
| Educational Visit   | Industrial Visit/Field Trip | Securities and Exchange Board of India(SEBI)-Tel : 91-22-2644 9000 / 40459000 E-mail : sebi@sebi.gov.in | 13/08/2019    | 13/08/2019  | TYBFM                |
| Educational Visit   | Industrial Visit/Field Trip | Bombay Stock Exchange (BSE) (Tel: 022-22721233 )  | 09/03/2020    | 09/03/2020  | TYBBI                |
| Educational Visit   | Industrial Visit/Field Trip | ISME(Mr. Vishal Sama, VP Outreach Admissions, I SDI SDI, M-9 1-9987670088 )                             | 18/09/2019    | 18/09/2019  | TY BSc IT            |
| On the job training | On the job training         | GP Parsik Sahakari Bank, Nerul Branch, helpdesk@gpparsikbank.com, Contact number-952522-225257          | 22/07/2019    | 22/09/2019  | Mansi Rajendra Bhoir |
| On the job          | On the job                  | GP Parsik   | 29/07/2019    | 29/09/2019  | Chaithali            |

|                           |                             |  |            |            |                  |
|---------------------------|-----------------------------|--|------------|------------|------------------|
| training                  | training                    | Sahakari Bank, Nerul Branch, helpdesk@gpparsikbank.com, Contact number-952522-225261           |            |            | Sunil Bhoir      |
| On the job training       | On the job training         | GP Parsik Sahakari Bank, Nerul Branch, helpdesk@gpparsikbank.com, Contact number-952522-225261 | 29/07/2019 | 29/09/2019 | Pranita G Kale   |
| Educational Visit         | Industrial Visit/Field Trip | ISRO Mega Exhibition   | 18/09/2019 | 20/09/2019 | MSc EVS Part III |
| Educational Visit         | Industrial Visit/Field Trip | Coastal and Marine Biodiversity Center, Airoli (M-09987673737)                                 | 07/02/2020 | 07/02/2020 | MSc EVS Part III |
| Educational Visit         | Industrial Visit/Field Trip | Practical session at Matheran (Hydrological Cycle and Soil Testing)                            | 03/12/2019 | 03/12/2019 | MSc EVS Part I   |
| <a href="#">View File</a> |                             |  |            |            |                  |

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation                   | Date of MoU signed | Purpose/Activities  | Number of students/teachers participated under MoUs |
|--------------------------------|--------------------|---------------------|---|
| Coaching for competitive exams | 14/01/2020         | Workshops, Seminars | 124   |
| CFX Program                    | 14/01/2020         | Workshops, Seminars | 151   |
| SPANISH                        | 15/10/2019         | Certificate courses | 12  |
| GST                            | 15/10/2019         | Certificate courses | 10  |
| Induction program-LIC          | 25/09/2019         | On the job training | 185   |
| Advanced Excel                 | 19/08/2019         | Certificate courses | 24  |
| German                         | 19/10/2019         | Certificate courses | 9   |

|   |            |                     |     |
|---|------------|---------------------|-----|
| DIGITAL MARKETING                                       | 30/08/2019 | Certificate courses | 39  |
| HRP   | 30/08/2019 | Certificate courses | 20  |
| Social Entrepreneurship with Kotak Education Foundation | 19/07/2019 | Certificate courses | 182 |
| <a href="#">View File</a>                               |            |                     |     |

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

|  |  |
|--|--|
| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
| 88.29  | 39.39  |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities   | Existing or Newly Added |
|--|-------------------------|
| Classrooms with Wi-Fi OR LAN   | Existing                |
| Value of the equipment purchased during the year (rs. in lakhs)                          | Newly Added             |
| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | Newly Added             |
| Video Centre   | Existing                |
| Seminar halls with ICT facilities  | Existing                |
| Classrooms with LCD facilities   | Existing                |
| Seminar Halls  | Existing                |
| Laboratories   | Existing                |
| Class rooms  | Existing                |
| Campus Area  | Existing                |
| <a href="#">View File</a>  |                         |

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

|                           |  |          |                    |
|---------------------------|--|----------|--------------------|
| Name of the ILMS software | Nature of automation (fully or patially) | Version  | Year of automation |
| e granthalaya             | Partially                                | 3 Rev 32 | 2009               |

4.2.2 – Library Services

| Library Service Type      | Existing |         | Newly Added |        | Total |         |
|---------------------------|----------|---------|-------------|--------|-------|---------|
| Text Books                | 30447    | 5357067 | 2847        | 386233 | 33294 | 5743300 |
| <a href="#">View File</a> |          |         |             |        |       |         |

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher                       | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|--------------------|---------------------------------------|-----------------------------|
| <b>No Data Entered/Not Applicable !!!</b> |                    |                                       |                             |
| <a href="#">View File</a>                 |                    |                                       |                             |

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type         | Total Computers | Computer Lab | Internet   | Browsing centers | Computer Centers | Office    | Departments | Available Bandwidth (MBPS/GBPS) | Others   |
|--------------|-----------------|--------------|------------|------------------|------------------|-----------|-------------|---------------------------------|----------|
| Existing     | 255             | 192          | 255        | 8                | 9                | 22        | 24          | 50                              | 0        |
| Added        | 3               | 0            | 3          | 0                | 0                | 3         | 0           | 0                               | 0        |
| <b>Total</b> | <b>258</b>      | <b>192</b>   | <b>258</b> | <b>8</b>         | <b>9</b>         | <b>25</b> | <b>24</b>   | <b>50</b>                       | <b>0</b> |

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

|               |
|---------------|
| 50 MBPS/ GBPS |
|---------------|

4.3.3 – Facility for e-content

| Name of the e-content development facility  | Provide the link of the videos and media centre and recording facility  |
|---|---|
| Video editing software, Digital Camera, Head Phones, Collar Mike, Cordless Mike, Laptop, Smart Boards | <a href="http://www.siesascn.edu.in/assets/AOAR2021/ICT_Content.pdf">http://www.siesascn.edu.in/assets/AOAR2021/ICT_Content.pdf</a> |

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 71.25                                  | 44.21  | 156.84                                 | 139.38   |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has established a transparent and detailed procedure for the utilization and maintenance of all physical, academic and support facilities. The Management allocates a stipulated budget every year for the repair and maintenance of the college infrastructure and facilities with respect to the requirements gathered every year. These facilities are regularly maintained through Annual Maintenance Contract (AMC) and Purchase/Replacement based on the inputs from various stakeholders like students and staff through feedback, maintenance books and suggestion boxes. The requirement for facility upgradation/addition is discussed at different forums, viz Capex consisting of Managing Council members, College Development Committee, IQAC and meetings of coordinators with the Principal. The expenditure to be incurred is estimated and sanctioned by the Management and CDC. Purchase Policy 1. All the

departments, office, library, laboratory and gymkhana are asked to submit a Capital and Revenue budget in the month of February. This budget lists the purchases to be made for the next academic year. 2. The budget is presented before IQAC for deliberations. 3. It is further presented to CDC for final approval. 4. Once sanctioned by the management, it is forwarded to the Purchase Department. 5. All purchases and service prescriptions are handled by the Purchase Department by inviting tenders. 6. The central Purchase Department calls for the quotations once a purchase is approved by the management and places the order. 7. Upon receipt of the delivery, it is verified with the Tax invoices and Good Receipt Note (GRN) is made. An entry is made in the Stock/Asset Register. 8. All the invoices are forwarded to the Accounts Department for the final settlement with Purchase order and Good Receipt Note (GRN). 9. The centralised Purchase and Administration Department is in charge of proper maintenance and upkeep of the Infrastructure. Maintenance Policy ? The College has an Up-Keeping Maintenance Committee to oversee the maintenance of the College building. It is headed by the Registrar, who in turn monitors the work of the Supervisor at the next level. ? Teachers and students report infrastructural malfunctions through the complaint registers kept in the Staff Room and Administration office. ? These are followed up and rectified by in-house maintenance staff. ? If the amount is less than 1 lakh rupees, the budget is approved by the Principal and forwarded to the Purchase department. ? If the amount is greater than 1 lakh rupees, the budget is initially approved by the Principal and further presented before CDC for final approval. ? Once sanctioned, it is forwarded to the Purchase department. ? Central Purchase takes care of electrical, plumbing, carpentry or any other related maintenance work of the campus. ? The College has a full time electrician AC mechanic to handle day-to-day issues of malfunction of the electrical equipment and air conditioners. ? The gardener maintains the landscape campus gardens. ? The Bio-Composting pit is maintained by the designated person under the supervision of a faculty and staff of the Environmental Science Department.

<http://www.siesascn.edu.in/iqac/uploads/infra.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

|                                      | Name/Title of the scheme       | Number of students | Amount in Rupees |
|--------------------------------------|--------------------------------|--------------------|------------------|
| Financial Support from institution   | SEAT and Endowment Scholarship | 135                | 1456687          |
| Financial Support from Other Sources |                                |                    |                  |
| a) National                          | Freeship-Scholarship           | 15                 | 232858           |
| b) International                     | Nil                            | Nil                | Nil              |

[View File](#)

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved   |
|---|------------------------|-----------------------------|---|
| Power point presentation on Arthshastra   | 24/05/2020             | 45                          | Dr. Koel Roy Choudhary SIES (Nerul) College of Art ,Science and |

|  |            |     |   |
|--|------------|-----|---|
|  |            |     | Commerce  |
| Book Review  | 29/05/2020 | 32  | Ms.Neelima .B and Dr.Indumati.B SIES (Nerul) College of Art ,Science and Commerce |
| Online Group Discussion  | 29/05/2020 | 19  | Mr. R.Aditya Subramanyam  |
| Globalisation Disruptions and Challenges: Head for India       | 14/09/2019 | 64  | Dr. Vivek Arunachalam (Advisor WTC Navi Mumbai. Adjunt faculty, switzerland )     |
| Youth Energy and Motivation Seminar                            | 21/09/2019 | 114 | Mr.Sanjeewan Mahtre,Motivation Speaker and Corporate Trainer                      |
| Corporate Reciprocity - Corporate Communication and Etiquettes | 20/01/2020 | 43  | Ms.Lata Khartri   |
| Agile leadearship in a VUCA world                              | 22/08/2019 | 80  | SIES (Nerul) College of Art ,Science and Commerce                                 |
| The Campus to Corporate  | 20/08/2019 | 30  | Nimith Consulting Agency  |
| Enlitzerz India Report Card                                    | 10/08/2019 | 138 | Dr Neera Kumar ,SIES (Nerul) College of Art ,Science and Commerce                 |
| How to write a good research paper                             | 20/12/2019 | 20  | Sneha Warriier, SIES (Nerul) College of Art ,Science and Commerce                 |
| <a href="#">View File</a>                                      |            |     |   |

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme                    | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|------|---------------------------------------|--|--|--|---------------------------|
| 2019 | Career prospect for CS/IT students in | Nil  | 32   | Nil  | Nil                       |



|                           |   |      |      |      |      |
|---------------------------|---|------|------|------|------|
|                           | Armed forces .prospect for CS/IT students in Armed forces.      |      |      |      |      |
| 2019                      | Workshop on career guidance by IBS Mumbai                       | Nill | 420  | Nill | Nill |
| 2019                      | Seminar on MBA Entrance Exams in col laboration with MYPOSTGRAD | 172  | Nill | Nill | Nill |
| 2019                      | M.Com NET/SET Workshop  | 50   | Nill | 2    | Nill |
| 2019                      | Finex Seminar on Career Guidance                                | Nill | 216  | Nill | Nill |
| 2019                      | Career Opp ortunities in Securities Market                      | Nill | 76   | Nill | Nill |
| 2019                      | UPSC SEMINAR  | 103  | Nill | Nill | Nill |
| 2019                      | Career Guidance seminar by ITM                                  | Nill | 182  | Nill | Nill |
| 2020                      | Careers in Travel and Tourism                                   | Nill | 66   | Nill | Nill |
| 2020                      | Education street Seminar  | 62   | Nill | Nill | Nill |
| <a href="#">View File</a> |   |      |      |      |      |

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---------------------------|--------------------------------|---|
| 11                        | 11                             | 7   |

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus |           |           | Off campus |           |           |
|-----------|-----------|-----------|------------|-----------|-----------|
| Name of   | Number of | Number of | Name of    | Number of | Number of |

| organizations visited   | students participated | stduents placed | organizations visited   | students participated | stduents placed |
|---|-----------------------|-----------------|---|-----------------------|-----------------|
| Federal Bank , Wills Tower Watson(WTW), Tata Consultancy Services Limited, Capgemini Corporation, Infosys Limited | 222                   | 34              | Aditya Birla Management Corporation Pvt. Ltd., Azelis India Pvt Ltd, Kelloggs Company(ETP Plant), Team world wide , Intellect Support Services Private Ltd., State Bank of India, Chola people and Marketing Services | 7                     | 7               |

[View File](#)

#### 5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined                          | Name of programme admitted to |
|------|--|--------------------------|---------------------------|---|-------------------------------|
| 2020 | 2  | TYBCOM                   | BCOM                      | IDOL  | M.Com                         |
| 2020 | 1  | TY BBI                   | BBI                       | ITM, KHARGHAR                                       | MBA                           |
| 2020 | 1  | TYBCOM                   | BCOM                      | IDOL University of Mumbai                           | M.com                         |
| 2020 | 1  | TYBMS                    | BMS                       | ITM, KHARGHAR                                       | MBA                           |
| 2020 | 2  | TYBMM                    | BMM                       | S. K. Somaiya College of Arts, Science and Commerce | M.A                           |
| 2020 | 1  | TYBMM                    | BMM                       | IDOL  | MBA                           |
| 2020 | 1  | MCOM                     | MCOM                      | Pragathi College of Education                       | B.ED                          |
| 2020 | 1  | TYBMS                    | BMS                       | Amity University                                    | MBA                           |
| 2020 | 8  | TYBCOM                   | BCOM                      | IDOL  | M.Com                         |
| 2020 | 1  | TYBCOM                   | BCOM                      | ITM KHARGHAR  | MBA                           |

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items     | Number of students selected/ qualifying |
|-----------|---|
| NET       | 2                                       |
| SLET      | 2                                       |
| Any Other | 4                                       |

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity             | Level             | Number of Participants |
|----------------------|-------------------|------------------------|
| Marathi Bhasha Diwas | Institution Level | 14                     |
| SIESONS              | Institution Level | 77                     |
| Advaita              | Institution Level | 75                     |
| Sharpshooters        | InstitutionLevel  | 82                     |
| Cloud 1.0            | Institution Level | 71                     |
| Frames               | Institution Level | 69                     |
| Technovision         | Institution Level | 59                     |
| Heartfulness essay   | Institution Level | 92                     |
| Coding Competition   | Institution Level | 16                     |
| Sprints              | Inter Collegiate  | 166                    |

[View File](#)

### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| Nil  | Nil                     | Nil                    | Nil                         | Nil                           | NA                | NA                  |

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council is the representative body of students in the College. It consists of academic toppers from all classes and heads of various committees. The General Secretary is the Head of the Council. Two of the Student Council members are also members in the College Development Committee (CDC). The Student Council plans and organizes the annual College Festival SIESONS, which is an intercollegiate cultural festival. SIESONS consists of various competitions related to Performing Arts, Fine Arts and Literary Arts, in which students from Navi-Mumbai participate in large numbers. SIESONS was conducted for three days on 30th and 31st January and on 1st February 2020. The highlight of the festival was a concert by Music composer duo of Salim and Sulaiman. The Budget of the event was an impressive amount of 35 Lakh rupees. The Student Council also organised Republic Day and Teachers Day celebrations. Noble values like patriotism, equality and respect to the teachers were nourished through these programs. The Council also under took CSR activities like breast cancer

awareness program and feeding street children in association with the NGO Feeding India. The NSS unit is active in organising various activities under the guidance of the Mumbai University. An annual residential camp was held between 18th to 24th December 2019 where students got practical exposure to community development projects. The NSS unit also carried out activities like Blood Donation camps, Tree plantation, Cleanliness campaigns. A donation drive to help the flood victims of Sangli and Satara in Maharashtra was organised in August 2019. The Anti-ragging Committee consists of staff and student representatives. Students of Mass Media made a short film on anti-ragging which was shown to the first year students during the orientation programs. Students participated in ISR (Institutional Social Responsibility) activities organized by departments as well as through the ISR Committee. "Meet. Involve. Transform. Retain (M.I.T.R)" was an ISR activity that catered to the education and livelihood needs of the underprivileged section of the society. Committees like South Indian Association and Marathi VangmayMandal promoted diverse cultures of India. Students got an opportunity to learn and understand the importance of being rooted in their cultures. The South Indian Association celebrated various festivals like Onam, Pongal and Sankranti and organised a Food Festival. The students also contributed to Placement and Alumni Committees by actively helping in organising their activities. In the Website Committee, students contributed towards designing the website of the College along with faculty members. Women Development Cell, Department of Life-long Learning Extension, Rotaract Club and Sports Committee were some of the other committees where students played an important role. Students designed and edited our annual College magazine 'Cache'. They also edited an annual newsletter known as Pulse. The students also helped during the admission process in the College by acting as student volunteers. Thus, students are encouraged to actively participate in various academic, co-curricular and extra-curricular activities. The objective is to foster holistic and all round development of students.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The College has a registered Alumni Association, the SIES (Nerul) College of Arts, Science and Commerce Alumni Association (SIESNAA). The Trust was formed in May 2010 and registered with the Charities Commissioner, Thane Region. The Managing Committee comprises of alumni-members who hold office for a three year period and the Principal of the College is the Chairperson. The Alumni Association of our College has been actively working to meet the objective of being a bridge between Alumni and the Institution. Mr. Aditya Subramaniam is presently the secretary of the Trust. The Registration is under Thane region and the registration no. E-6315.

5.4.2 – No. of enrolled Alumni:

578

5.4.3 – Alumni contribution during the year (in Rupees) :

1035492

5.4.4 – Meetings/activities organized by Alumni Association :

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

being a bridge between Alumni and the Institution. Mr. Aditya Subramaniam is presently the secretary of the Trust. The key activities of the SIESNAA organised in the year 2019-20 are as follows- 1. Kaizen Wave- It is an interactive Guest lecture organized on 22nd July 2019. The lecture was given by an alumnus of the college Major James Joseph an officer presently serving the Indian Army. He spoke about his life in the Indian Army and career prospects for Science students to join the Armed Forces. 2. Eco- Friendly Rakhi making workshop was organized by SIESNAA through its volunteers on 7th August, 2019. 1500 Rakhis were sent to the Jawans of the Indian Army serving at the borders. 3. Tattva- This is an annual, case study competition based on Professional ethics conducted by SIESNAA. Students from various streams form teams and compete. Winners are awarded cash prizes and certificates. In 2019-20, Tattva became an intercollegiate competition and six colleges participated from Navi-Mumbai. The competition was judged by Mr. Aditya Subramanyam, Alumni Trust Secretary. 4. Colloquium- This is a panel discussion by alumni on the demands and recent developments of the industries in which they are employed. The panel-based discussion was conducted on 7th December, 2019. The topic selected for the year was Non- Banking Financial Companies - A economy booster or a hanging noose. Eminent Alumni like Ms. Alisha Fernandes, Ms. Meeti Gala. Mr. Ankush Ruzario conducted the panel discussion. 5. A clean up drive was organized by SIESNAA on 13th September 2019 after Ganesh Visarjan in association with SriSathya Sai Seva Organisation and NMMC (Navi-Mumbai Municipal Corporation). 6. SIESNAA in association with the Sri Sathya Sai Seva Organisation, Navi Mumbai, organised a Disaster Awareness Programme at Sai Prem, Vashi on 28th September, 2019 (Saturday). The Programme saw enthusiastic participation of over 125 college students. 7. SIESNAA organized its General Body Meeting on 18th January, 2020. 8. SIESNAA felicitated the Toppers of every Program in a formal ceremony on 9th January 2020. On 25th January 2020 SIESNAA organized a Graduation day ceremony where it felicitated all Graduates of all programmes of 2018-19 batch by distributing certificates and mementoes. 9. During the lockdown period, SIESNAA organised 'Playing to Win', a series of online lectures on life management skills by Leadership Coach Mr. Vidhu Sharma from 2nd May 2020 to 9th May 2020. 10. Another event organized during the lockdown peri

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The College practices decentralization and participative management in several areas of administration. A College Development Committee is formed which actively participates in discussions with the Management. The CDC is the highest decision making body in the college. Even in the Pandemic situation, Management took initiative to organise Online CDC meet. The IQAC of the College ensures participative management. The College adopts a multi-stakeholders approach with participation of Head of the Institution, Management representatives, IQAC members, alumni, parents and external experts from the industry, NGO, etc., guiding the College in enthusiastic journey towards achieving its mission and vision. Regular IQAC meetings were conducted through offline and online platforms. The Principal and Vice-Principal of the College offer effective leadership by motivating all staff and students to do their best. Decentralization is practiced throughout the College. The mission of the Society is the guiding line for the objective of the College. At the beginning of the academic year, the objectives of the College are defined. This itself is done by participative management wherein the Principal, Vice-Principal and Head of Departments of all the programs sit together to identify the goals to be achieved in the said year. Once the goals are finalised, the process of

decentralisation starts. All activities of the College are conducted in 3 levels - by Programs, by committees and by Non-teaching staff. Head of Department is in-charge of all the curricular and co-curricular activities of their respective program. Framing departmental objectives and an academic calendar are all performed by the Head of Department in due consultation with other faculty members. Various committees - statutory and non-statutory are formed by the Principal and IQAC which conduct different events at college and inter-collegiate levels. National and international days, annual fests, etc., are celebrated with great zeal. Every committee has a Convenor, a Co-convenor, 3 or 4 other faculty members and a team of students who make up the Committee. Here again there is decentralisation, in the sense, the students are given the freedom to take decisions regarding the activities to be conducted, the scale of operations, whether intra or inter-collegiate, guests to be invited, etc., within well-defined limits. Through events management, students get trained in various practical skills, particularly in team work. The program coordinators and constituent members of the committees are changed periodically to bring in innovation and versatility. The Registrar, with the team of non-teaching staff is in charge of the entire administrative work of the College. They liaise with the Mumbai University, State Government and Navi Mumbai Municipal Corporation regarding various aspects of administration. Collection of fees, submission of student details to the University, coordinating with the University for examinations, correspondence for increase in divisions of programs, increased student intake, handling student scholarships, issuing transcripts for higher studies and completing procedures for teachers' approval are some of the important responsibilities of the Office. While decentralisation is being practised, care is taken by the faculty members, not to overstep the clearly defined rules and regulations of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type  | Details   |
|--|---|
| Human Resource Management                                  | <ul style="list-style-type: none"> <li>• Selection as per UGC, Government of Maharashtra and University of Mumbai</li> <li>• Leave facilities to employees.</li> <li>• Teaching and Non-Teaching Staff are given Mediclaim Insurance upto 1.00 lakhs</li> <li>• Wards of staff are given preference for admission in Trust run colleges.</li> <li>• Gratuity and Pension scheme are provided.</li> <li>• Soft skills workshop was organised for support staff</li> <li>• Motivate staff to participate in the workshop regarding soft skills and office automation organised by other colleges.</li> <li>• Staffs meet are organised by Management for Faculty and Support Staff, wherein Teaching and Non-Teaching Staff participate in the Cultural event.</li> </ul> |
| Library, ICT and Physical Infrastructure / Instrumentation | <ul style="list-style-type: none"> <li>• Total of 38271 books, 51 journals / periodicals published at state and national levels</li> <li>• 11PC allocated to faculties and students for research and</li> </ul>   |



committee work • Space for reprographic facility • Availability of OPAC facility on the computers allotted for staff and students • Collection of over 2000 reference books which is maintained separately • A library app with all the information regarding the number of books, magazines and periodicals • Subscription to e-journals • Tracking of attendance through automated system • For the benefit of faculty and students, the library committee organises academic programmes and thus creates awareness • User satisfaction is thus a priority for the library

Research and Development

- Research committee encourages research amongst faculty and inculcates research temperament amongst students.
- Teachers are encouraged to present / publish research papers in conferences / UGC journals • Registration money for seminars is reimbursed • Duty Leave is granted for seminars and workshops • Research centre with 8 computers and SPSS software • Workshop on Minor Research project Writing and Research proposal/Paper Writing were organized for faculties • Research Orientation for Avishkar, An Intercollegiate research conference, An Intercollegiate Business Idea competition, PPT Presentation Competition on Economic Impact of Covid-19 Pandemic in India were organized for students • Sanction of 12 Minor Research Projects from University of Mumbai

Examination and Evaluation

- College follows Choice Based Credit and Grading System framed by Mumbai University and adheres to the given schedule and guidelines for conducting Regular External Examination. • The College Examination Committee prepares guidelines for conducting Internal/Practical/ATKT /Additional Examinations. • Institute adopts all the major reforms in curriculum, examination pattern and evaluation process prescribed by the University of Mumbai. • For First Half 2020, only the final year/final semester students appeared for the online examination in consultation with the Lead College within the time frame/schedule prescribed by the University of Mumbai, rest others were granted promotion based on the internals assessment and

|                                      |   |
|--------------------------------------|---|
|                                      | previous semester marks.  |
| Teaching and Learning                | <ul style="list-style-type: none"> <li>• Teachings Plans are made by the faculties and periodic review is taken at the department level.</li> <li>• Conducting guest lectures of industry experts and alumni</li> <li>• Organising Educational field visits</li> <li>• Interactive teaching methods such as Role Plays, skit performances, debates, case studies, quiz etc</li> <li>• Availability of Computer facility with internet for students and staff</li> <li>• ICT enabled teaching methods</li> <li>• Providing E-learning resources</li> <li>• Usage of e-learning methods like Google Classroom</li> <li>• Implementation of Open Book Test, Prelims and Intensive Coaching methods</li> <li>• Conducting online/offline training for faculties</li> <li>• Conducting online lectures through MS Teams</li> <li>• Conducting Online quiz and mock test</li> <li>• Uploading recorded lectures on Youtube channel</li> </ul> |
| Curriculum Development               | <p>College follows the curriculum set by University of Mumbai as it is affiliated to it. The college takes the feedback about the curriculum from faculties, students, alumni working in industry and sends it to the Board of Studies. College also sends faculties for revised syllabus workshop organised by University of Mumbai. The college has initiated various Certificate Courses and skill development courses where the Add-on committee is involved in developing and designing the syllabus of such additional courses.</p>   |
| Industry Interaction / Collaboration | <ul style="list-style-type: none"> <li>• Field Visits</li> <li>• Inviting business personalities for Departmental festivals.</li> <li>• Collaboration for placement.</li> <li>• Internship</li> <li>• Tie up with industries for conducting add on courses</li> <li>• Organised One day Symposium in Collaboration with Financial Planning Academy</li> <li>• Training programmes in association with Bombay Stock Exchange Brokers Forum</li> <li>• Sessions by inviting guests from National Institute of Securities Market, Cyber Security Consultant (Pristine Info Solutions), Jio Payments Bank Ltd, Bombay Stock Exchange, Paryavaran Dakshata Mandal and Indian Army</li> <li>• Webinars were organized by inviting experts from ITVedant Pvt. Ltd, Information Security Researcher and Cyber Crime, LT Hydrocarbon Engineering India, Board of Industry- Academia Partnerships, and British Psychology Society</li> </ul>      |



|                       |   |
|-----------------------|---|
| Admission of Students | <p>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 admission audit.</p> |
|-----------------------|---|

6.2.2 – Implementation of e-governance in areas of operations:

| E-governance area             | Details  |
|-------------------------------|--|
| Planning and Development      | <p>The College has a Biometric system where teaching and nonteaching staff have to punch in and out while entering and leaving the Campus. This ensures discipline, scheduling and time management for various activities. Online admission process is implemented and monitored through ERP software Digital Edu/Juno. ERP Software Juno was acquired for smooth functioning of the system-from scheduling lectures to that of conducting exams.</p>            |
| Administration                | <p>Administration The College has a Comprehensive MIS System by Digital Edu for Admission and Attendance of students. Staff attendance is marked through Biometric and Manual attendance is also maintained. Central HR maintains the salary along with HR details in an ERP Software and salary slip is generated through this software and sent through email to respective accounts. ERP Software Juno was acquired for smooth functioning of the system.</p> |
| Finance and Accounts          | <p>The Finance and Accounts are maintained by Central Accounts department Every year the account is audited by the Auditor appointed by the Management.</p>  |
| Student Admission and Support | <p>Admission of UG PG students are made as per norms of University of Mumbai.</p>  |
| Examination                   | <p>As per the requirement of the Examination committee, all the necessary equipment are provided by the college for the smooth conduct of examination and evaluation. Online</p>   |

exams were conducted through MS Teams.  
ERP Software Juno was acquired for speedy declaration of results and to bring transparency.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher       | Name of conference/<br>workshop attended<br>for which financial<br>support provided  | Name of the<br>professional body for<br>which membership<br>fee is provided | Amount of support |
|------|-----------------------|--|---|-------------------|
| 2019 | Ms. Trupti Wani       | FILING AQAR UNDER NEW NAAC PROCESS   | Nill  | 1000              |
| 2019 | Mr. Abhishek Dandekar | REVISED SYLLABUS OF FYBAMMC  | Nill  | 500               |
| 2019 | Mr. Mithun Pillai     | ONE DAY WORKSHOP ON REVISED SYLLABUS OF FYBAMMC SEMESTER I   | Nill  | 500               |
| 2019 | Dr. Vinit Joshi       | ONE DAY WORKSHOP ON REVISED CAREER ADVANCEMENT SCHEME (CAS)  | Nill  | 500               |
| 2019 | Dr. Neera Kumar       | ONE DAY ZONAL TRAINING WORKSHOP FOR INTERNAL COMPLAINT COMMITTEE AND WOMENS DEVELOPMENT CESS (CENTRAL ZONE AND NAVI MUMBAI COLLEGES) | Nill  | 400               |
| 2019 | Ms. Nisha Telang      | Use of Basic Quality Improvement Tools Root Cause Analysis Techniques  | Nill  | 1180              |
| 2019 | Ms. Arti Bansode      | Revised Syllabus of M.Sc. IT SEM-I - Research in Computing   | Nill  | 700               |
| 2019 | Ms. Flosia Sinion     | To discuss implementation  | Nill  | 700               |

|                           |                       |   |     |      |
|---------------------------|-----------------------|---|-----|------|
|                           |                       | of M.Sc. IT SEM-I Practical course in Data Science    |     |      |
| 2019                      | Mr. Vishwanath Kale   | Soft Computing  | Nil | 700  |
| 2019                      | Mr. Abhishek Dandekar | NAAC Peer Team Visit Preparations Criteria Exhibition | Nil | 1000 |
| <a href="#">View File</a> |                       |   |     |      |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year                      | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date  | To Date    | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---------------------------|--|---|------------|------------|---|---|
| 2019                      | Training on NET / SET - Paper II III -CS IT                                  | Nil   | 06/06/2019 | 07/06/2019 | 6                                       | Nil   |
| 2019                      | GRADED Examination Software  | Nil   | 09/09/2019 | 09/09/2019 | 45                                      | Nil   |
| 2020                      | Nil  | PNS Worker Training Program   | 02/03/2020 | 14/03/2020 | Nil                                     | 11  |
| 2020                      | MS TEAM - Online learning App  | MS TEAM - Online learning App   | 06/04/2020 | 20/04/2020 | 57                                      | 23  |
| 2020                      | JUNO-ERP Software Training   | JUNO-ERP Software Training  | 29/07/2020 | 29/07/2020 | 57                                      | 25  |
| <a href="#">View File</a> |  |   |            |            |   |   |

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme   | Number of teachers who attended | From Date  | To date    | Duration |
|---|---------------------------------|------------|------------|----------|
| FDP- SWAYAM - NPTEL-Financial Institution Markets | 1                               | 27/01/2020 | 17/04/2020 | 81       |

|  |   |            |            |    |
|--|---|------------|------------|----|
| FDP- SWAYAM - NPTEL-Pastic Waste Management  | 1 | 27/01/2020 | 21/03/2020 | 54 |
| RUSA Sponsored Refresher Course in Business Studies                                  | 1 | 10/02/2020 | 22/02/2020 | 12 |
| RUSA Sponsored Refresher Course in Business Studies                                  | 1 | 10/02/2020 | 22/02/2020 | 12 |
| Contemporary strategies for Teaching and Assessment                                  | 1 | 06/02/2020 | 12/02/2020 | 6  |
| RUSA Sponsored Short Term Course in Statistical Data Analysis using Softwares        | 1 | 27/01/2020 | 01/02/2020 | 6  |
| UGC Sponsored Orientation Programme  | 1 | 20/01/2020 | 08/02/2020 | 18 |
| RUSA Sponsored short Term Course E-filling and Statutory Compliances to the Tax Laws | 1 | 18/12/2019 | 24/12/2019 | 6  |
| RUSA Sponsored Orientation Programme   | 1 | 02/12/2019 | 21/12/2019 | 18 |
| RUSA Sponsored Refresher Course in Media-Communication (ID)                          | 1 | 18/11/2019 | 30/11/2019 | 12 |
| <a href="#">View File</a>  |   |            |            |    |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching  |           | Non-teaching |           |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent    | Full Time |
| 48        | 48        | 25           | 25        |

### 6.3.5 – Welfare schemes for

| Teaching   | Non-teaching   | Students  |
|--|--|---|
| <p>Provident Fund from the time of appointment<br/>                     -Gratuity on retirement<br/>                     -Medical Insurance reimbursement for self and family<br/>                     -Registration Fees for paper presentations<br/>                     -Felicitation of teachers on completion of 25 years of service and completing PhD, in the Annual Day organized by the Management.<br/>                     -Admission to wards of teaching staff in any of the sister institutions based on merit.<br/>                     -Cash reward on completion of higher education.<br/>                     -Reimbursement of registration fees for Paper Presentation<br/>                     -Free tea provided to teachers</p> | <p>-Provident fund at the time of retirement<br/>                     -Medical insurance reimbursement for self and family<br/>                     -Sponsoring participation in sports and other activities<br/>                     -Felicitation of non-teaching staff on completion of 25 years of service<br/>                     -Admission to wards of non-teaching staff in any of the sister institutions<br/>                     -Cash reward on completion of higher education.<br/>                     -Free tea provided to non-teaching staff</p> | <p>Endowment Prizes for meritorious students<br/>                     -Instalment facility for the payment of fees<br/>                     -SIES Education Assistance Trust(SEAT) scholarship for deserving and needy students<br/>                     -Sponsoring fees for needy students by the SIES Nerul Alumni Trust<br/>                     -Free internet facilities and Wifi facilities by SIES and Jio Company<br/>                     -Free personal counselling service<br/>                     -Sponsoring a child education by high income parents of present students.<br/>                     -Appreciation certificates to students for their outstanding contribution in academics, extra-curricular co-curricular activities and for community services</p> |

### 6.4 – Financial Management and Resource Mobilization

#### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Financial Audit aims at ensuring financial transparency. Internal Audit of office transactions is a continuous process wherein thorough check is carried out every week by the Registrar, Office Superintendent and Head Clerk. These are audited by the Accountant quarterly. The budget for income-expenditure is monitored closely. V. Sankar Aiyar Co. is the external auditor. The responsibility of the auditor is to express an opinion in the form of the Auditors Report on whether the statements are fair and free from material misstatements. The audited report is published by the Management. Any audit objections are faced by the Finance Head.

#### 6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|--|-------------------------------|---------|
| WESTERLY RETAIL PRIVATE LIMITED                          | 490000                        | SIESONS |
| <a href="#">View File</a>                                |                               |         |

#### 6.4.3 – Total corpus fund generated

|   |
|---|
| 0 |
|---|

### 6.5 – Internal Quality Assurance System

#### 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type     | External |                                     | Internal |                      |
|----------------|----------|-------------------------------------|----------|----------------------|
|                | Yes/No   | Agency                              | Yes/No   | Authority            |
| Academic       | Yes      | LRQA /<br>Principals of<br>Colleges | Yes      | Internal<br>Auditors |
| Administrative | Yes      | LRQA<br>/Principals of<br>Colleges  | Yes      | Internal<br>Auditors |

#### 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. On 7th December, 2019, the Parents-Teacher Association (PTA) held a Parents-Teachers meeting. The event was attended by a total count of 130 people. The Chief Guest for the program was Dr. Kavita Vaidya, Counselor, Samadhan Clinic, Mumbai addressed the audience on the topic "Building Relationships." The speaker emphasized the importance of cordial relationships between children, parents and college for effective bonding. Role play and activities for parents made the session very interactive. 2. On 17th February'2020, Parents-Teachers Meet was organised with the theme of "Celebrating womanhood by building values of respect and gratitude amongst students." Keeping the theme in mind, Mothers (both homemakers and working) were invited for the meet. Theme based cultural programmes were organised by students as a gratitude to the parents. Fun and interactive games were organised for the parents which helped to increase the bonding amongst all. Such meets increase the rapport between parents, students and teachers. 3. An informative session on GST was organized for the students of BBI and M.Com on the 23rd of January 2020 by a parent Mr. Arvind Kumar Sinha, GST tax Consultant. He shared his profound knowledge with the students by giving practical examples. 4. Regular Parents-Teachers meeting with defaulter students. 5. Sponsoring partial fees of few economically weaker students. 6. Seeking parents feedback for development of college 7. Inviting parents for Orientation, Prize Distribution and Graduation Ceremony.

#### 6.5.3 – Development programmes for support staff (at least three)

1. PNS TRAINING - To help PNS workers to fill daily use documents, use of mobile phones and preparing bio-data using MS-Word. The Department of MSc-IT/CS had organised a 5 day PNS Worker Training Workshop from 02nd March 2020 to 14th March 2020. A total of 13 students had volunteered to be trainers for the workshop and the number of participants were 10. The workshop started with our Vice-Principal welcoming all the participants. She interacted with the participants and enquired about their experience with the previous Workshop. She distributed the study material to all the participants. The Session started with making the students write about themselves. It was extremely challenging because a few couldn't write in English. This was followed by an Oral Recitation in English. The second day constituted learning to fill bank slips, write cheques and fill bank forms. On the third day, they were trained on saving contact numbers, making calls, WhatsApp, SMS and Audio/Video calls using smartphones. The last 2 days of the Workshop focused on learning the basics of MS-Word and making their Bio-data. They were taught how to take printouts of their bio-data. 2. TRAINING ON NEW ERP JUNO- The management has introduced a new ERP software named JUNO for the SIES students, teachers and office administration. The training was conducted for teaching and non teaching staffs under the guidance of Mr. Pankaj Shrivastva (IT Head SIES) by JUNO Software Engineers on 26th and 29th July, 2020 All the training sessions are being conducted by the MS Team. The training covered the following topics- Introduction to ERP- JUNO Creating and Updating Staff Profile Training on Admission process Training on Leave module for staffs Overall the training was beneficial for the staff as they were very keen in learning the technology. 3.

SESSION ON GENDER DYNAMICS AND BEHAVIOUR- The Women Development Cell and IQAC organized a session on "Gender Dynamics and Behaviour" for the male teaching and non-teaching staff members. It was conducted on 31st July 2019. The dignitary present was Principal Dr. Milind Vaidya who introduced the topic and explained its importance. The Resource persons were Dr. Neera Kumar (convener of WDC), Dr. Jyoti Koliyar (faculty member of WDC), and Mr. R. Perumal (member of WDC) who explained in detail the guidelines of Harassment at workplace and Sexual Harassment.

#### 6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. The Internal Quality Assessment Cell and B. Com Department in Collaboration with Financial Planning Academy conducted a One day Symposium on "Impact of Economic Factors and Changing Technologies on Millennial Career" on 13th January 2020. The main purpose for conducting this workshop was to provide a medium to exchange views, ideas, and the latest innovations in the arena of financial market. Professor K. Sukumaran (Dean, National Institute of Securities Markets), Vishal Gada (Director of Financial Planning Academy), Mr. Kirtan Shah (CEO and Co-Founder Ambition Learning Solutions), Mr. Zaheer Sayed, ACCA, Ex Associate Director, Union Bank of Switzerland and Mr. Tanuj Poddar, CEO Banking Programs, Financial Planning Academy graced the occasion with their presence for the day. Students from TY BCom and TYBFM attended the program along with the faculties. The session was interactive and informative.

2. An International Standards in Research Writing Programme was organized by IQAC SIES Central Training Department on 29th November, 2019. The purpose of this event was to enlighten the students about the research work done internationally and what are the expectations from the students across the globe when it comes to research writing. Our Guest of Honour was Dr. Peter Cunningham. The programme was attended by 117 students pursuing courses in commerce and management studies at undergraduate/postgraduate level. Participation was also received from various other colleges such as Modern College, ICL Motilal Jhunjhunwala College, Pillai College, Western College of Business Management, Rizvi College, KJ Somaiya College, Ramsheth Thakur College, SIES (Sion), and SIES (IEM). Dr. Peter Cunningham shared his experience and vast amount of knowledge and guided the students about presenting research papers at the international level.

3. An International online webinar on "Management from Mahatma Gandhi and Abraham Lincoln's Perspective" was organised on 14th August, 2020 (on MS Teams). The Webinar was organised by the IQAC in collaboration with Forum for F.A.S.E.S. (Faith, Ahimsa, Satyagraha, Equality, Swarajya) on the eve of 74th Independence day, to throw light on how traditional values can impact modern management techniques. The Country was also celebrating 150 years of Mahatma Gandhi's birth anniversary. The following experts were invited to address the Webinar. Prof. Dr. Christopher J. Ward [Professor of History, Clayton State University], Dr. Peter Cunningham [Senior Academic Research and Trainer, Nelson Mandela University, South Africa], Dr. Charanjeet Kaur [Former I/C Principal and Head, Dept. Of English, CHM College] and Dr. Prashant Kelkar [Head, Political Science Department, CHM College, Ulhasnagar]. The webinar was attended by 163 participants from various colleges and institutions from different states of India.

#### 6.5.5 – Internal Quality Assurance System Details

|  |     |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b) Participation in NIRF               | Yes |
| c) ISO certification                   | Yes |
| d) NBA or any other quality audit      | Yes |



## 6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC   | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|------|--|-------------------------|---------------|-------------|------------------------|
| 2020 | One day Symposium on "Impact of Economic Factors and Changing Technologies on Millennial Career" | 13/01/2020              | 13/01/2020    | 13/01/2020  | 20                     |
| 2019 | Intercollegiate student's research conference Anveshan on ULTIMAS TRENDS                         | 04/12/2019              | 04/12/2019    | 04/12/2019  | 35                     |
| 2019 | Workshop-On" Minor Research project writing"   | 09/07/2019              | 09/07/2019    | 09/07/2019  | 14                     |
| 2019 | Seminar on Road Safety Awareness   | 30/07/2019              | 30/07/2019    | 30/07/2019  | 90                     |
| 2019 | Workshop on the topic of Program outcome, Program Specific outcome and Course Outcome            | 12/07/2019              | 12/07/2019    | 12/07/2019  | 48                     |
| 2019 | Minor Research Proposal/Report Writing   | 09/08/2019              | 09/08/2019    | 09/08/2019  | 14                     |
| 2019 | TATTVA - Inter-Collegiate Case study Presentation on Professional Ethics                         | 14/09/2019              | 14/09/2019    | 14/09/2019  | 110                    |
| 2019 | Session on Stress Management   | 09/10/2019              | 09/10/2019    | 09/10/2019  | 33                     |



|                           |  |            |            |            |     |
|---------------------------|--|------------|------------|------------|-----|
| 2019                      | An International Standards in Research Writing Programme by Dr. Peter Cunningham | 29/11/2019 | 29/11/2019 | 29/11/2020 | 117 |
| 2019                      | 'Cloud computing' for CS/IT teachers   | 21/12/2019 | 21/12/2019 | 21/12/2019 | 19  |
| <a href="#">View File</a> |  |            |            |            |     |

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme   | Period from | Period To  | Number of Participants |      |
|--|-------------|------------|------------------------|------|
|  |             |            | Female                 | Male |
| Gender Dynamics and Behaviour                                    | 31/07/2019  | 31/07/2019 | 21                     | 10   |
| WDC Orientation  | 06/08/2019  | 06/08/2020 | 72                     | 32   |
| Young Adults and Rejection Issues                                | 11/11/2019  | 11/11/2019 | 106                    | 46   |
| S.T.O.P (Sure tactics of protection)                             | 13/01/2020  | 13/01/2020 | 6                      | 3    |
| Women's Day Celebration  | 07/03/2020  | 07/03/2020 | 34                     | 15   |
| 'UN Sung HEROS: Women and Senior Citizens                        | 07/03/2020  | 07/03/2020 | 257                    | 111  |
| Ujjwala: The Rising Woman  | 09/03/2020  | 09/03/2020 | 93                     | 41   |
| Unpacking Gender: The Lockdown and Violence on Women by NSS Unit | 10/07/2020  | 10/07/2020 | 76                     | 55   |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The total energy consumption of the college for different purposes is around 222000 kWh/year. 300 LED Tube lights and around 56 LED panel lights are there

for lighting. 11442.24 KWH/year lighting power requirements met through LED tube lights out of total lighting power requirement of 17559.36KWH/year. The carbon emissions were estimated from electricity facilities and LPG are 189.57 and 0.057 tonnes/ year, respectively. Hence, a total carbon emission is 189.62 tonnes/ year during 2019- 2020. Through plantations around college campus, the CO2 sequestration is done around 108.74 tonnes/year and power generation from solar energy sources is 6.0 kWh/ year, which further minimizes the carbon emission. Hence, net carbon emission from college campus is 74.88 tonnes/year. Staff, students, and the Housekeeping team are encouraged to switch off the lights, monitors, and other equipment when not in use. Awareness boards are displayed to save energy.

#### 7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities  | Yes/No | Number of beneficiaries |
|--|--------|-------------------------|
| Physical facilities                                      | Yes    | 4                       |
| Provision for lift                                       | Yes    | 4                       |
| Ramp/Rails   | Yes    | 4                       |
| Braille Software/facilities                              | Yes    | 1                       |
| Rest Rooms   | Yes    | 4                       |
| Scribes for examination                                  | Yes    | 4                       |
| Special skill development for differently abled students | No     | Nil                     |
| Any other similar facility                               | No     | Nil                     |

#### 7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date       | Duration | Name of initiative  | Issues addressed   | Number of participating students and staff |
|------|--|--|------------|----------|---|--|--|
| 2019 | 1  | 1  | 21/07/2019 | 5        | BIG MUMBAI CLEAN UP WITH BEACH WARRIOR in association with Khushiyan Foundation | The volunteers took up the task to clean the station premises. | 21   |
| 2019 | Nil  | 1  | 30/07/2019 | 3        | DISASTER MANAGEMENT PROGRAM   | road safety awareness and first                                | 90   |

|      |     |     |            |   |   |  |     |
|------|-----|-----|------------|---|---|--|-----|
|      |     |     |            |   | in association with YUVA FOUNDATION   | aid training program   |     |
| 2019 | 1   | Nil | 24/08/2019 | 6 | TREE PLANTATION   | Tree Plantation Drive at the Indrayani forest region, near Chiner forest, Panvel | 34  |
| 2019 | Nil | 1   | 13/09/2019 | 3 | CLOTH BAG MAKING  | usable cloth bags from old clothes that were donated to the needy people         | 33  |
| 2019 | 1   | 1   | 13/09/2019 | 5 | SAGAR VIHAR CLEANING  | Clean up drive to clean the surroundings at Sagar Vihar                          | 25  |
| 2019 | 1   | 1   | 28/09/2019 | 6 | DMP VASHI, at Sai Prem Sanstan  | Different tactical survival skills were taught                                   | 80  |
| 2019 | Nil | 1   | 02/10/2019 | 4 | 2nd October Rally in collaboration with Sterling College Nerul sponsored by the Nerul Association of Business Administration. | create awareness about the principles of GANDHI JI among the localities          | 280 |

|                           |     |   |            |   |               |     |    |
|---------------------------|-----|---|------------|---|---------------|-----|----|
| 2020                      | Nil | 1 | 20/04/2020 | 3 | Poster Making | NSS | 10 |
| 2020                      | Nil | 1 | 15/05/2020 | 3 | Mask Making   | NSS | 30 |
| <a href="#">View File</a> |     |   |            |   |               |     |    |

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title  | Date of publication | Follow up(max 100 words)  |
|--|---------------------|---|
| 1. Guidelines For Examination Supervision Duty | 06/06/2019          | The Examination Committee of the college has distributed the guidelines for Supervision Duty to all concerned faculty members. The faculty members strictly adhere to these guidelines. The Faculty members report to Examination Control Room well in time before the commencement of the Examination and follow all instructions given. The Chairperson of the Examination Committee and the senior supervisors take rounds to ensure the smooth conduct of examinations. At the end of the exam Junior Supervisors collect answer sheets and submit them to the senior supervisors where the answer sheets are counted and verified. |
| 2. Guidelines to Examiners                     | 13/06/2019          | Assessment forms an important aspect of evaluation and is an important aspect of examination process which enhances the credibility of the evaluation system. The Examination Committee ensures that the guidelines are strictly adhered to. Committee members verify marks given by examiners. The verification process is carried out to avoid any errors in the entry of mark in mark sheets. Answer sheets are also moderated by senior faculty members.  |

|                                   |            |   |
|-----------------------------------|------------|---|
| 3. Discipline and Code of Conduct | 16/09/2020 | The code of Conduct for students is prominently displayed on notice boards in the college premises and also announced to students in class rooms. The Discipline committee of faculty members is formed which looks into matters of indiscipline and misbehaviour by students. The Committee and other staff members ensure that students follow the college dress code and do not use mobile phones when lectures and academic activities are conducted. A peaceful and vibrant atmosphere conducive to learning is maintained in the institution. |
|-----------------------------------|------------|---|

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity  | Duration From | Duration To | Number of participants |
|---|---------------|-------------|------------------------|
| International Yoga Day (Camp held at Mumbai University Fort Campus) | 21/06/2019    | 21/06/2019  | 1                      |
| TAMBAKU MUKTH YUVA  | 11/07/2019    | 11/07/2019  | 63                     |
| Rakhi Making Workshop   | 07/08/2019    | 07/08/2019  | 400                    |
| FRIENDSHIP DAY  | 13/08/2019    | 13/08/2019  | 30                     |
| Donation Drive for Flood  | 14/08/2019    | 24/08/2019  | 35                     |
| Independence Day  | 15/08/2019    | 15/08/2019  | 27                     |
| World Ozone Day   | 13/09/2019    | 13/09/2019  | 30                     |
| Tattva - Professional Ethics  | 14/09/2019    | 14/09/2019  | 110                    |
| Mahatma Gandhi Jayanti  | 20/09/2019    | 20/09/2019  | 220                    |
| NSS DAY   | 24/09/2019    | 24/09/2019  | 15                     |
| <a href="#">View File</a>   |               |             |                        |

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. College received bio-composting tumbler from My Green Society NGO in the month of September 2019. Composting of organic waste from college premises (temple waste and horticulture waste) in Dual Bio-composting Tumbler was

initiated on 8th October 2019. 2. Vertical garden of 32 sq. ft. has been set up in the month of February 2020, at the entrance of the college building. Air purifying plants like Pothos, Spider plant species has been used in vertical garden. 3. Around 25kg of E-waste was generated in college campus collected in E-waste collection box and send it for the recycling to Green India E-waste Recycling OPC Pvt. Ltd. 4. SIESONS 2020 took a step ahead for creating awareness regarding the significance of trees around us. In this event SIESONS took an initiative of saving trees by tying a placard to all the trees with a message on it within the campus area by the volunteers. These messages on the placard will keep reminding us of the essence and importance of planting and saving trees for life to exist on earth. 5. Three Sanitary Pad Incinerators have been installed in Girls washroom for sanitary pads to be hygienically disposed.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

**BEST PRACTICE 1: FASES ASSOCIATION**

1. Goal: As an institution, SIES ASCN aims at inculcating ethics and moral values in its students, in addition to the academic knowledge imparted to them. To achieve the same, the College encourages the students to organize and participate in various activities that focus on different aspects of Gandhian philosophy in their contemporary context and on themes relevant to the thoughts, values and principles of the Father of the Nation. For this purpose, FASES ASSOCIATION was formed.

2. Context: The FASES Association was initiated in the Academic year 2019-20 under the guidance of Principal DR. Milind Vaidya and Vice Principal Dr. Koel Roy Choudhury. The members of Association are students of our college from various programmes. FASES is the acronym for Faith, Ahimsa, Satyagraha, Equality and swaraj.

3. Objectives: a) To imbibe Gandhian values and principles amongst the young generation. b) To show the practical relevance of these values in modern times. c) To enable students to understand the importance of ethics and moral values in their daily lives. d) To analyse and interpret the relevance of Gandhian Philosophy and apply it to contemporary problems.

4. Practice: Keeping in mind the purpose of forming the association, the FASES association conducted various events such as Screening of movies related to Gandhian ideals, poster and rangoli competitions (depicting Gandhian values), visit to Mani Bhavan, Oath Taking Ceremony etc.

1) INAUGURATION CEREMONY: On 19th August 2019, an inauguration program was held for the newly formed F.A.S.E.S (Faith, Ahimsa, Satyagraha, Equality, Swarajya) committee. The event was graced by the presence of the Principal Dr. Milind Vaidya and the Vice Principal and the Convenor of the Committee, Dr. Koel Roy Choudhury. A brief introduction about the committee in the form of a PowerPoint presentation was given by the student heads. The volunteers displayed the symbol of the committee - the charkha - hand made by the members. To spread the principles of Gandhiji, a small musical skit was performed. After the inauguration, screening of the movie 'Lage Raho Munna Bhai' was done, as the movie is one of the best examples of how the Gandhian principles can be implemented in the modern world. The highlight of the program was the awareness created about Gandhiji's thoughts and ideals and their relevance today.

2) GANDHI JAYANTHI: On 20th September, 2019, the F.A.S.E.S Association celebrated the 150th Gandhi Jayanthi in the College premises. The occasion was graced by the presence of Dr. Charanjeet Kaur. She is associated with Muse India and also associated with SPARROW (Sound Picture Archives for Research on Women), Mumbai. The event started with the inaugural address by the Principal and Vice Principal. The Chief guest Dr. Charanjeet Kaur made an inspirational speech highlighting the fact that Gandhiji's values still play a big role in modern life even 150 years after his birth. This was followed by a recital of some Bhakti songs and speeches in different languages by the volunteers. On this occasion, in order to spread Gandhian values, the Committee

conducted various competitions like Poster making, Best out of waste and Rangoli making for which topics based on Gandhian principles were given to the participants. The celebration ended with a bhajan samaroh during which all of Mahatma Gandhis favourite bhajans were sung by the volunteers. 3) OATH TAKING CEREMONY: On 5th March 2020, the Fases Association conducted an Oath Taking Ceremony at college. The entire college was a part of this ceremony. The event started at 11.00 a.m. in the morning. All the students together took oath, which was inspired by the principles of Mahatma Gandhi, the father of our Nation. The purpose of the oath was to appeal to all present that the Gandhian principles of truth, honesty and loyalty are still very important. The oath was repeated by the students after the Vice Principal Dr. Koel Roy Choudhury. The highlight of the event was to lay an emphasis on Gandhian principles in today's times and to make sure students try to do so by taking this small pledge. 4)

VISIT TO MANI BHAVAN: On 10th January,2020, a visit to Mani Bhavan was organised by FASES Association. Students' members were accompanied by Vice Principal, Dr. Koel Roy Choudhury and Dr. Indumati - Coordinator of B. Com (Accounting and Finance). The students checked in at Mani Bhavan at around 9.30 a.m. and spent the entire morning there. During the visit students realised that, Mani Bhavan is a simple old style, two storied building on laburnum road, Mumbai. Whenever Gandhiji was in Mumbai between 1917 to 1934, he stayed there.

Mani bhavan is one of the few important places hallowed by Mahatma Gandhi's close association. It is now converted into a museum and research centre. It was seen that the visitors from all over the world come to Mani bhavan to see the room that Gandhiji occupied, its picture gallery and the library hall.

Inside the museum library, the auditorium and in Gandhiji's room are kept various reminders of his presence. And the students were able to view all of these. Glimpses of Gandhi in mini figures and also few replicas of Gandhiji's belongings and models of his birth place as well as Sabarmati ashram, seva gram kutir, phoenix ashram and his prison cell were also on display. Besides these, the students also had a look at the research institute and sales counter.

Overall, the visit highlighted - a learning experience for students about the life that Gandhiji lived when in Bombay. Evidence of Success: The importance of providing value education is felt necessary today because the present Education system cannot contribute much to the individual and social development. The FASES ASSOCIATION helped in making our students aware of social responsibility and inculcating values through various events organized by the association.

Best Practice 2: Programme Outcome, Programme Specific Outcomes, Course Outcomes Assessment and Attainment level: 1. Goal: The aim of Education is to prepare learners for life in society and for performing tasks. It is the intention of the outcomes-based approach to focus as much on the process of learning and the final outcome or result, as on the knowledge and skills of the students. 2. Context: Outcome-Based Education (OBE) is a pedagogical model that entails the restructuring of curriculum, pedagogy and assessment practices to reflect the achievement of high-order learning. OBE places emphasis on what is learned. It is an education system built on specific outcomes. It focuses on the set skills to be acquired by students on completion of their studies. Activities in or outside the classroom are designed in a manner so as to helps students to achieve these outcomes. 3. Objectives a. To find Attainment level of PO, PSO, CO. b. To assess the attainment levels based on direct and indirect methods. c. To identify curriculum gap if any and steps to be taken to bridge the curricular gap through teaching, arranging guest lectures, industrial visit, online quiz, etc. 4. The Practice: Though Engineering Colleges widely practice the calculation of attainment level of PO, PSO and CO, very few Arts, Science and Commerce Colleges practices this. The IQAC of SIES (Nerul) College of Arts, Science and Commerce took initiative in this regard by organizing series of seminars by experts to enable all departments to calculate the attainment level. IQAC in association with SIES central training department organized an online session on 15th May 2020 chaired by Dr. Laxmisudha K. from



SIESGST on the topic Introduction and brief assessment and attainment of PO, PSO and CO. Ms .Sugandha Jha Assistant Professor in Commerce and member of IQAC conducted online session for defining statement of PO, PSO and CO. This was followed by several online sessions on calculation of attainment level of PO, PSO and CO conducted by Ms.Jahara Sakriwala Assistant Professor in Mathematics and Statistics in the month of June and July 2020. On 21st October, 2020 IQAC organized an online workshop on the topic of "Program outcomes, Programme Specific Outcomes and Course outcomes". Dr. Lalitha Balakrishnan, Principal of Vaishnav College, Chennai was the resource person. Evidence of Success: Under the guidance of IQAC Convener Dr. Koel Roy Choudhury, in this way by conducting online workshops, sessions, discussion and suggestion from experts in the field , all faculty members were trained in the procedure to calculate attainment level. The attainment level was calculated for two batches of undergraduate courses (2016-19, 2017-20) and postgraduate courses (2017-19, 2018-20).. This has enabled the College to take implement outcome based education.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.siesascn.edu.in/iqac/uploads/BestPractices1920.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Our College functions with the motto of 'Rise with Education'. While any educational institution will do justice to academics, SIES (NERUL) COLLEGE OF ARTS, SCIENCE COMMERCE walks the extra mile to bring out the best in every student. The Institution believes in creating an environment for holistic development of the students.

1. Developing the employable skills of the student:
  - a. Certificate courses: Apart from the normal syllabus in the various courses, students are provided with add-on courses to enhance their employable skills.
  - b. Skill enhancement programs like soft skills development and mock interviews are conducted.
  - c. Many reputed companies are invited to our campus for recruitment and they offer placements and internships to the students.
  - d. The Alumni Committee organized online interactive sessions with executives from different fields in order to provide the students with a broad perspective of various career opportunities.
2. Developing the sense of social responsibility among students
  - a. The NSS unit of the College is quite active throughout the year organizing various outreach.
  - b. An ISR Cell has been constituted for creating awareness about social responsibility and they have an annual magazine MITR.
  - c. Different departments conduct programs on financial literacy, felicitation of housekeeping staff, etc.
  - d. The College has inaugurated the Navi Mumbai branch of ADHATA Trust, an organization for senior citizens.
4. Developing skills needed for Research and Innovation:
  - a. The Research Cell of the College organizes sessions on how to write research papers, where experts are called to guide the students.
  - b. Student research conference called 'Anveshan' is held to encourage students to present research papers and present ideas on entrepreneurship.
  - c. In order to promote entrepreneurship among students, the College has constituted an Entrepreneurial Development Cell.
  - d. In order to offer support to budding business ideas, an Incubation Cell has been created which seeks professional help to validate innovative proposals from students.
5. Developing the cultural heritage of the students:
  - a. In order to promote a sense of belonging and pride about our national culture, committees like Kalasadhana, Hindi Parishad, Marathi Vangmay Mandal and South Indian Association are formed.
  - b. Festivals like Diwali, Ganpati, Dandiya and Christmas are celebrated.
6. Developing a sense of respect towards moral values: The College strives to offer 'Value based education' by inculcating moral values like truth, sincerity, hard work and generosity in every activity



performed. A unique initiative of the College has been to form the F.A.S.E.S Committee, which stands for Faith, Ahimsa, Satyagraha, Equality and Swaraj. 7. Developing the Leadership skills: Appreciating the value of leadership skills to be developed in students, the College offers numerous opportunities. The Student Council and other committees are headed by students. This adds immense practical value to their characters. These activities hone their leadership skills which is a major trait expected of students when they enter into the next rung in the career ladder. Our College conducts multitude of activities to develop the academic and overall personality of the student, making him a socially responsible citizen.

Provide the weblink of the institution

<http://siesascn.edu.in/naac/InstitutionalDistinctiveness.pdf>

### **8.Future Plans of Actions for Next Academic Year**

1. Obtaining 2F certification from UGC 2. Preparation for NAAC Peer Team visit 3. Conducting of MOCK NAAC 4. Establishment of Academic Monitoring Committee 5. Creation of departmental structure of organization 6. Training on usage of JUNO software for lecture delivery 7. Session on new education policy 2020 8. Strengthening placement and internship based activities 9. Interactive sessions with the Alumni on career opportunities 10. A workshop on Program outcome and course outcome