

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

June 2014 - May 2015

1. Details of the Institution

1.1 Name of the Institution

SIES (NERUL) COLLEGE OF ARTS, SCIENCE &
COMMERCE

1.2 Address Line 1

SRI CHANDRASEKHARENDRA SARASWATHI
VIDYAPURAM

Address Line 2

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

City/Town

NAVI MUMBAI

State

MAHARASHTRA

400 706

Institution e-mail address

siesascn@siesedu.in

Contact Nos.

022- 27708371/78

Name of the Head of the Institution:

DR RITA BASU

Tel. No. with STD Code:

022-27713836

Mobile:

9819009281

Name of the IQAC Co-ordinator:

MS VASANTI RAJADHYAKSHA

Mobile:

9930758975

IQAC e-mail address:

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

MHCOGN13983

OR

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

1.5 Website address:

www.siesascn.edu.in

Web-link of the AQAR:

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

1.6 Accreditation Details

Sr. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.80	2009	31/12/ 2014
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

04/01/2010

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2010-11 (05/11/2011)
- ii. AQAR 2011-12 (31/12/2012)
- iii. AQAR 2012-13 (18/11/2013)
- iv. AQAR 2013-14 (03/12/2014)

1.9 Institutional Status

University ☒ State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.10 Type of Faculty/Programme

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

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

Others (Specify)

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

UNIVERSITY OF MUMBAI

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
Community representatives

1

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Stress Management for Staff
2. Information Literacy for research.

2.14 Significant Activities and contributions made by IQAC

1. Workshop on Stress Management by Mr. S .V. Viswanathan, Managing Director, 3V Consultants
2. Information Literacy Workshop on Tools & techniques for discovering Scholarly information for teaching , research & Publications by Mr Santosh Hulagabali
3. Two add on courses viz a) Certified Financial Consultant Course b) Campus to Corporate Transition Program were introduced
4. Orientation for new faculty

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Value added courses	Started two new courses 1. Campus to Corporate Transition Programme for soft skill development 2. Certified Financial Consultants (CFC) course in Collaboration with an Alumnus.
Promote research culture	Infosparx 2015, National Conference organized in collaboration with the B Com & BMS departments
To create environment consciousness	IQAC encouraged the committees to participate in Swachh Bharat Abhiyan launched by the Prime Minister. Accordingly the Student Council, NSS and B Com department organized various activities at Railway Stations and other places in Navi Mumbai.

** Annexure I & II*

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

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

Management provides support to the quality and academic initiatives taken by the IQAC by providing necessary infrastructure and sanctioning the budgetary requirements.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	4	-	4	-
UG	8	-	8	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	2	2	4	4
Others	-	-	-	-
Total	14	-	16	

Interdisciplinary	-	-	-	1
Innovative	-	-	-	1

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni

☒

Parents

☒

Employers

☐

Students

☒

(On all aspects)

Mode of feedback :

Online

☒

Manual

☒

Co-operating schools (for PEI)

☐

** Annexure III*

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

The University of Mumbai revised the syllabus in order to keep the syllabus in line with the changing environment.

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

☐ No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26	22	-	-	04

2.2 No. of permanent faculty with Ph.D.

05

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
06	-	-	-	-	-	06	-	12	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		All faculty	-
Presented papers	02	17	-
Resource Persons	-	-	-

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

1. Use of ICT enabled technology in teaching
2. Role plays , group discussions, case study and quiz for effective teaching
3. Field visits and industrial visits for practical exposure
4. Guest lectures by subject experts and industry experts
5. Seminars and workshops arranged for students for better understanding of the subjects
6. Students encouraged to undertake live projects
7. Students encouraged to make power point presentations.

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

182

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding,

Double Valuation, Photocopy, Online Multiple Choice Questions)

- Audit of internal assessment
- Provision of photocopy of answer sheets
- Display of exam notices and results on website
- Multiple papers for confidentiality
- Prelims are conducted for all courses for each semester in final year
- Orientation of examination paper pattern for parents and students

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

02

-

2.10 Average percentage of attendance of students

67%

2.11 Course/Programme wise distribution of pass percentage :

-

Title of Programme	Total no. of students appeared	Distinction %	I %	II %	Pass %
B.COM					
TY BCOM SEMESTER-V	224	27.23	54.02	13.39	0.00
TY BCOM SEMESTER-VI	224	26.79	54.91	12.95	3.13
BCOM(ACCOUNTING & FINANCE)					
T.Y.B.COM.(A/F) SEMESTER-V	57	50.88	43.86	5.26	0.00
T.Y.B.COM.(A/F) SEMESTER-VI	57	50.88	47.37	1.75	0.00
BCOM (BANKING & INSURANCE)					
T.Y.B.COM(B/I) SEMESTER-V	53	1.89	60.38	30.19	1.89
T.Y.B.COM(B/I) SEMESTER-VI	52	5.77	61.54	26.92	0.00
BCOM (FINANCIAL MARKETS)					
TYBCOM (FM) SEMESTER-V	52	7.69	59.62	26.92	0.00
TYBCOM (FM) SEMESTER-VI	51	7.84	54.90	37.25	0.00
BMS					
T.Y.B.M.S SEMESTER-V	113	38.05	43.36	8.85	0.88
T.Y.B.M.S SEMESTER-VI	113	3.54	33.63	37.17	10.62
BMM					
T.Y.BMM SEMESTER-V	55	7.27	60.00	23.64	0.00
T.Y.BMM SEMESTER-VI	55	9.09	56.36	34.55	0.00
BSC.(INFORMATION TECHNOLOGY)					
T.Y.B.SC.IT SEMESTER-V	50	14.00	64.00	6.00	0.00

T.Y.B.SC.IT SEMESTER-VI	49	22.45	55.10	14.29	0.00
BSC (COMPUTER SCIENCE)					
TYBSC CS SEMESTER-V	25	0.00	0.00	0.00	0.00
TYBSC CS SEMESTER-VI	25	16.00	44.00	12.00	0.00
MSC (COMPUTER SCIENCE)					
M.SC CS - SEMESTER III	10	0.00	20.00	20.00	0.00
M.SC CS - SEMESTER IV	10	0.00	30.00	20.00	0.00
MSC (INFORMATION TECHNOLOGY)					
MSC IT - SEMESTER III	18	16.67	77.78	5.56	0.00
MSC IT - SEMESTER IV	18	22.22	72.22	0.00	0.00
MCOM					
M.COM - SEMESTER III	47	21.28	57.45	14.89	0.00
M.COM - SEMESTER IV	45	33.33	62.22	4.44	0.00
MSC (ENVIRONMENT SCIENCE)					
MSC EVS - SEMESTER III	20	80.00	20.00	0.00	0.00
MSC EVS - SEMESTER IV	20	65.00	30.00	5.00	0.00

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

IQAC monitors the teaching learning process as under:

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes (In-house)	06
Orientation programmes	01
Faculty exchange programme	

Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	23

2.14 Details of Administrative and Technical staff

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

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC organised National Research Conference ‘Infosparx 2015’ ”Recent trends in Business, Management and Extension” along with B Com & BMS Departments.

Information Literacy Workshop on Tools & techniques for discovering Scholarly information for teaching , research & Publications by Mr Santosh Hulagabali

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	04	-	-
e-Journals	-	-	-
Conference proceedings	19	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-			

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
01		01				

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level	State level	<input type="text" value="-"/>	<input type="text" value="-"/>
National level	International level	<input type="text" value="-"/>	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="09"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="13"/>	Any other	<input type="text" value="-"/>

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

- Health awareness with talks on anaemia prevention, personal hygiene street play on malaria awareness
- MAQSAD- an exhibition and sale of products made by NGOs was organised by the Students Council
- Walkathon for promoting the cause of Drug abuse
- Cleanliness drive at Sanpada, Vashi & Nerul Railway station
- Fire Safety demonstration and drill
- Construction of Soak pits in Vitthalwadi Village in collaboration with Excel Industries.
- B Com BI department visited NGOs for underprivileged and differently abled children and organized competitions for them.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6247.36 sq mts	-	-	6247.36 sq mts
Class rooms	22	-	-	22
Laboratories	7	-	-	7
Seminar Halls	2	-	-	2
No. of important equipment purchased (\geq 1-0 lakh) during the current year.		1	Management	
Value of the equipment purchased during the year (Rs. in Lakhs)	52,12,365	3,51,868 Misc 1,95,077	Management	57,59,310
Others				

4.2 Computerization of administration and library

1. Online Public Access Catalogue for users
2. Automated attendance recording system in library
3. Barcoding of books

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19463	38,24,367.08	1777	229201.4	21240	40,53,569.48
Reference Books	1352	31,38,708.2	205	419389.6	1557	27,19,318.60
e-Books (N-List)	74138	5,000	74138	5,000	74138	5,000
(Renewal) (BCL)	85000	10,000	85000	10,000	85000	10,000
Journals (new+ renewals)	40		40	70,844	55	1,24,393
e-Journals(N-List)			3717	5,000	3717	5,000
Digital Database	-	-	-	-	-	-
CD & Video	1300	-	21	-	1321	-
Others (specify)	400	-	451	-	951	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	191	146	2 MBPS	0	3	12	21	12
Added	nil	nil	nil	nil	Nil	nil	5	nil
Total	191	146	2 MBPS	0	3	12	26	12

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

1. All the computers in the staff room, laboratories and library have internet access. There are two computers in the staff room on the second floor and three computers in the staff room on the fourth floor for faculty use. Three computers with internet access in the library have been reserved for use by the faculty.
2. The faculty have been given individual login Ids
3. SPSS package was installed in the library for use by faculty and students for research.

4.6 Amount spent on maintenance in lakhs:

i) ICT	2,06,429
ii) Campus Infrastructure and facilities	2,35,584
iii) Equipments	3,73,903
iv) Others	15,500
Total :	8,31,416

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC facilitates Student Support system by the following initiatives

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

5.2 Efforts made by the institution for tracking the progression

- All teachers are mentors and guide the students.
- Bridge courses are conducted for first year students.
- Internal Assessment helps to identify and take remedial actions on weak students. Special attention is given to slow learners.
- Counselling services are available in the college for the assistance of students. Students who have any difficulties and problems both personal and academics approach the counsellor.
- Academic and other achievers are felicitated in the annual Prize Distribution Function.
- Placement cell organises training for final year students for placements and also facilitates campus recruitment.
- SIESNAA, the Alumni Association of the college maintains a data base of the Alumni who have passed out of the organization.
- Progression of the students is also tracked from the transcripts provided and recommendations given.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1987	211	-	-

(b) No. of students outside the state

134

(c) No. of international students

-

Men	No	%	Women	No	%
	801	36.44		1397	63.56

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1972	77	10	129	1	2189	1919	93	13	171	2	2198

Demand ratio

4.85

Dropout % - The dropout ratio is negligible.

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

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

No. of students beneficiaries

NA

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

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

- The Placement committee prepares the final year students for placement by training them in interviews techniques, soft skills etc.
- BBI organized ‘Colloquium’ a panel discussion by BBI alumni on “Changing career dimensions in banking sector”.
- Flame University, Pune conducted a Seminar on Under graduate and Post –Graduate Courses in Mass Media, Business Studies etc. for students of TY BMS and TY BMM students.
- Endeavour Education conducted a Seminar in careers in management for TY B Com, TY BMS, TY BAF, TY BBI and TY BFM students.
- ICFAI Business School conducted a seminar for Final Year students in Career options for Commerce Students
- Ms. Nisha Telang conducted a lecture on ‘How to face interview’ for TYBSc IT students.

No. of students benefitted

730

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
09	400+	162	NA

5.8 Details of gender sensitization programmes

- The Women Development Cell of the college organised an exhibition on Women Achievers.
- Marathi movie Saatcha Aaat Gharat was screened to create awareness about women safety issues.
- The NSS unit organised the orientation by MAVA (Men against violence and abuse of women). 30 NSS volunteers were selected for the movement with three male students as the coordinator. The selected attended a camp in Sane Guruji Smarak, Vadghar, Mangaon.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level **National level** **International level**

Cultural: State/ University level **National level** **International level**

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	13	1,05,500
Financial support from government	21	Amount given to student directly
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level **National level** **International level**

Exhibition: State/ University level **National level** **International level**

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

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

6.2 Does the Institution has a management Information System

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

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

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

6.3.1 Curriculum Development

- Some of faculties are members of Syllabus Revision Committee of Mumbai University.
- The Faculty members are deputed to Syllabus revision Workshops when there is a change in the Syllabus of any subject
- B.Com A&F organised a workshop on “ New question paper pattern” for semester V. They also organised seminar on revision of syllabus in association with the Board of Studies for Accountancy, University of Mumbai.

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

- Research committee is established to encourage research amongst faculty and students.
- Teachers are encouraged to present research papers and also publish papers in journals.
- Registration money for seminars is reimbursed to teachers
- Duty Leave is granted for attending seminars and workshops
- Research centre with 8 computers is available for the staff and students.
- Departments are encouraged to organise research conference on rotation basis. National Conference, Infosparx '2016 was organised by BCOM BMS and BMM department.
- Ms Swati Vitkar and Ms. Koel Roy Choudhury attended a workshop for Orienting students towards research. The trained teachers conducted the workshop for post graduate students

6.3.5 Library, ICT and physical infrastructure / instrumentation

LIBRARY

- There is a browsing centre with 3 computers, printer and internet facility.
- Photocopying facility is available for staff as well as students.
- 205 new reference books have been added.
- Repository of Students' projects have been added.

ICT & PHYSICAL INFRASTRUCTURE

- There are 7 Computer Labs including a Media Lab
- An Electronics lab and two Environmental Laboratories are available.
- SPSS software and Language Lab software are available.

6.3.6 Human Resource Management

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

Department is responsible for

- recruitment, selection and training of employees
- fixation of salary
- promotion
- training of teaching and non- teaching

- maintenance and monitoring of attendance and leave records
- staff welfare such as gratuity, medical insurance etc.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

The University of Mumbai issues guidelines for admission to first year of all courses. An Admission Committee is constituted to handle the admissions. All admissions are purely on merit basis as the college is a capitation free institution.. Merit lists are prepared as per the guidelines of the University and displayed on the College notice board as well as Website. An Ombudsman has been appointed by the management to address the grievance related to admissions. The management conducts an audit of the admissions.

6.4 Welfare schemes for

Teaching	Cash reward on completion of higher education Felicitation of teachers on completion of 25 years of service and completing PhD, in the Annual Day organized by the Management. Reimbursement of registration fees for paper presentations Provident Fund from the time of appointment Gratuity on retirement Medical Insurance Admission to wards of teaching and non- teaching staff in any of the sister institutions
Non teaching	Provident fund at the time of retirement Medical insurance Sponsoring participation in sports and other activities Felicitation of non-teaching staff on completion of 25 years of service Admission to wards of teaching and non- teaching staff in any of the sister institutions Cash reward on completion of higher education Free tea provided to non-teaching staff
Students	Endowment Prizes for meritorious students Instalment facility for the payment of fees

	SIES Education Assistance Trust(SEAT) scholarship for deserving and needy students Free internet facilities Free personal counselling service Appreciation certificates to students for their outstanding contribution in academics, extra- curricular & co-curricular activities and for community services
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6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

☒ Yes ☐ No

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

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

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

For UG Programmes Yes ☒ No ☐

For PG Programmes Yes ☒ No ☐

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

NA

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

NA

6.11 Activities and support from the Alumni Association

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

1. Colloquium- a panel discussion by the BBI alumni organized for the students of Banking & Insurance. The topic for the discussion was Changing Career Dimensions in Banking Sector.
2. The Alumni gifted bleachers to the college which were installed in the quadrangle. This facilitated student seating during activities organized in the quadrangle.
3. Graduation Day was organised to felicitate the new graduates from all courses.
4. Guest lectures by alumni were organised for BMM, BMS & BBI students

6.12 Activities and support from the Parent – Teacher Association

- Two meetings were held with the parents for discussing the progress of the college as well as their wards.

6.13 Development programmes for support staff

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

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

In order to promote environmental awareness, the NSS unit encouraged its members to plant maximum trees in and around the college campus

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

Criterion – VII

7. Innovations and Best Practices

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

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

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

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

1. Infosparx 2015, National Conference on New Facets in Business, Management, and Extension was organized by the B Com, BMS departments in collaboration with Department of Lifelong Learning and Extension, University of Mumbai.
2. Two value added courses were introduced as under:
 - a. Certified Financial Consultant Course in association with Eminent Minds for all the commerce students.
 - b. Campus to Corporate Transition Programme in association with TCS for final year students.
3. Faculty and students were encouraged to undertake research. SPSS software was made available for facilitating research.

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

Value added courses
Creating Social Sensitivity amongst students.

****Annexure IV***

7.4 Contribution to environmental awareness / protection

1. Continuation of Bio composting pit
2. Participation in the Cleanliness Drive
3. Eco friendly Ganesh Workshop and awareness campaign in association with Prayavaran Dakshata Manch.
4. Tree Plantation Drive at Ambedkar Udyan, Nerul.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

Students creativity is channelized by involving them in the beautification of the campus. The students painted and decorated the girls common room and the beautified the college gymkhana by depicting various games on the walls. The students were felicitated by the management on 1st May, 2015.

8. Plans of institution for next year

Establishment of research Centre for Staff & Students
To organise International conference.
To increase the use of technology in teaching learning:
To make classroom ICT enabled.
Initiate Virtual Lectures for students.
To increase the social outreach activities.

Ms Vasanti Rajadhyaksha

Coordinator, IQAC

Dr Rita Basu

Chairperson, IQAC

ANNEXURE I ACADEMIC CALENDAR 2014-15

The arrangement of terms for the academic year 2014-2015

Term	Duration
First term Diwali vacation	9th June 2014 to 17th October 2014 18th October 2014 to 2nd November 2014
Second Term Winter Break	3rd November 2014 to 30th April, 2015 26th December 2014 to 7th January 2015

(In all cases both days included)

ANNEXURE II EXAMINATION CALENDAR 2014-15 Term I

Sr.No.	Subject	Date
1	Dates for question paper setting for supplementary exam	11/08/2014 & 12/08/2014
2	Non Credit Pattern Supplementary exam	8/9/2014
3	Commencement of Supplementary exam Semester-I & Semester- III	8/9/2014
4	Submission of Supplementary exam. Internal Marks for first year sem-I & second year sem-III	5/9/2014
5	Dates for question paper setting for regular examination March 2014 (03 Sets)	21/8/2014 & 22/08/2014
6	Dates for Handwritten question paper setting for regular examination March 2014 (03 Sets)	11/08/2014 & 12/08/2014
7	Commencement of Practical exam	-
8	Submission of Internal Marks for first year & second year	23/09/2014
9	Submission of Practical examination Marks for first year & second year	7/9/2014
10	Commencement of Regular exam Second Year Semester-III	23/09/2014
11	Commencement of Regular exam First Year Semester-I	01/10/2014 To 10/10/2014
12	Submission of Corrected Papers For SY's except BMS, B.Com	7/10/2014
13	Submission of Corrected Papers For SY's BMS & B.Com	8/10/2014
14	Submission of Corrected Papers For FY's except BMS, B.Com	13/10/2014
15	Submission of Corrected Papers For FY's BMS & B.Com	15/10/2014
16	Moderation for second year	09/10/2014 To 10/10/2014
17	Moderation for first year	16/10/2014 & 17/10/2014
18	Result for all the courses	15/11/2014

EXAMINATION CALENDAR 2014-2015 Term II

Sr. no	Subject	Dates
1	Dates for question paper setting for supplementary exam SEM-II & SEM-IV (if required)	05.02.2015
2	Submission of Supplementary exam. Internal Marks for first year Sem-II & second year Sem-IV	25.02.2015
3	Non Credit Pattern Supplementary exam & Credit system Sem-II & Sem-IV	25.02.2015 To 04.03.2015
4	Submission of Supplementary exam. Internal Marks for first year Sem-I & second year Sem-III	30.03.2015
5	Commencement of Supplementary exam Semester-I & Semester- III	01.04.2015 to 10.04.2015
6	Dates for question paper setting for regular examination FY's Sem-II & SY's Sem-IV March 2015 (03 Sets)	02.02.2015 and 03.02.2015
7	Dates for Handwritten question paper setting for regular examination March 2014 (03 Sets)	15.01.2015
8	Commencement of Practical exam For SY's	18.03.2015 to 21.03.2015
9	Commencement of Practical exam For FY's	11.03.2015 to 14.03.2015
10	Submission of Internal Marks for first year & second year	06.03.2015
11	Submission of Practical examination Marks for first year & second year	26.03.2015
12	Commencement of Regular exam Second Year Semester-IV	09.03.2015 to 16.03.2015
13	Commencement of Regular exam First Year Semester-II	18.03.2015 to 26.03.2015
14	Submission of Corrected Papers For SY's except BMS, B.Com	20.03.2015
15	Submission of Corrected Papers For SY's BMS & B.Com	25.03.2015
16	Submission of Corrected Papers For FY's except BMS, B.Com	31.03.2015
17	Submission of Corrected Papers For FY's BMS & B.Com	04.04.2015
18	Moderation for second year	26.03.2015 & 27.03.2015
19	Moderation for first year	06.04.2015 & 07.04.2015
20	Result for all the courses	25.04.2015

Annexure III

Students Feedback for 2014-15

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

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

The faculty are rated by the students on a scale of 1-5 where 5-Excellent 4-Very Good 3-Good 2 -Fair 1-Satisfactory

Sr. No.	Course	Average feedback
1	B.Com.	3.43
2	B.Com.AF	3.64
3	B.Com.FM	4.10
4	B.Com.BI	3.69
5	B.M.S.	3.62
6	B.M.M.	3.73
7	B.Sc. IT	3.30
8	B.Sc. CS	3.27
9	M.Com.	3.91
10	M.Sc. EVS	4.18
11	M.Sc. IT	3.66
12	M.Sc. CS	3.71

The average feedback for the college is 3.69

Annexure IV

Best Practices

A. Value Added Courses

1. The Context

To empower students with technical skills related to BFSI sector and assist them in making their own career pathway, need to introduce a specialised certification programme was felt. The course with blend of soft skills and domain knowledge was designed for all the commerce students.

2. Goal

To enhance the knowledge and employability of the students.

3. The Practice:

1. **Certified Financial Planner Course** : The college entered into a Memorandum of Understanding with Eminent Minds, a training institution by our alumni who had the resources and the expertise to deliver a course in Certified Financial Consultant. It was decided to introduce the course for the commerce students, who were expected to have some clarity about career options open to them as well as their aptitude. The Course was divided into modules of Financial Markets-Beginners Module, Financial Markets-Advanced Module, Capital Market module and Wealth Management module to be conducted after the regular classes or on weekends. An orientation of the course was conducted and interested students were registered. The course was conducted in batches by the industry experts invited by Eminent Minds. Live Trading Session and Virtual Trade Market was also set up to impart practical knowledge amongst students.
2. **Campus to Corporate Transition Programme**: The programme was conducted in collaboration with TCS. Four faculty members were sent to TCS for training. An orientation of the programme was conducted. Interested students registered for the same the course was conducted by the trained faculty as well as by experts invited.
3. **Evidence of success**: Both the programmes received good response from the students. The feedback of the students was positive and generated interest among other students. The batch size was restricted for effective delivery of the course. The registration for the course was as under:

Course	No of Students
Certified Financial Market Course	134
Campus to Corporate Transition Programme	40

4. Problem encountered:

1. Number of batches had to be restricted due to weekend and vacation classes.
2. Students pursuing other professional courses along with graduation had difficulty in managing time schedules.

B Creating Social Sensitivity among students - MAQSAD

1 The Context

The Students Council is a representative body of the Students. It organizes various activities during the year such as Teachers Day, Friendship Day, Saree day and the College Annual festival SIESONS. It was felt that the students be made sensitive to the social problems and difficulties faced by underprivileged and differently abled persons. This gave rise to the idea of organizing MAQSAD, an exhibition cum sale of the products made by NGOs working for such cause.

2 Goal

To create sensitivity among students for the problems of underprivileged and differently abled persons.

3 The Practice

The Students Council members approached different NGOs for the exhibition. It was decided that the NGOs would be provided space in the campus for display and sale of their products. The students gave publicity to the event by putting up posters and making announcements in the classes as well as in the sister institutions in the campus. Banks were approached for sponsorship.

4 Evidence of success:

The following NGOs participated in the exhibition:-

- a. World wild Life Fund
- b. GODS Smiles
- c. Navjeevan Centre
- d. Hellen Keller Institute
- e. World For All
- f. Women's India Trust

The NGOs recorded satisfactory sales and agreed to come in the next year.

5 Problem encountered:

Some of the problems encountered were

1. Limited publicity
2. Restricted to College students only
3. Few NGOs attended.
