YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SIES(Nerul) College of Arts, Science and Commerce
• Name of the Head of the institution	Dr. Koel Roychoudhury
• Designation	Principal In charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02261196402
• Mobile no	9820230340
• Registered e-mail	koelr@sies.edu.in
• Alternate e-mail	principalascn@sies.edu.in
• Address	Sri Chandrasekarendra Saraswati Vidyapuram
• City/Town	Plot 1C, Sector V, Nerul, Navi Mumbai
• State/UT	Maharashtra
• Pin Code	400706
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Self-financing**
• Name of the Affiliating University	**The University of Mumbai**
• Name of the IQAC Coordinator	**Dr. Neera Kumar**
• Phone No.	**9869770427**
• Alternate phone No.	**0226116415**
• Mobile	**9869770427**
• IQAC e-mail address	**ascnsies.sies.edu.in**
• Alternate Email address	**neerak@sies.edu.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.siesascn.edu.in/iqac/aqar.php
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://siesascn.edu.in/iqac/uploads/academic2021.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	**A**	**3.01**	**2021**	**07/08/2021**	**07/08/2026**

6.Date of Establishment of IQAC	**04/10/2010**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	**Maha-DBT**	**Government of Maharashtra**	**2020-21**	**107533.5**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**		
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded		
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**		
• If yes, mention the amount			

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. Preparation for NAAC Third Cycle Accreditation Process The academic year, 2020-2021, happened to be an exceptional year due to Covid19 pandemic. Inspite of fact that major part of the year witnessed lockdown, IQAC of our institution met all the deadlines and guided the college towards timely submission of the required documents on NAAC portal and securing A grade. • IIQA (Institutional Information for Quality Assessment) was uploaded and approved on 3rd November, 2020. • IQAC held regular criteria wise meetings and prepared rough drafts before finalisation of SSR. The SSR (Self-Study Report) was uploaded successfully on the HEI Portal on 14th December, 2020. • Student satisfaction survey for the year 2020-2021 was conducted successfully. • Preparation for Departmental and Committee Powerpoint presentation for NAAC peer team visit. • The first MOCK NAAC visit was organized on 24th February, 2021, wherein an online interaction with students, parents and alumni was conducted along with a few vital presentations and an exhibition. Dr. Shobana Vasudevan, Principal, R.A. Podar College, Matunga, and Dr. Parvathi Venkatesh, Principal, Don Bosco College, Kurla, were the honourable members. • The Second MOCK NAAC visit was organized on 8th March, 2021 wherein departmental presentations and on-site visits were conducted. Dr. Vijay Khole, Vice-Chancellor, Amity University, Mumbai, and Dr. T. Shiware, Chairman of Principals Association, University of Mumbai, were the honourable members. • The DVV (Data Validation and Verification), the pre-qualification stage of NAAC was cleared on 11th March, 2021. • Based on recommendations of Mock NAAC, IQAC guided all departments,

committees and various other support systems for their final preparation of presentation and documentation for final peer team visit. • IQAC planned in detail the two days schedule of peer team visit on 6th and 7th August 2021. The Effective implementation and execution of plans helped the college in securing A grade. 2. Quality initiatives • College obtained 2f and 12B from UGC on 9th February 2020 • College applied for NIRF in the year 2020-2021 • SWOC analysis was discussed and finalised. • The departmental structure was adopted and 8 departments were created. • IQAC introduced Academic Monitoring Committee to coordinate and keep a check on documentation. • Energy audit, Environment audit, and Academic audits were conducted 3. Quality Enhancement in teaching learning and evaluation process • When the pandemic hit in the first quarter of 2020 academic institutions were forced to adapt new technologies and in record time had to shift from traditional classroom method to virtual platforms. • The objective of the whole process was to achieve the learning outcomes without compromising the quality. The innovative teaching learning had to be blended with virtual platforms. • IQAC conducted several Training programmes for the teaching as well as non-teaching staff on Microsoft Teams and Juno -ERP software. The training programmes helped the faculties to shift from physical classrooms to virtual platforms for conducting online sessions. • To felicitate and support online teaching, the college purchased 12 multimedia headphones with mics and 7 smart boards. • IQAC facilitated a conducive environment for online teaching learning and evaluation process. 4. Automation of administrative process Considering COVID19 Pandemic situation the SIES Management, on the recommendations of IQAC, acquired ERP software named JUNO for effective and smooth functioning of the institution in the areas of Administration, Library, Finance, Student Admission and Support and examination. The software enabled the college to make the offline to online transition process smooth and effective 5. IQAC also conducted various webinars, online workshops to promote research, extension, value based and skill enhancement activities.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To submit AQAR for the year 2019-2020	AQAR for the year 2019-2020 was successfully submitted on 17th May 2021 as per new NAAC format
To apply for 2F and 12b under UGC	College obtained 2f and 12B from UGC on 9th February 2020
To participate in NIRF	College applied for NIRF in the year 2020-2021
To implement departmental structure of organisation	8 departments were created in 2020-2021- Department of Commerce, Economics, Accountancy, Banking & Insurance, Management, Multimedia and Mass Communication, Environmental Science, Computer Science and Information Technology
To conduct SWOC analysis	In the month of September 2020, SWOC analysis was discussed and finalised
To conduct feedback from stakeholders	Feedback was taken from various stakeholders such as students, parents, alumni and employers.
To conduct student satisfaction survey	Student satisfaction survey for the year 2020-2021 was conducted successfully.
To calculate Programme Outcome and Course Outcome	• An online workshop on "Programme outcomes, Programme Specific Outcomes and Course outcomes" was conducted on 21st October, 2020 • Programme Outcome and Course Outcome attainment levels were calculated for the year 2018-2019 and 2019-2020.
To submit IIQA	The uploaded IIQA (Institutional Information for Quality Assessment) was approved on 3rd November, 2020.

To submit SSR Self Study Report	SSR (Self-Study Report) was uploaded successfully on the HEI Portal on 14th December, 2020.
To prepare for NAAC Peer Team Visit	• The first MOCK NAAC visit was organized on 24th February, 2021, wherein an online interaction with students, parents and alumni was conducted along with a few vital presentations and an exhibition. Dr. Shobana Vasudevan, Principal, R.A. Podar College, Matunga, and Dr. Parvathi Venkatesh, Principal, Don Bosco College, Kurla, were the honourable members. • The Second MOCK NAAC visit was organized on 8th March, 2021 wherein departmental presentations and on-site visits were conducted. Dr. Vijay Khole, Vice-Chancellor, Amity University, Mumbai, and Dr. T. Shiware, Chairman of Principals Association, University of Mumbai, were the honourable members. • The DVV (Data Validation and Verification), the pre-qualification stage of NAAC was cleared on 11th March, 2021.
Introduce online teaching, learning and evaluation platforms	• When the pandemic hit in the first quarter of 2020 academic institutions were forced to adapt new technologies and in record time had to shift from traditional classroom method to virtual platforms. The objective of the whole process was to achieve the learning outcomes without compromising the quality. The innovative teaching learning had to be blended with virtual platforms. • IQAC

conducted several Training programmes for the teaching as well as non-teaching staff on Microsoft Teams and Juno -ERP software. The training programmes helped the faculties to shift from physical classrooms to virtual platforms for conducting online sessions.
• Along with Microsoft Teams various other platforms like google classroom, YouTube and YouTube live were used to conduct multiple activities. Software's /tools used for teaching-learning – MS Teams /Office 365 / Onedrive - For scheduling lectures, In Notes features were used for uploading notes whereas in assignments to allocate various assignments. The one drive feature of Microsoft was used to share and store recordings of sessions. Whiteboard facility was used during online conduct of lectures. Google Classroom was used to upload presentations, projects and other notes. Zoom / Webex were initially used for mentoring and teaching. • To felicitate and support online teaching, the college purchased 12 multimedia headphones with mics and 7 smart boards. • Based on the University of Mumbai academic calendar the College Examination Committee prepares guidelines for conducting online Mock/Internal/Practical/ATKT/External/Additional Examinations. The mock tests, internal assessment exams, practical examinations, project viva voce and semester end examinations were effectively conducted

	through MS Teams /Office 365 and ERP software JUNO. All faculty members participated in the central evaluation process to ensure timely declaration of results. The information of the online examination time table, sample question papers and results were available on the website for the students.
To Automate office through ERP software	Considering COVID19 Pandemic situation the SIES Management acquired ERP named JUNO for effective and smooth functioning of the institution which will cater to the following areas: • Administration: The Merit List for the First Year and P.G Part I students is been generated through the JUNO App and this saves lot of valuable time for the staff who previously used to type the data in excel file. The Data are easily available and extracted to excel sheet as the students themselves fills up the admission form. • Finance: The major positive change was that all transactions became cashless and the entire collection along with the student data could be viewed online. Long queues for the admission form at the counter also were eradicated. The Accounts Department also could view and generate a report of fees received and other account related transactions. • Student Admission and Support -Students seeks admission through designated username and password allocated to them. • Examination-Students appear for examination through proctored online mode, marks are auto fed

	into the system, and mark-sheets are generated resulting in faster processing of results.
To promote research amongst staff and students	• A webinar on "Research in the field of Computer Science and Information Technology" was organised by Mr. Abhishek Gole on 6th June, 2020 by the Department of Information Technology and Computer Science. • Department of Information Technology organised an online "Research Paper Guidance session" on 23rd October'2020 by Dr. Priya Chandra, Assistant Professor in BVIMIT for the students of B.Sc IT programme and online session on "Project Guidance" on 24th December, 2020 for the students of M.Sc.(IT) by Dr. Hiren Dand, member of Board of Studies (BoS) for M.Sc.(IT) • The Student Council along with IQAC organised an online student's research conference "Erudite 2020" on 7th November, 2020. It had seven broad areas, viz., Public relations, Mass media, Management, Environmental Science, CS and IT, Social Science and others. 120 research papers were received in total. • A Session on "Research Paper Writing" for the students MSc.-IT and CS was organised by the Department of Information Technology and Computer Science on 12th March 2021. 60 students attended the session • An online session on "J GATE DATABASE – Social Science and Humanities (SSH)" was organized by library committee on the 25th of March 2021 for all the students of the college. Around fifty (50)

	students actively participated in the session. • An online workshop was organized on 27th March, 2021 by IQAC in association with the Research Cell on "How to publish research paper in Scopus listed journals" for faculties of our college. The resource person for the workshop was Dr. Keyurkumar Nayak, Wharton Business School –USA certified Customer Analytics Professional and Dun and Bradstreet Certified Business Valuation Professional. Forty one faculties attended the session. • The Research committee in collaboration with IQAC and Incubation cell conducted an event "Envision" on 30th March, 2021. The competitions amongst students were conducted in two parts. One was Prodigy, Research paper presentation, and the second was Bootup, Start-up idea presentation. 14 teams participated in the competition.
To organise social outreach programmes	Some of the extension activities undertaken are: • Welfare Animal Care initiatives were organized by Student Council where reflective collar drives where tied to stray dogs and the animals of "Hands that Heal Animal Care Foundation" were fed by the students. Blood donation drive was conducted by NSS Unit, while Sanitary Napkins Donation Drive and Book Donation drive were conducted in collaboration with DLLE and IQAC. Food Donation Drive and Distribution of Sanitization kit in slum areas were also organized by

	Department of Lifelong Learning and Extension unit of SIES. • Environment Consciousness Workshop on Bio compositing at home was conducted by Department of MSc. Environmental Science on 20th January, 2021. • Underprivileged "Umang" and
To organise skills enhancement activities for students	Following activities/sessions were organised: 1. Soft Skills • Webinar on Calmness during Crisis – IQAC and South Indian Association (SIA) Committee organized a webinar on 1st June, 2020 for all the Students, Teaching and Non-teaching staff members of the college. • Prernaspad: Rotaract Club in association with IQAC organized an online session on 11th July, 2020 to help motivate the students amidst the pandemic situation to achieve their goals and objectives and ignite a spark to develop a "Never Give Up" attitude. • "NEXT - Think Tank": Ms. Abhinaya Natarajan, Capt. Dharmveer Singh, Mr. Rameshwar Gattani and Mr. Mayank Chaphekar were the esteemed speakers for the session organised by Rotaract Club on 14th March 2021. • Parivartan - A Radical Change: A counselling event was conducted by sports committee on 30th March, 2021. • E-Ryla: The event was conducted by Rotaract club on 17th April, 2021 with the aim to bring in and create leadership skills amongst the youth. 2. Language and Communication skills- • Linguistic competition: As a part of overall personality development exercise, a

competition on translating a regional language story into English was conducted on 31st October, 2020 for the students of department of accountancy. • Listening Skills: An online event titled "Enrich your Listening Skills to Build Competency" was organized on 20th January, 2021 for the First Year students of B.Com, BAF, BBI and BFM. • Flex (Banner) Making Competition: To encourage and nurture creativity of students, an inter-department online Flex (Banner) Making Competition was organised by B.Sc Computer Science department on 29th January, 2021. • Essay Competition, Debate Competitions, Creative Project development competition and Group Discussions were regularly organised by departments and committees. • Webinar on Resume Building, Personal Interview and "Profile Building for Higher Education & Placements"sessions were organised by various committees. 3. Life Skills ? Spiritual Management: The IQAC and the Department of Commerce organised an event titled "Integrated Approach for Spiritual Management in Life" on 5th March, 2021. ? Mindfulness: The IQAC and the Department of Commerce organised an event titled "Mindfulness and Value Inculcation" on 9th March, 2021. ? Health Awareness about COVID-19 Vaccine: A seminar was conducted by IQAC and Department of Accountancy, on 18th March, 2021 for all the students and their parents to get insights

about COVID-19 vaccine and how to protect one-self against the coronavirus. ? Better Breakfast Week: A nutrition awareness programme was conducted from 1st to 8th September, 2020 by Rotaract club. 4. ICT/Computing skills • National-level Webinar: A 2-Day National- Level Webinar on "Natural Language Processing (NLP) Using Python" in association with SQUAD Infotech Pvt Ltd. was held on 1st and 2nd June, 2020. The webinar was organized for the students and faculty members of B.Sc IT and B.Sc CS and received an overwhelming response of over 1000 participants from across India. The sessions were broadcasted LIVE on SQUAD's youtube channel. • Webinar on Careers: Placement cell in association with IBS (ICFAI Business School) organised an online webinar on "Careers in a Digital Era - Building Skills and Competencies" on 6th August, 2020. • Seminar on Ethical hacking: With an aim to secure the Cyber World from unethical Hackers, an online seminar to impart practical knowledge of Ethical Hacking, Information Security and Cyber Forensics, to their students was organized by Department of Computer Science on 21st December, 2020. • Coding Contest: An inter-college online coding competition was organized by Department of Computer Science on 5th March, 2021.

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Cell	**04/09/2020**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	**29/01/2022**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**502**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**3808**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**572**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**1197**

File Description	Documents
Data Template	View File

3.Academic

3.1	**54**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**54**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**30**
Total number of Classrooms and Seminar halls	
4.2	**142.55**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**258**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

This year the COVID-19 outbreak delayed the institutional functioning and the academic year only began on August 2020, based on guidelines received from Government of India, UGC and University

of Mumbai.

The pandemic threw up new challenges of online teaching-learning processes and experiences. In such extra ordinary situation, college geared up from offline to online - planned and created infrastructure to start online mode and thereby teachers and students were given Email Id (sies.edu.in) for efficient use of MS Teams.

The IQAC prepared an academic calendar as per University of Mumbai guidelines, which includes the details of the academic and co-curricular activity. Accordingly, departmental meetings are conducted to decide the workload of facultiesas per their qualification and teaching experience and the class timetable is prepared by the Head of the Department.

Admission process and all the college curricular and co-curricular activities were planned online. The faculty designed lectures with use of power point presentations, quiz, videos, short films, assignments, webinars, workshops, mentoring, remedial lectures and bridge course.

Induction program for newly appointed facultieswas conducted by IQAC.Online Faculty Exchange Programme was organized in collaboration with SIES College of Commerce and Economics, Sion (E) for students of B.Com. (Financial Markets) and MSc.IT with an objective to promote inclusive system of teaching and learning and also to help students facilitate diverse learning environment.With the objective to acquaint the students with new subjects, Bridge Courseswere conducted online for the subjects of Accounting, Mathematics, English and Economics..

Backlog (Batch 2019-20) examinations were conducted online as per University of Mumbai circulars (throughclusters).

All these linkages have immensely contributed in learning, career counselling and understanding the applications of courses learnt in the classroom with overall motivating experience for students, thereby enhancing curricular outcomes.

The IQAC monitors the overall teaching and learning process by collecting the students' feedback regularly. The college undergoes internal and academic audit every year.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://siesascn.edu.in/naac/criteria1/AQAR2021/1.1.1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Response:

The IQAC prepares a College academic calendar, based on inputs from head of departments, specifying teaching schedule, co-curricular and extra-curricular activities. Timely completion of syllabusand internal evaluation are carried out in compliance with the schedule listed in the academic calendar.

Based on the University of Mumbai academic calendar the College Examination Committee prepares guidelines for conducting Mock/Internal/Practical/ATKT/External/Additional Examinations. All faculty members participate in the central evaluation process to ensure timely declaration of results. Result analysis is done after every semester result and Slow and Advanced Learners are identified.

In continuation with the COVID-19 pandemic lockdown, University of Mumbai issued circulars providing guidelines for conduct of online examinations by forming clusters, the Lead College within a set of cluster colleges in a particular zone was entrusted the responsibility of supervising online examination. During second half 2020, the examination schedule and paper setting in the multiple choice question (MCQ) format, was handled by the lead college in coordination with cluster colleges, SIES college was responsible for examination of BSc. CS and BSc. IT programme and during first half 2021 cluster colleges handled the responsibility for their respective colleges and SIES college was responsible for common timetable of Semester VI of B.Com.(FM) and BMM.

The cluster system for examination continued Post Graduate Program and for all ATKT examinations. To acquaint the students with the online examination platform the college conducted MOCK Test before regular internal, external and supplementary examination. Regular examinations Semester I, III, V & VI were conducted through Microsoft Teams on sies.edu.in domain and Semester II and IV were conducted with proctoring through JUNO Software (licensed ERP

software). The software was used for evaluation and mark sheet generation. However, there was no moderation and revaluation in online examination.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

12

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

3

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

960

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Response:

The Mission and Vision of the College are in alignment with the core values stated by NAAC. College activities are planned for inculcating a value system in the students. The cross cutting issues facilitate the holistic development of students by ensuring a positive perspective towards life, career and happiness.

PROFESSIONAL ETHICS:

The courses that address this aspect include: Organizational Behaviour, Business Environment, Press Laws & Ethics, Ethics and Corporate Governance. The college initiative to integrate this value into the curriculum is as follows:

- ISR initiative "Meet. Involve. Transform. Retain (M.I.T.R)" catering to the education and livelihood needs of the underprivileged section of the society, "TATTVA" (with SIESNAA- Alumni Committee) – an inter-collegiate event, on Professional Ethics case study presentation.

GENDER:

The Foundation Course, taught across programmes, addresses Gender issues like Female Feticide, Dowry etc. The College integrates the same into the personality of the students in the following manner:

- "Unpacking gender – The lockdown and violence on women" Webinar and Stop Child Sexual Abuse – NSS Initiative.
- UJJWALA: THE RISING WOMEN: Recognising the efforts of women COVID warriors - WDC Initiative.

HUMAN VALUES:

Values are something which are desirable and worthy of esteem for their own sake. Human values help us to live in harmony with the world. The subject Foundation Course, taught across all the B.Com. programmes includes this aspect. The College addresses the various aspects of Human values and integrates the same into the Curriculum in the following manner:

- Appreciation Video for Banking Professionals and Stock Exchange Employees for their tireless efforts during the COVID-19 Pandemic by B.Com. (Banking & Insurance).
- ISR initiative - GURU: 5 month program volunteers helped 10th grade students to prepare for their SSC board exams and UMANG: 2 week program student volunteers supported the students from different schools in their overall development.
- IQAC in collaboration with F.A.S.E.S. (Faith, Ahimsa, Satyagraha, Equality, Swarajya) Committee: Video on 'Sabarmati Ashram "Virtual Tour and Quiz". Bhajan-Gayan programme celebrating birth anniversary of Mahatma Gandhi.

- Reflective Collar Drive and Animal Feeding: Student council volunteers tied reflective dog collars to the stray-dogs and spread awareness and the message to feed, protect and care for the strays.

- Rotaract Club Event: Sahayata Assam Flood Relief, Giving From Heart: Raise money and help needy people, Raktdaan.

- NSS Social Drive: Road Safety Awareness Drive, Voluntary Blood Donation Drive, Blood Donation Drive.
- Department of Lifelong Learning and Extension (DLLE): 'Spread Joy, Not Germs' Intercollegiate Poster Making Competition: To spread awareness of being safe, staying indoors and celebrating safe holi during pandemic. Book Parade and FEMELLA - A Book Donation Drive and sanitary napkins donation drive.

ENVIRONMENT AND SUSTAINABILITY:

The courses - Green Computing, Environmental Studies address Environment and Sustainability. The students learn about the ecosystem and other environmental factors.

The College promotes environment consciousness in the following manner:

- Composting at Home - Demonstrating the process of composting from kitchen waste.
- Enhancing Sustainability Quotient through Comprehensive strategies.
- Natural Radioactivity and Restoring the Earth.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

136

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

3112

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	[https://apc01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fsiesascn.edu.in%2Fassets%2FAQAR2021%2F1.4.1%2520Feedback%2520Report.pdf&data=04%7C01%7Cnutanp%40sies.edu.in%7Ce5ec3c64a83047652b6408d9c6c73181%7C405ddc34d66046e5b52dbfd0be156bb5%7C0%7C0%7C637759381090080488%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=AiTNgbgLZBd1bwh0R62R6RpZhJnMRHcUcPbS%2BgM%2F%2Fdc%3D&reserved=0](https://apc01.safelinks.protection.outlook.com/)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	[View File]()
Any additional information	[View File]()

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	[View File]()
URL for feedback report	http://siesascn.edu.in/iqac/uploads/1.4.2%20feedback%20and%20action%20taken%20report.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

3808

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	[View File]()

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

414

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Response:

Despite the challenges of the Covid-19 pandemic, our institution has taken best possible efforts to serve students of different backgrounds and abilities, through an effective online teaching-learning process and creating a system to identify students abilities.

In this direction, the College undertakes two proactive exercises, on a regular and continuousbasis:

I. Identification and classification of students into advanced (aggregate 75% and above), less advanced (between 50% and 75%) and slow learners (below 50%), based on their performance in various components.

This is done in the following ways:

1. **Analyzing the entry level marks (Std. XII Board examinations) of students.**
2. **Observing and assessing the participation of students in regular classes, assignments and presentations.**
3. **Evaluating the performance of students in Internal Tests and Semester examinations**

II. Organizing various academic, co-curricular and extra curricular activities and exercises to raise the attainment level of students.The pandemic limited this scope but with the aideof

technology insititute could manage to conduct all the activities on integrated online platform

Following measures are implemented to enhance the intellect of all students

- Online Orientation Programmes for the First Year students were organised at the beginning of the academic session.
- Preliminary Examinations, Assignment, Quiz were conducted online.
- Students were provided online Training Sessions to acquaint them with the working of JUNO ERP Software.

Advanced Learners:

- Online Faculty Exchange Programmes were organised in collaboration with other colleges.
- Project and PowerPoint presentations, Video Making, Debate Competitions and Technical Exhibitions were organised online.
- Online guest lectures, webinars were organised in which eminent resource persons and industry experts enhanced the knowledge of students and created awareness about relevant topics.

Slow Learners:

- Bridge Course was conducted online to acquaint the students with basics of new subjects and to enable them to be at par with other students.
- Mock Examinations, Remedial Lectures, Assignments and Intensive Coaching were conducted online.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3808	54

File Description	Documents
Any additional information	[View File]()

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response :

When the pandemic hit in the first quarter of 2020, academic institutions were forced to adapt new technologies and in record time had to shift from traditional classroom method to virtual platforms.The objective of the whole process was to achieve the learning outcomes without compromising the quality.The innovative teaching learning had to be blended with virtual platforms.

The faculties shifted from physical classrooms to virtual platform of "Microsoft TEAMS" for conducting online sessions. Various other platforms like google classroom, YouTube and YouTube live were also used to conduct multiple activities.

All the below mentioned activities were conducted in the pandemic year with help of technology through MS TEAMS and other platforms.

Method

Approach Used

Activities Expected Learning Outcomes

Experiential LearningTechniques

Research Projects

University Research Project, Slide Geeks, Avishkar,Conferences and Seminars

To develop research aptitude Group Assignments and Projects

Flipped Classroom, Case Studies, Group Presentations, Envision

To enhance various technical and soft skills Internships Summer internships during their course at various government & private organizations To enhance professional skills Departmental festivals & College Festival

BAMMC - FRAMES,

BMS- SHARPSHOOTERS

BCOM PROGRAMS – ADVAITA IT - Cloud ,

CS- Technovision College Festival - SIESONS

Acquaint students with program specific skills along with event management, leadership, conflict management skills. Participative learning

Group Discussions, Debates,Role Plays

Conducted as in class group activities on various topics like economics, media, management, role of technology.

Improve communication skills,idea generation and presentation

Movie Screening, Newspaper reading & Book reviews Classroom activities in Media and management Inculcate habit of reading among students.critical thinking Technical exhibition Department activity in IT and CS To understand the theoretical concepts by using working models National and International Webinars Department & committee level activities To be updated with current knowledge Problem- solving skills Study of Current Affairs,Business Games, Business quiz,Assignments, Quizzes, Presentations,Tutorials Classroom activities used to teach management and solve business problems Student participation and develop problem solving skills,Logical reasoning

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	http://www.siesascn.edu.in/assets/AQAR2021/2.3.1TeachingLearning.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Response:

The Institution has a significant infrastructure for enhancing teaching-learning practices. Keeping in mind the importance of use of ICT, E-learning environment is created in the class rooms with well-equipped smart boards, LCD projectors, audio-visual facilities and various ICT tools. In addition to chalk and talk method of teaching, the faculty members are using IT enabledtools that help teachers to undertakecoursework like Assignment, Power Point, Quiz, etc.

1. Faculties use online education resources, advance technology and blended learning platforms like Ms-Teams and google classroom to effectively deliver teaching and provide enhanced learning experience to the students. All the faculty use Laptop which are allocated to each department for preparing their notes and presentations.We have been using Microsoft team's platform for conducting online lectures, distribution of notes and for assessment for students flawlessly.

2. The College has eight smartboards in various classrooms.The versatility of smart board makes teaching learningconvenient and interesting for the faculty as well as students.

3. You- Tube, E- mails, WhatsApp group, Zoom and Google classrooms are used as platforms to communicate,make announcements, uploading presentations, notes and study materials, make quizzes, conduct tests, upload assignments, make presentations, address queries, mentoringetc.

4. To automate the entire teaching andadministrative process, the college haspurchased an ERP software Juno which is licensed ERP software and is used for evaluation, result processing etc. The tool is an online-platform that is meant to offer comprehensive management of all aspects from registration of programme, registration by the faculty, allocation of courses to the faculty, uploading of time table, academic calendar, workload and syllabus.

5. Various novel and innovative teaching methods using free and paid software are utilized for teaching, evaluating, mentoring anddistribution of assignments.

Software's / Tools used for Teaching-Learning-

MS Teams /Office 365 / OneDrive

Scheduling lectures, uploading notes, allocatingassignments. The one drive feature of Microsoft helps us to share and store recordings of sessions.

Google Classroom

It is also used by teachers to upload presentations and other notes.

Software's / Tools for Evaluation

MS Teams /Office 365 / Onedrive and Features of MS-Teams.

MS-Teams are used for evaluation.

Google Classroom

These are all software's used by teachers for evaluation

ERP Software JUNO

MS-Teams

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

54

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

54

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

17

File Description	Documents
Any additional information	[View File](#)
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	[View File](#)

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

386

File Description	Documents
Any additional information	[View File](#)
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Response:

COVID-19 pandemic had created challenges particularly in respect of the examination process. National lockdown was imposed when examinations for Semester III were going on and examinations for final Semester and Semester II were scheduled.

University had made a decision to cancel examinations and promote students except for final year students. It was decided that final year students hadto give their final semester examination in October 2020 through online mode. To conduct proctored examination the college had decided to use Microsoft Teams and Microsoft Forms.

Online Examinations were conducted as per University circulars providing guidelines for conducting online examinations. The university established clusters and the lead college of the cluster was entrusted with the responsibility of supervising examinations.

The lead college had collected information about subject teachers. Based on the Experience,teachers of our college were appointed as paper setters. 3 sets of question papers were collected for each course. The lead college decided the time table and provided a question set for examination accordingly. Thus, the college conducted backlog examinations for 2019-20 and regular examinations of 2020-21.

Multiple Choice questions exam pattern was adopted for external and internal examinations as per University of Mumbai guidelines and for the internal examinations of subjects like Foundation Course, Projects and Presentations/Viva were conducted online.

The cluster system for examination has been continued since then, during the year all Allowed to Keep Term (ATKT)and Additional examinations, all examinations of Post Graduate Program, regular examinations of Odd Semester and Semester VI examination of all UG Program were conducted through Microsoft Teams. However, in Even Semester Regular examinations of Semester II and Semester IV were conducted through the new ERP software JUNO.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Response:

It was a challenge for the college to conduct examinations without any grievance, University had provided guidelines to the colleges for conducting online examinations. College had crafted a strategy carefully to minimize grievances.

1. The students with Learning Disabilities were given extra time during the examinations as per the university guidelines.
2. College conducted mock tests for the students to make them acquainted with the online examination through Microsoft Teams and Microsoft Forms.as per examinations norms and procedure.
3. According to University guidelines, the college collected information from students regarding availability of instruments and internet facility for conducting examinations. In case a student did nothave the instrument or internet facility or wasfacing any issue for appearing examination he / she was asked to come to college for appearing examination online.
4. The college has set up an examination committee as per the university guidelines. The committee prepared timetables for all the examinations which were put up on the official website of the college well in advance for transparency. The dates of Odd semester examinations for the year 2020-21 were changed due to clashes with the CA examinations.
5. Multiple Choice questions exam pattern was adopted for external and internal examinations as per University of Mumbai guidelines and for the internal examinations of subjects like Foundation Course, Projects and Presentations/Viva were conducted online.
6. The internal examination for BAMMC was discontinued by the University and was replaced by Project and Presentations/Viva. Exam Seat numbers were allotted to the students as per the university guidelines. Verification of marks of the students was done through ERP Software JUNO.
7. The college provided Exam Help Desk to students to address technical and any other issues.
8. The results were declared well in time and the result declaration notice was put up on the website.
9. University canceled revaluation for online examination, hence there are no grievances in respect of result and there was no reported case of unfair means due to vigilant proctoring.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs which are considered to suit the present day needs of the student in terms of securing their path towards higher studies or towards career choices. Learning outcomes form an integral part of college vision and mission.The learning objectives are communicated through various means such as college prospectus, Principal's address to students and parents, Alumni meets and propagation in the classroom by concerned faculties. These are also conspicuously featured on the college website. Informing the stakeholders, especially the parents, convincing students towards skill oriented and value based courses. Students are made aware of the course specific outcomes through online orientation programme, classroom discussion, expert lectures and practical. Teachers are also well communicated about the outcomes. The college deputes teachers for workshops, seminars, conferences and FDPs to augment them to attain the outcomes while teaching learning in the classes. Teachers actively participate in workshops on revision of syllabus organized by the university. Many faculties are also the members of syllabus revision committees, thus the process of perceiving and outcomes takes place in exact manner and excel the quality of teaching learning. Successful alumni students are also invited to interact with both students and teachers at distinct events and meetings where they share how their individual course shaped their career thus helping existing students bring into line better, with the specified course outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://siesascn.edu.in/iqac/uploads/POCO.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Response:

Assessment for Attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes is the process carried out by the institution that identifies, collects and prepares data to evaluate the achievement of POs, PSOs and COs. Assessment methods are categorized as following:

Direct Method (80%)

· Define POs , PSOs and COs

· Setting the POs , PSOs and COs Target Articulation matrix

· CO Assessment (setting and measurement)

Internal Assessment (25%)

External Assessment (75%)

· Attainment of POs/PSOs

Indirect Method (20%)

· Exit Survey

· Attainment of POs/PSOs

Direct Method :

This method display the student's knowledge and skills from their

performance in the continuous internal assessment tests, semester examinations and supporting activities such as seminars, assignments, case study, group discussion, online quiz, mini project etc., These methods provide a sampling of what students know or can do and provide strong evidence of student learning.

Indirect assessment :

Indirect assessment is done through program exit survey. It is conducted for students who have graduated from the institution for that year. Relevant questionnaire to evaluate attainment of POs/PSOs is given in exit survey form.

Procedure for attainment of POs, PSOs and COs through Direct Method:

- Define POs/PSOs and COs at Institutional level.

- Setting Target level of Attainment of POs/PSOs: Articulation matrix has been set with correlation levels of 3, 2, 1 and '-' which denotes high, medium, low and no correlation respectively of COs with POs/PSOs, then target attainment level for each PO/PSO is set. Target Articulation Matrix for attainment of POs/PSOs for Direct and Indirect Taxation Paper-II, Bachelor of Commerce:-

PO1 PO2 PO3 PO4 PSO1 PSO2 PSO3 PSO4 CO1 3 3 3 2 3 2 3 3 CO2 3 3 3 3 3 3 3 3 CO3 3 3 3 2 3 2 2 2 CO4 3 3 3 2 3 2 2 2 CO5 3 3 3 3 3 3 2 2 TARGET 3 3 3 2.4 3 2.4 2.4 2.4

- Setting and Measurement of COs assessment: It is calculated in levels 3,2,1 for high,medium, low respectively,on the basis of the number of students obtaining greater than or equal to 50% marks in both internal and semester end examinations.

- Obtain POs/PSOs attainment table: Assessment of Internal and semester end examinations are considered with the weightage of 25% and 75% respectively for attainment of POs/PSOs. Articulation Matrix for attainment of POs/PSOs for Direct and Indirect Taxation Paper- II, Bachelor of Commerce:-

PO1 PO2 PO3 PO4 PSO1 PSO2 PSO PSO4 CO1 3 3 3 2 3 2 3 3 CO2 3 3 3 3 3 3 3 3 CO3 3 3 3 2 3 2 2 2 CO4 3 3 3 2 3 2 2 2 CO5 3 3 3 3 3 3 2 2 TARGET 3 3 3 2.4 3 2.4 2.4 2.4

- Obtain POs/PSOs attainment table through direct and indirect assessment methods: For B.Com, final POs , PSOs and COs attainment table for Batch 2018-21:-

```
PO'S PO1 PO2 PO3 PO4 PSO1 PSO2 PSO3 PSO4 Direct Attainment 2.34 2.23
2.22 2.14 2.2 2.09 2.13 2.17 Indirect Attainment 2.33 2.39 2.38 2.36
2.33 2.4 2.36 2.45 Total=80%*Direct Attainment+20%*Indirect
Attainment 2.34 2.26 2.25 2.18 2.22 2.15 2.18 2.23 Attainment in %
77.97 75.39 75.06 72.71 74.13 71.68 72.58 74.17
```

For attainment of POs , PSOs and COs, same procedure is followed for all undergraduate and postgraduate programme.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1196

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	No File Uploaded
Paste link for the annual report	http://siesascn.edu.in/naac/criteria2/2.6.3.2/GAZETTE%20RESULT.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://siesascn.edu.in/naac/criteria2/AQAR/SSS/SSS%202020-21Final.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

`00`

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

`1`

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

`8`

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://mu.ac.in

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

S.I.E.S (Nerul) College of Arts, Science and Commerce encourages research culture among faculties and students to enrich them with new innovative ideas. Although the world was battling with Covid-19 pandemic, the institution strived to ascertain that the research culture is not impacted and it is marked by an increased number of Ph.D holders in the institution along with research paper publications.

Total of Seven faculty members have completed their Ph.D during the year 2020-2021 furthermore, the faculties have published eight research papers in UGC CARE Listed Journals like NIU International Journal of Human Rights, Shodh Sanchar Bulletin, Shodh Sarita,etc. The faculty members have also published ten research papers through National/International Conferences, Chapters in Edited Books and International Journals. One of the faculty was also invited as resource person in the International Conference. Five functional MOUs were also signed with various organizations like MyPostGrad, Asha Competitive Careers,etc.

Morever, the College has also organized various Research related workshops/webinars to inculcate the research values amongst the students that benefitted them a lot. Workshop on Intellectual Property Rights was organized for the students on 10th April 2021, and was attended by 150 students, outcome of which was to give them an idea about Patents, Design and Trademark. The Department of Environmental Science organized workshop on Bio Composting at home on 20th January,2021 which was attended by 100 students. The outcome of workshop was to spread awareness amongst the students on Bio

Composting.

The Department of B.Com(Accounting and Finance) carried out student based activity on "Review on Literature in the subject of Research methodology" for the students of Second Year, The main objective of this was to give students a practical insight on the research methodology and around 320 research papers on various topics were submitted by students. Students also participated in ENVISION 2021 on 30th March 2021,where the first event was Prodigy- Research paper presentation and the second was Bootup-The Startup Idea Presentation. The Student Councilconducted "Erudite:A Research Conference For Students" on 21st October,2020 to inculcate research values among the students wherein 65 teams participated. Two Students from TYBAMMC secured First Position in KES Shroff National Level Students Research Conference dated 12th Jan 2021. All final year and Post Graduate students completed research projects successfully. Library App was used by the students to get all the necessary information.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

20

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	http://siesascn.edu.in/research/uploads/ResearchCommittee.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

08

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

10

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Response:

We at SIES believe in quality education by providing holistic development for our students by sensitizing students towards various issues and Community Services. Even in the pandemic situation, our institute took the initiative and organised various extension activities on virtual platforms.

Some of the extension activities undertaken by the college are:

Health

A Seminar on Health Awareness about COVID-19 vaccine was organized for the students. IQAC and the Department of Commerce organised an event titled "Integrated Approach for Spiritual Management in Life" on 5th March, 2021 with 250 participants and an event titled "Mindfulness and Value Inculcation" on 9th March, 2021 with over 150 students.

Welfare

Animal Care initiatives were organized by Student Council where reflective collar drives where tied to stray dogs and the animals of "Hands that Heal Animal Care Foundation" were fed by the students. Blood donation drive was conducted by NSS Unit, while Sanitary Napkins Donation Drive and Book Donation drive were conducted in collaboration with DLLE and IQAC. Food Donation Drive and Distribution of Sanitization kit in slum areas were also organized by Department of Lifelong Learning and Extension unit of SIES.

Environment Consciousness

Workshop on Bio compositing at home was conducted by Department of MSc. Environmental Science on 20th January, 2021.

Underprivileged

"Umang" and "GURU"- An initiative was taken by students of the college to help underprivileged students of Class Xth and XIIth of M ward of Mankhurd by students and faculties in collaboration with Kotak Education Foundation.

Civic sense

Intercollegiate Educational Outreach Programme on the topic

"Intellectual Transformation" was organized by IQAC and DLLE, on the occasion of the 74th Independence Day. The purpose of this event was to understand the importance of intellectual transformation and how it's important to be responsible for our actions as citizens of a country. 92 participants from 10 colleges attended the webinar.

Workshop was conducted for Housekeeping staff about maintaining hygiene and sanitization during Covid pandemic times and application of various mobile apps.

Videos honouring Covid warriors were created by students of BBI, as a token of respect and gratitude.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

7

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

55

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1213

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

4

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The College has adequate infrastructure which is shared by all the programmes. In the beginning of the academic year 2020-21, lockdown restricted students and staff entry in the college premises. But subsequently staff started coming in the campus by following all the norms given by Government of India and University of Mumbai.

The ERP software JUNO was used for the admission, administrative work, library facilities etc. Thesies.edu.in login id was provided to all students and staff for smooth functioning of academics. The training to facultieswere also given forMS-Teams and JUNO.The lectures and activities were conducted smoothly using MS-Teams.The administrative work, the lectures, Curricular, Co-Curricular activities and Examinationswere all conducted through the online mode.

Out of 29 classrooms, 07 classroomsare equipped with LCD, Smart boards and Internet. 07 computer laboratories, 01 media laboratory and 01 Environmental Science laboratory were used to conduct the online lectures. The Desktop/ Laptop and headphones were provided to

all faculties to conduct the online lectures smoothly. The cultural and sports activities were also conducted through online mode.

The examinations were conducted in proctoring mode through MS-Forms and JUNO. Practicals were conducted virtually. The notices were communicated to students and parents through college website. Results were also generated through JUNO software.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

Though the corona virus pandemic was at its peak, SIES Sports Committee and Cultural Committee organized many events online. The basic idea for conducting the online event was to provide opportunityto relax from the stress, tension and mental pressure. The events were organised to refresh the students and staffand to bring back their enthusiasm.

Yoga Session:

The IQAC and Department of Accountancy organised an online session on Yoga on 15th May, 2020 for all the teaching and non-teaching members and final year students . The Resource Person was Ms. Urvashi Vashistha, a formally trained yoga instructor. 54 members including teaching, non-teaching and students attended the online programme.

Sports Events:

- Sports Committee 2020-21 sets off the mark with its wonderful, competitive and exciting online event of C_SQUARE-TOURNAMENT, which consisted of mainly two games that were Chess and Carrom. It was an open tournament. The tournament was held on 29th and 30th January,2021.
- On 31st March 2021 Sports committee conducted a webinar on psychology and health using google meet-online platform. The webinar was named "Parivartan- A radical change".

- Sports Committee also conducted an online event named "The VIRTUAL ARENA" on 25th and 26th May 2021 that is the sports day of our college. It was an intercollegiate open tournament for all college students . The various games such as online football game, Pub G, carrom, online fitness event were played on different apps (CHALLENGE PLACE app, PUB G app, Carrom King app) in these tournaments. In 2 Fit 2 Quiz, the participants submitted their videos of their fitness test
- In the Pandemic Mumbai University also conducted the District level Wushu competition on 6th and 7th Feb 2021, in which 7 SIES college students won the different medals.

Cultural Events:

Like sports, many cultural events/ fest were organized and conducted successfully by various committees and departments through Ms-Teams in year 2020-21. Few are mentioned below:

- Teacher's day on 5th Sep. 2020, Christmas Ball on 26th Dec. 2020, Induction ceremony on 13th Jan 2021 and SIESONS on 4th and 5th June 2021 were organized by Student Council.SIESONS was scheduled in the month of April 2021but later it was postponed to June 4th and 5th due to sudden sad demise of our beloved Principal Dr. Milind Vaidya.
- Jidnyasa 2020 -An online Quiz competition was conducted by Marathi Vangmay Mandal (MVM) on 1st May 2020.
- Musical Bonanza event was organized for faculty members and students of the College, on 21st June, 2020 by cultural committee.
- Different departments organized departmental fest such as ADVAITA by Department of Economics, Department of Commerce, Department of Accountancy and Department of Banking and Insurance, SHARPSHOOTERS by BMS department and FRAMES by BAMMC

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

28

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://siesascn.edu.in/naac/criteria4/4.1/4.1.3/DVV%20Corrections%202/authorisation%20letter.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

24.30

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

In the academic year 2020-21 the college library opted for the Juno software as a move towards complete automation.

The library module efficiently handles all the important aspects of the library and its functions some being :

- **management of books**
- **journals/CDs/DVDs/magazines management**
- **membership management**
- **catalogue management**

- ○ **online public access control (OPAC)**
- ○ **book bank management**
- ○ **transactions**
- ○ **digitization**
- ○ **auditing**
- ○ **reporting**

Further remote access for users is another important feature wherein they can access the library data on any phone , laptop or desktop with internet.The software can also incorporate library policies , purchase details , stock audit etc. and is quite comprehensive.

Data uploading as well as exporting data both can be done. Attendance monitoring is also possible. And so also Bar code generation.

The software has enabled the library to make the ongoing transition process both smooth and effective and also cater to user requirements prioritizing their library needs and requirements, both the present and future.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.17	

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

121

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Response:

Computer Upgradation

The Institute currently has 258 computers hosted in a domain. The computers have been steadily upgraded either by bringing in new devices or by upgrading RAM.

Due to pandemic in 2020-21, the college opted the online platform for functioning of college. The software used are as follows -

Communication Software -MS Teams

Microsoft Teams played an important role during the out break of pandemic for conducting classes. Free email ids were created for all students and teachers onthe sies.edu.in domain. Classes and channels were created for conduct of teaching-learning, curricular and co-curricular activities. The teams platform was also used for conducting online exams for the final year and Post graduate

students.

ERP System -JUNO

To implement the digital environment, the management has introduced a new ERP system named "JUNO" for streamlining the academic and administrative activities.

Identifying the need for a contemporary education system SIESASCN has changed the way of working from paper to paperless. The ERP software is designed, developed, and customized considering our organization needs. It is being used phase wise from the year 2020. TheJUNO software mainly consists of the following major module.

1. Program Module

2. Examination Module

3. Admission Module

4. Personal/Staff Module

5. Academics Module

6. Requisition Module

7. Network Module

8. Planner Module

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

258

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

117.42

File Description	Documents
Upload any additional information	<u>View File</u>
Audited statements of accounts	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

It is a continuous and on-going policy of the Management to revamp college infrastructure and facilities to meet the needs of the contemporary educational system. These facilities are regularly maintained by Annual Maintenance Contract (AMC) and Purchase/Replacement whenever required.

The available infrastructure and support facilities are upgraded/added and continuously maintained based on the inputs from various stakeholders like students and staff through feedback, maintenance book and suggestion box. The requirement for facility upgradation and addition is discussed at different forums, viz CAPEX

consisting of Managing Council members, College Development Committee, IQAC and meetings of Head of Departments with Principal. The expenditure to be incurred is estimated and sanctioned by the Management and CDC.

During Pandemic infrastructure required like ERP software (JUNO) is purchased for all academic activities also Microsoft TEAMS licence is purchased for conducting online lectures as per the purchase policy mentioned in previous AQAR. To resolve the issues arrized while working on JUNO and MS-Teams , a core internal committee has been constituted and single point of contact is appointed to communicate with the concerned authority.

Maintenance Policy

- The AMC vendor appointed by college and central purchase department is taking care of Computer lab equipment, system up-gradation and repairs.
- The AMC vendor also takes care of maintenance of all the equipments.
- The other maintenance work related to electrical, plumbing, carpentry, landscape campus gardens, the bio-Composting pit is maintained by the designated person appointed by Central Purchase department.

Purchase Policy

- According to the syllabus, the purchase request for new hardware and software is prepared by Head of Departmentand lab coordinator.
- The librarian preparesthe order form based on recommendation given by faculties and students.
- The purchase order for new hardware, software and books is approved by principal and then submitted to the Management.

Disposal Policy

The Institute follows the policies laid down by the Management for disposal of obsolete/damaged goods. The Management believes in reduce-reuse-recycle. Hence, all the goods are examined if they can be reused before being discarded into scrap. The scrap management is done at the institute level.The Institute follows the policies laid down by the Management for disposal of obsolete/damaged goods. The Management believes in reduce-reuse-recycle. Hence, all the goods are examined if they can be reused before being discarded into scrap. The scrap management is done at the institute level.

Maintenance Policy during pandemic

The College has an Annual Maintenance Contract for the Computers, Printers, IoT Kits and electronic equipment. The system up-gradation and repairs are taken care of by the AMC vendor appointed by the Central Purchase Department. During pandemic on-line lectures of all the courses and on-line examination of first-year and second-year students were conducted on Microsoft Teams and an ERP software JUNO respectively. The examination committee has tested the JUNO software by conducting the mock test & errors reported by students and faculties were communicated and rectified by the vendor.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

10

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

52

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to Institutional website	http://siesascn.edu.in/naac/criteria5/capsk.php
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1275

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1275

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

63

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

155

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

04

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

06

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:-

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. Two students are also represented in the IQAC which facilitates the organization of various activities in college. Student Council plans and organizes the annual College Festival SIESONS, which is an intercollegiate cultural festival. The Student Council organized SIESONS in an online format on 4th and 5th June 2021. 495 students participated in various events. The Student Council and NSS also organized Independence Day, Republic Day and Teachers Day celebration.Students are also represented in Internal Complaints committee of the College.

International online webinar on "Management from Mahatma Gandhi and Abraham Lincoln's Perspective" was organised on 14th August, 2020.The conference was attended by 163 participants from different states of India. The Webinar was organised by the IQAC in collaboration with Forum for F.A.S.E.S. (Faith, Ahimsa, Satyagraha, Equality, Swarajya).

Student Council along with IQAC organised an online student research

conference "Erudite 2020" on 7th November, 2020. 120 research papers were received.

Rotaract Club conducted a blood donation camp in the city of Navi-Mumbai on 4th October, 2020. Rotaract club also conducted many webinars including a webinar conducted on 10th October 2020 on problem of drug Addiction and saw participation from 331 students. Another webinar was also conducted on Organ Donation on 8th October 2020.

The NSS unit of the college organised a Road safety Drive in association with Navi-Mumbai Traffic Police on 15th February 2021. An online workshop was organized on 30th November, 2020 to create awareness among students about child sexual abuse.

The ISR committee undertook two events- GURU: A 5 month program was organized starting from 20th October, 2020 in which 32 student volunteers helped 10th Standard students to prepare for their SSC board exams and Umang 2 week program was organized in which 13 students supported the students from different schools in their overall development.

The Anti-ragging Committee and media students made a short film on cyber bullying which was shown to the first year students. Students from Rotaract club and Banking and Insurance program made films to honor Covid warriors. The students of Banking Insurance program conducted an online event hosted live on YouTube on 12th February, 2021 aimed at spreading awareness about insurance in the society.

Online Programme on the topic "Intellectual Transformation" was organized by IQAC and DLLE (Department of Lifelong Learning & Extension) on 15th August, 2020. DLLE unit of the college organised a national level webinar on the topic "Vision for Education" on 11th December, 2020. Commerce and Economics Forum organised a webinar "Consumerism and Financial Literacy" on 4th November, 2020, for the students of Commerce Department. The seminar was conducted by the Bombay Stock Exchange in collaboration with the Consumer Guidance Society of India.

Marathi Vangmay Mandal organized an online event on 27th February, 2021 to celebrate the language Marathi.

Women Development Cell (WDC) conducted the event Ujwala on 8thMarch,

2021 to celebrate International women's day. Media students in association with (WDC) conducted a CSR virtual event on woman empowerment on 9thMarch, 2021.

Thus we can state that our students and faculty members undertook online activities to facilitate the process of learning and development.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

8

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	[View File](#)
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The College has a recognised Alumni Association, the SIES (Nerul) College of Arts, Science and Commerce Alumni Trust (SIESNA). The broad objectives of SIESNA are

1. To establish a channel between the alumni, staff, and students of the institution.
2. Totake an active and abiding interest in the work and progress of theInstitute.
3. Raising funds for social welfare and scholarship funds for the deserving students

The Alumni Association of our college has been actively working to meet these objectives.

Tattva is an Inter-Collegiate Workshop on Professional Ethics Case Study Presentation..The 5th edition of the workshop was held online on 26th January, 2021. The participants were allowed to use PowerPoint Presentations, Charts and Boards to present their views on Professional Ethics.. The 3 winners of the case study presentation bagged Rs. 3000, Rs. 2000 and Rs. 1000 respectively.

NAAC Meet: A series of online meetings were organized with our alumni members to bring out the achievements and upgrades of the college. Brief information on courses, infrastructure, committees, departmental events, festivals, field trips and placements were presented during the meetings.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) | D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

The Management of SIES is proactive and dynamic. Hence, the vision and mission of the founder is extended 'to make SIES one of the most admired academic institutions in India.'Assimilating the special features of the New Education Policy(NEP), College has initiated several sessions to create awareness on National Education Policy.This shows that the vision of the college is working in accordance with the Ministry of Human Resource Development(MHRD).

The management's supportive role has been instrumental in college successfully securingA grade in 3rd cycle of NAAC. This has laid the foundationto apply for autonomy.

College has applied for 2F and 12 B and successfully obtained it thereby leading to broadening of the horizon and seeking assistance from the central government.

The College progresses in the steps of the Society.

Within the framework laid down by the Managing Council of the Society, a hierarchy is followed. The Principal is the Head of the Institution, ably supported by the Vice-Principal for academic purposes and Registrar for administrative purposes. Finance and Human Resource Departments are centralized, which facilitates smooth functioning of the instiution.

Under the leadership of the Vice-Principal, Head of Department steer the programs to achieve the objectivesset by the College. In this exercise, the faculty members are assigned well defined roles.

Administrative functions are discharged by the Registrar who is supported by the Office Superintendent, clerks and peons.

The College Development Committee (CDC) is the apex regulatory body, giving policy decisions. The IQAC (Internal Quality Assurance Cell) functions as a participative member and the executing hand of the college.

The IQAC is responsible for quality initiatives of the College and it decides the various academic, co-curricular and extra curricular activities to be conducted during the year. Committees consisting of staff and students are formed for thispurpose.

The Motto of the College is to "Tirelessly strive towards perfection and scaling greater heights." This is achieved by offering holistic development to students with the following benchmarks:

i. Stressing on high standards of academic, professional and societal performance.

ii. . Encouraging industry based academic interaction.

iii. Imparting knowledge keeping abreast with changing technologies.

iv. Responding in a creative manner to a continuously changing cosmopolitan society.

vi. Supporting cultural and ethnic diversity in the community.

File Description	Documents
Paste link for additional information	http://www.siesascn.edu.in/about/institution_goals.php
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Response:

Decentralization is practiced throughout the College.The mission of the Society is the guiding line for the objective of the College. College practices decentralization and participative management in several areas of administration.

AT PLANNING LEVEL:

The College Development Committee is the highest decision making body in the college and actively participates in discussions with the Management. The IQAC of the College comprises of Head of the Institution, Management representatives, faculties, alumni, parents, industry experts and students which guidesthe College in enthusiastic journey towards achieving its mission andvision.

AT EXECUTION LEVEL:

In the beginning of the academic year, the objectives of the College are laid down by participative management wherein the Principal, Vice-Principal and Head of all the Departments sit together to

identify the goals to be achieved in the said year.Transition of the Vice Principal to the post of principal took place smoothly inspite of the sad and sudden demise of the principal in the month of April 2021. It did not affect the functioning of the college and preparation of NAAC.

Once the goals are finalised, the process of decentralisation starts. All activities of the College are conducted in 3 levels – by Departments, by Committees and by Non –teaching staff.

The Registrar, with the team of non-teaching staff is in charge of the entire administrative work of the College.

As a move towards attaining specialisation which enhances quality the college changed its course pattern to department structure. Departmental restructuring was driven by a need for change in the organisational structure to transform it for a better operational and improved working system. It resulted in the following changes:

- Department of Accountancy.

- Department of Commerce

- Department of Economics.

- Department of Banking & Insurance

- Department of Management

- Department of Multimedia and Mass Communication

- Department of Environmental Sciences .

- Department of Information Technology and Computer Science.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Response:

Due to pandemic, there was a sudden change in pedagogy from off-line to online. The college infrastructure was adequate to cope up with this transition.Separate plan of action was made for the online mode regarding admission, delivery of lectures and day-today administrative work.

MS teams for Lectures and ERP Juno was acquired for admission, day-today administrative work, and evaluation.

Theactivities arestudent centric hence academic as well as extra curricular online activities were planned keeping in mind holistic development to the student. Activities related to placement were organised online and the students were placed post lock down. To deal with the uncertainty in the life of the student, various life skills activities were organised.

The Instituton has taken the following efforts to improve facilities which would bring all round development of students and ensure their success:

- Installation of JUNO ERP to enhance Infrastructure, administration and facilitating other services.

- Automation is being executed and towards the same ERP is used for admission, finance and purchase.

- Environment conducive to research is promoted

- Various Certificate courses are offered to the students which are different from courses being offered.

- In order to make students employable, various skill enhancement and career guidance activities are organised.

- Financial assistance in the form of SEAT scholarship isprovided to needy and deserving students.

- Fees Installment facility isprovided to students.

- In the area of Sports, the students are offered all possible support to participate in various games .

- **To inculcate the sense of social responsibility among students, virtual activities are undertaken by Departments, Committees, Extension cells.**

- **Facilities are offered to support the differently abled students.**

- **Allocation of Labsto faculties for conducting online lectures**

- **Continuous training of JUNO and MS TEAMS is provided to the staff.**

File Description	Documents
Strategic Plan and deployment documents on the website	<u>View File</u>
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

The Management plays a participative role in the functioning of the College.

College Development Committee - Plays a substantial role in the development of the College. It acts as a bridge between management and college.

IQAC - It ensures efficient progression of the College with regard to the academic and quality initiatives.

Principal - Principal is the ultimate decision-making authority and establishes the quality policy and objectives of the College.

Vice Principal - He/ She assists the Principal in the academic decisions of the College.

Head of Department - They have the major responsibility of planning

and executing various activities of the program.

Registrar - He is responsible for the administrative work and is assisted by the Office Superintendent.

Statutory bodies - These are the committees which are mandatory to be formed by the University of Mumbai like Examination, Student Council, National Social Service, Women Development Cell and Department of Lifelong Learning & Extension.

Selection Procedure:

Full time qualified Teaching Staff:

Selection

· Advertisement draft is approved by the University.

· Advertisement is published in three leading News Papers (1Regional & 2English)

· Interview Selection Committee is appointed by the University

· Vice Chancellor Nominee and subject experts are nominated by the University of Mumbai

· Interviews are conducted

· Selection Committee Report is prepared.

Approval

Once the candidate is selected, the report is sent to University and Management for approval along with the following documents.- Appointment letter, approved draft of advertisement, copy of Advertisement published in newspapers, approved Advertisement Copy, documents of Educational qualifications, verification reports of NET/SET/PhD/M.Phil from respective University, and 7 Page report prescribed by the University.

Promotions

   • CAS promotions of teachers are done as per University Norms.

Appointment of full time teachers on consolidated salary is done as per the statutes.

Non-Teaching Staff :

- **Appointments and promotions of non-teaching staff are made as per the Statues and Management Guidelines.**
- **Service Books and Leave Records are properly maintained.**
- **Service books are maintained manually in duplicates as per the directives from Management and University of Mumbai.**
- **Leave records are maintained electronically through JUNO ERP as well as manually in College and computerized by Central HR.**
- **An 'Employees' Policy' containing the set of guidelines regarding the discipline and code of conduct for all employees of SIES is followed.**

File Description	Documents
Paste link for additional information	http://siesascn.edu.in/naac/criteria6/uploads/6.2.2_Links.pdf
Link to Organogram of the institution webpage	http://www.siesascn.edu.in/naac/criteria6/uploads/organizational%20chart.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Response:

Following is the list of existing welfare measures provided by SIES Managing Council toTeaching & Non Teaching Staff :

-Provident Fund from the time of appointment

-Gratuity on retirement

-Medical expenses reimbursement for self and family

-Felicitation by SIES Management in the Annual Staff Get Together of the staff members who have completed 25 years of service, Retired teachers/ Past Principals/ Teachers who completed PhD(Not conducted due to pandemic)

-Admission to wards in any of the sister institutions.

-Reimbursement of registration fees for Research Paper Presentation/Publications

-Free tea

-Vehicle arrangement for staff for attending programmes organised by Management.

-Parking space facility given for two wheeler as well as four wheeler of staff

During pandemic,following additional welfare measures were taken :

- Staff were paid full salary during lock down with no deductions of any kind.

- Staff or their family members suffering fromCOVID19 were givenFull pay and leave was granted

- Work From Home facility was provided to teaching and non-teaching staff.

- Social distancing norms were followed while being in campuspost lockdown

- Arrangements have been made at checkpoints to measure temperature.

- Pedestal sanitizer stands have been installed at prominent places to ensure safety.

- **Appreciation letter from Management is received to honour the efforts of the teacher even during lockdown.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

4

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

27

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Response:

The mechanism of the Performance Appraisal System focuses on a fair transparent system andbased on Academic Performance Indicator (API) guidelines. It is being done in stages.

Stage I: Feedback of all faculties is taken from the students in both the semesters. The online feedback on teachers is taken on a rating scale that includes aspects such as subject knowledge, coverage of syllabus, clarity of explanation and use of appropriate teaching methods.This feedback is then submitted to the Head of the Institution for necessary action.

Stage II:Faculties also submit a self appraisal form on an annual basis.

After self assessment by the staff, this form is given to the Head of the Department. In case of faculty, the Head of Department is the reporting officer and for the office staffthe Registrar is the reporting officer.

Once the reporting officer puts in their remarks and ratings, it is then given to the Reviewing officer, Head of the institution. HOI reviews both the ratings of the employee as well as the reporting officer and accordingly puts in his score and remarks for further recommendations. The appraisal forms are then sealed and sent back to the central HR department at the Head Office.

Stage III: College also conducts an online student satisfaction survey based on teaching, learning and mentoring process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Response:

Financial audit aims at ensuring financial transparency, essential for the smooth running of the institution.

The Revenue Budget of the Institution was prepared. For the requirements of academics, it is done by Head of Departments of

various programmesin consultation with other faculty members, Librarian and Lab Coordinator. For administrative requirements, the Office Superintendent prepares the same. These are combined and submitted to the Management for approval.

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 once in three months. The projected budget for income-expenditure is monitored during this audit to ensure that College is functioning within the framework of the Budget approved by the Management.

The University of Mumbai dues, Affiliation fees and Examination fees are also monitored to make sure that they are all paid accordingly. The College has a Petty Cash amount assigned which is also audited at the end of every month.

The Central Accounts Department provides Income and Expenditure Statement every three months to update how much of funds are utilized and how much is remaining. The Society follows mercantile system of accounting and recognizes Income and Expenditure on accrual basis.

The Management has appointed V.SankarAiyar& Co. as the external auditor for auditing the financial statements of the Society at the end of the financial year ending 31st March in accordance with the accounting principles generally accepted in India. Based on the audit of financial statements, the responsibility of the auditor is to express an opinion in the form of Auditor's Report on whether the statements are fair and free from material misstatements.

The audited report is published by the Management in the Annual Report of the SIES Society.

Any audit objections are faced by the Finance Head of theSIES Society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during

| the year (not covered in Criterion III) |

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

`9,76,882`

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Response:

Institution mobilizes the funds and resources in the effective and efficient way possible. Expenses are monitored so as to avoid wasteof funds. Following three classification will give an insight on mobilzation of funds and resources:

A. Mobilization of funds

The major sources of revenue are:

a. Fees collected, Rental income

b. Sale of application forms for admission

c. Charges for various application forms and fees for services rendered to students

d. Interest received on saving deposits.

e. Surplus from Certificate courses

f. Donations

g. Sundry income generated through sale of scrap

h. Membership fees from associations conducting co-curricular and extracurricular activities, for eg., alumni membership fees.

The funds collected are spent only for planned expenditure reflected in the Budget.

During the preparation of budget, inputs are obtained from IQAC, departments, library, sports, laboratory and committees. Then the annual budget of the College is prepared. After collecting quotations from the Purchase Department, the budget is revised on the basis of requirements and priorities of the College.

The College also makes operational budgetary allocations for salaries of all teaching and non-teaching staff, remuneration of visiting faculties, house- keeping staff salaries, repairs and maintenance expenses, AMC expenses, license fees, developmental work expenditure, audit fees, legal and professional charges, purchase of books and periodicals, event expenses, sports participation fees, reimbursement for paper presentations and workshops, electricity and water bills, stationery expenses, postage & telegram and miscellaneous expenses.

The budget items are approved by the Central Purchase Officer and Central Information Officer. The final annual budget (capital & revenue) is tabled before the CDC and members of the Management Council. A specific amount is finalized (on the basis of income) within which the College has to restrict its expenses. All financial transactions are controlled and monitored by internal and external audit.

The College distributes endowment prizes and SEAT scholarship to the deserving needy students. The daily sundry expenses are met out of the petty cash provisions.

B. Optimal utilization of infrastructural resources

a.During the year, although the lectures were delivered online but as and when teachers resumed, laboratories were allotted department wise to teachers.

b. Smart class room, Projectors, LCD & mike system in classrooms were utilised to the optimum.

C. Optimal utilization of human resources

a. Experienced and dedicated teaching and non- teaching staff.

b. Maximum teaching workload as per university norms shared by the teachers and the remaining workload is contributed by visiting

faculties.

c. Experienced and trained teachers appointed as internal auditors for smooth functioning of College activities.

d. Teachers involved in various committee and administrative work.

e. Training is provided on regular basis to both teaching and non-teaching for upgradation.

f. Job rotation of non-teaching staff to enhance versatile skill development.

g. Evaluation was done as per University guidelines and teachers as well as non teaching staff contributed to the process for faster processing of results.

File Description	Documents
Paste link for additional information	http://www.siesascn.edu.in/iqac/uploads/infra.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

IQAC adopted a holistic approach for quality assurance initiatives by initiating, planning and supervising various activities required for the overall development of the institution.

I. Preparation For NAAC Accreditation Process

Even in the pandemic situation, IQAC strategized effectively in making a systematic and detailed plan to upload IIQA and SSR on time without delaying the process. In the month of september 2020, SWOC analysis was discussed and finalised. The IIQA (Institutional Information for Quality Assessment) was uploaded and approved on 3rd November, 2020. IQAC worked in perfect coordination with all the staff members and successfully uploaded SSR (Self-Study Report) on the HEI Portal on 14th December, 2020. Student satisfaction survey for the year 2020-2021 was also conducted successfully.

IQAC guided all the departments, committees and support system in preparing powerpoint presentation and maintenance of documentation to face NAAC peer team visit successfully. Internal audits, energy and environment audits were conducted. IQAC organised TWO MOCK NAAC visits by external esteemed members to seek their guidance and prepare effectively for Peer team visit. The first MOCK NAAC visit was organized on 24th February, 2021, wherein an online interaction with students, parents and alumni was conducted along with a few vital presentations and an exhibition. The Second MOCK NAAC visit was organized on 8th March, 2021 wherein departmental presentations and on-site visits were conducted. The DVV (Data Validation and Verification), the pre-qualification stage of NAAC was cleared successfully on 11th March, 2021. The peer team visit was successfully completed on 6th and 7th August 2021 and college secured A grade.

II. Improvement in Deliverance of Academic performance

Primary aim of the IQAC of the institution isto develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the College. IQAC took following measures to channelize the institution towards academic excellence:

1. Creation of Departmental Structure- To realign administration work, following 8 departments were created on basis of their specialisation - Department of Economics, Department of Commerce, Department of Accountancy, Department of Banking and Insurance, Department of Management, Department of Multi Media and Mass Communication, Department of Environmental Science, Department of Computer Science and Information technology. Departmentation led to focused efforts towards deliverance of academic performance.

2. Creation of Academic Monitoring Committee- To maintain quality standards in all the academic activities of the institution, Academic Monitoring Committee was constituted. The main aim of this committee is to create effective documentation systems and process and continuously assess them. This will lead institution towards quality improvement.

3. To calculate PO CO attainment level- All the departments calculated their course outcome and programme outcome through direct and indirect method for 2018-2019 batch and 2019-2020 batch. These outcomes helped the institution in focusing on curriculum planning, learning opportunities and assessment.

All the above actions led to timely and progressive performance of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Response:

IQAC has immensely contributed in the progressof faculties as well as students by organising following activiites:

1) Effective teaching learning and monitoring process:

- **Webinar on National Education Policy (NEP) 2020: The IQAC in association with SIES Central Training Department and Higher Education Forum (HEF) conducted a webinar on "Impact of National Education Policy (NEP) 2020 on Higher Educational Institutions (HEI)" on 28th October, 2020. The guest speaker of the occasion was Dr. A.K Sengupta, former director of SIES College of Management Studies. More than 200participants across India attended the webinar.**

- **Workshop on PO, PSO and CO: An online workshop on "Programme outcomes, Programme Specific Outcomes and Course outcomes" was conducted on 21st October, 2020 by Dr. Lalitha Balakrishnan, Principal of Vaishnav College, Chennai. She expressed her views on framing Course Outcomes-Programme Outcomes/Programme Specific Outcomes.**

- **Workshop on maintaining quality: An online workshop on "Check and Balance-In the maintenance of Quality" was conducted by IQAC on 4th November, 2020 by Dr. Lalitha Balakrishnan, Principal of Vaishnav College, Chennai. Dr. Lalitha Balakrishnan expounded on the quality teaching in higher education which matters for student learning outcomes and as a developing institution andhow excellent pedagogical practices**

can be developed.

- Webinar on Calmness during Crisis – IQAC and South Indian Association (SIA) Committee organized a webinar on 1st June, 2020 for all the Students, Teaching and Non-teaching staff members of the college. Mr E.V Gireesh, a well-known trainer across industries known for his unique style and ability to inspire people, was invited as the Speaker for the Webinar.

- Workshop on Re-Adjusting Pedagogy: IQAC & the Staff Academy in association with IBS Business School ,organised an online Faculty Development programme on "Readjusting pedagogy and course curricula for a VUCA world-Preparing students to cope with flux" for teaching and non-teaching staff on 8th August, 2020.

- Microsoft Teams for Educators: The IQAC & the Staff Academy conducted an online session for Teaching Staff on the 17th August, 2020. The session was on the use of Microsoft Teams for educators. The guest speaker for the session was Mr Ramanan Balakrishnan, Ex.Director at Deloitte.

- Workshop on Research Paper publication on Scopus: An online workshop was organized on 27th March, 2021 by IQAC in association with the Research Cell on "How to publish research paper in Scopus listed journals" for faculties of our college. The resource person for the workshop was Dr. Keyurkumar Nayak, Wharton Business School –USA certified Customer Analytics Professional and Dun and Bradstreet Certified Business Valuation Professional.

2. Personality development of the students:

- International Webinar: 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 our 74th Independence day, to throw light on how traditional values can impact modern management techniques.The following experts were invited to address the Webinar.

1. Prof. Dr. Christopher J. Ward [Professor of History, Clayton State University],
2. Dr. Peter Cunningham [Senior Academic Research and Trainer,

      Nelson Mandela University, South Africa],

3. Dr. Charanjeet Kaur [Former I/C Principal and Head, Dept. Of English, CHM College] and

4. Dr. Prashant Kelkar [Head, Political Science Department, CHM College, Ulhasnagar].

- **Erudite 2020:** The Student Council along with IQAC organised an online conference "Erudite 2020" on 7th November, 2020. It had seven broad areas, viz., Public relations, Mass media, Management, Environmental Science, CS and IT, Social Science and others. 120 research papers were received in total.

- **Tattva:** Tattva is an Inter-Collegiate Workshop on Professional Ethics Case Study Presentation. Tattva is organized by SIESNAA in collaboration with IQAC. The 5th edition of the workshop was held online on 26th January, 2021. The participants were allowed to use PowerPoint Presentations, Charts and Boards to present their views on Professional Ethics.

- **Meraki:** Team Frames in association with the Women's Development Cell (WDC) and IQAC conducted a CSR virtual event on 9th March, 2021. The chief guests for the event were, Ms. Amber Qureshi, a former plus size model who worked at Lakmé Fashion Week, Ms. Payal Soni, a model and actor at MTV India, and Ms. Avantika Mathur, an artist whose work is inspired by day-to-day life experiences.

- **Health Awareness about COVID-19 Vaccine:** A seminar was conducted by IQAC and Department of Accountancy, on 18th March, 2021 for all the students and their parents to understand the complete information about the COVID-19 vaccine, for protecting one-self against the coronavirus. Resource person for the session was Dr Amit Lala Khomane, Chief Intensivist and Head of the Department of Critical Care Medicine at KMF hospital and Member of Thane district COVID-19 Task force.

- **Prernaspad:** Rotaract Club in association with IQAC organized an online session on 11th July, 2020 to help motivate the students amidst the pandemic situation to achieve their goals and objectives and ignite a spark to develop a "Never Give Up" attitude. The speaker for the session was Ms. Ira Singhal, India's first ever differently abled IAS officer, also AIR 1 in CSE 2014.

- **Intercollegiate Webinar:** Educational Outreach Programme on the topic "Intellectual Transformation" was organized by IQAC and

DLLE, on the occasion of the 74th Independence Day on 15th August, 2020. The purpose of this event was to understand the importance of intellectual transformation and how it's important to be responsible for our actions as citizens of a country.The guest speaker for the session was Dr. Lakshmi K Varanasi, Ex. I/C Principal ICLES Motilal Jhunjhunwala College of Arts, Science and Commerce, Vashi, Navi Mumbai & Member of Chinmaya Mission.

- **Main Provisions of ICC:** The IQAC and Internal Complaints Committee (ICC) organized an online session for girl studentson "Main provisions of the Internal Complaints Committee Act" on 1st February, 2021. Lawyer, Dr. Sumathi Gopal (Asst. Professor), Sterling Institute, was the Resource Person.

- **Webinar on CV writing:** The B.Sc.(IT) Department in collaboration with Internal Quality Assurance Cell (IQAC) and Career Guidance and Placement Cell had organized a webinar on "How to write technical CV for interview preparation" on 18th January, 2020. The resource person of the webinar was Ms. Jaishree Chaugule (Certified Soft-skill Trainer, Image Consultant and NLP practitioner/life coach)

- **Intellectual Property Rights Workshop:** The Department of Commerce in association with IQAC organised a workshop for the students of Commerce department on 10th April, 2021. The guest speaker of the event was Advocate Arpita Bhatt, specialising in IPR.

- **Workshop on Understanding Markets:** The IQAC and the Department of Commerce in association with Bombay Stock Exchange conducted a workshop titled "Understanding Markets through Live Trading" on 3rd February, 2021.Dr. Priya Agrawal, Education Program Partner, BSE (IPF) Mumbai, was the Resource Person for the event.

- **Spiritual Management:** The IQAC and the Department of Commerce organised an event titled "Integrated Approach for Spiritual Management in Life" on 5th March, 2021. Shri Ambreeshji of Shri Shivkrupanand Swami Foundation, was the Resource Person for the event.

- **Video-making Competition:** The IQAC, Department of Economics, and Department of Commerce organised an online event titled "Video Making Competition on E-Economics, Commerce, and Accountancy" on 5th March, 2021.

- **Mindfulness:** The IQAC and the Department of Commerce organised

an event titled "Mindfulness and Value Inculcation" on 9th March, 2021.Ms. Reeta Kamble, Assistant Professor, Department of Psychology, KET's V. G. Vaze College of Arts, Science, and Commerce, Mulund, was the Resource Person for the event.

- Guest Talk: The Department of Information Technology (B.Sc. (IT) and M.Sc. (IT) along with M.Sc. (CS) in association with IQAC, celebrated the International Women's Day on 9th March, 2021. A guest talk was organized on "Adolescence and Problems of Young Female Students" for female students. Dr. Jayashree Rupesh Talele MBBS DGO, Consultant Gynaecologist, Obstetrician and Infertility Specialist addressed the session.

- Workshop on Grooming and Etiquettes: The IQAC, Department of Economics, and Department of Commerce organised an online event titled "Personal Grooming and Formal Etiquettes Workshop" on 10th March, 2021.Ms. Sofy Harshad, English Language and Corporate Trainer, BM English Speaking Institute, Thane, was the Resource Person for the event.

- "CANVA - A Unique Presentation Tool": An online workshop was organised by the Department of Accountancy and IQAC, for all students on 19th March, 2021. Dr. Snehal Patil Birje, Assistant Professor in the Department of Accountancy, was the resource person for the session. She gave a hands down training on how to make creative presentations, video presentations, flyers and invitations using Canva.

- Envision: The Research committee in collaboration with IQAC and Incubation cellconducted an event on 30 th March, 2021. The events were conducted in two parts. Onewas Prodigy Prodigy : Students Research paper presentation and the second wasBootup: Start-up idea presentation

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);	A. All of the above

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	http://www.siesascn.edu.in/naac/criteria6/uploads/Annual%20Report%202020-2021.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Response:

Institution shows gender sensitivity in providing facilities such as:

Safety and Security : The rules & regulations related to online lectures are displayed on the college website. All first year students were given virtual orientation about complaint redressal mechanisms available in the College like Anti-Ragging Cell, Internal Complaint Committee (ICC) and Student Grievance Redressal Cell.The ICC consisted of 3 Female student members. Discipline rules are formed and uploaded on the college website.There are 5 professional security personnel for the College. CCTVs, connected to the Principal'sOffice, are installed at strategic positions in College to ensure the security of students and staff.

Counselling : An Online counseling by professional couselor and Virtual Mentoring sessions were held by the faculty members at department level.

Common Rooms : Common room facility was not available due to lockdown.

In 2020-2021, during the Covid-19 pandemic necessitated lockdown, various departments and committees organised webinars addressing gender issues. Women Development Cell took initiative to organize different programmes on gender equity and other vital issues.

Fairness of treatment for women and men according to their need is maintained at SIES.

Following events were organised:

Name of

Committee

/Dept.

Activity

Date

National Service Scheme

Stop Child Sexual Abuse: An online workshop was organized to create awareness among students about child sexual abuse.

30th November, 2020

Women Development Cell (WDC)

Online seminar on "Dignified Serenity" by Ms. Prajakta Devkar.

14th January, 2021

IQAC and

ICC

Main Provisions of ICC: The IQAC and Internal Complaints Committee (ICC) organized an online session on "Main provisions of the Internal Complaints Committee Act" by Lawyer, Dr. Sumathi Gopal (Asst. Professor)

1st February, 2021

Women Development Cell

UJJWALA: THE RISING WOMEN (International Women's day Celebration)

8th March, 2021

South Indian Association

International Women's Day Celebration

8th March, 2021

Women Development Cell

A workshop "Mobi-Learn " was organized for PNS Staff to educate the PNS staff to use various mobile applications that are helpful in day to day life.

20th March, 2021

Department of Life Long learnng and Extension

A sanitary napkins donation drive "Femella" was conducted in the College Campus with the purpose to donate them further to an NGO.

24th March, 2021 to 3rdApril, 2021

File Description	Documents
Annual gender sensitization action plan	http://siesascn.edu.in/naac/criteria7/AQAR2021/7.1.1_Annual.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://siesascn.edu.in/naac/criteria7/AQAR2021/7.1.1_Facility.pdf

| 7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ | C. Any 2 of the above |

power efficient equipment	

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Response:

Solid waste management

Waste is generated out of all sort of routine activities carried out in the campus including garden waste, garbage, paper, e-waste and laboratory waste.

Major solid waste is generated in campus from garden and temple (nirmalya) which is biodegradable. The biodegradable waste from the college campus is converted into compost, in a 24 sq ft compost pit and Dual Biocomposting Tumbler. Ready compost is used as manure in the garden and sold to the students and staff. In the year 2020-21, 30 kg of compost was harvested.

An online workshop on "Composting at Home'' was organised by NSS Unit and Conservation Club on 20th January 2021 from 12:30 pm to 1:30 pm through Microsoft Teams to create awareness about segregation of household waste and learn how to turnkitchen scrap into valuable compost at home.

Single sided used papers are reused for writing and printing. Important and confidential reports/ papers are shredded and sent for recycling.

Metal, wood, glass and plastic scrap generated at college campus is collected and given to scrap dealers for recycling. Signboards/Posters are displayed on the college campus for encouraging ideas of a plastic free environment.

Three Sanitary Pad Incinerators have been installed in Girls washroom for sanitary pads to be hygienically disposed off.

The liquid waste from the college is connected to the municipal

sewage system.

College works towards generating minimalE-waste by reusing it. Regular maintenance of electronic equipment and computers by the in-house technician ensures longer life. E-waste bin is provided for the collection of the e-waste. Collected e-waste is given to the authorized agency for recycling and disposal.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Response:

The Institute provides an inclusive environment through various activities conducted by different committees.

1] FASES

The FASES committee organized a virtual tour depicting the life of 'Mahatma Gandhi'. The session was conducted on 29th January, 2021. 220 participants were present. The event started with a virtual tour including a short video on 'Sabarmati Ashram', also known as 'Satyagraha Ashram'. It had a vivid description of the integral parts of the ashram. The video also included an evocative description of 'Gandhi Sangrahalaya'. The second phase of the video took the audience through "Sevagram", the place of Mahatma Gandhi's ashram and his residence from 1936 to 1948. The event concluded with a quiz based on the virtual tour. Students from various streams participated actively in the quiz.

FASES also organized poster-making competition based on Gandhian principles like communal harmony, Truth, etc.

2] Marathi Vangmaya Mandal

Marathi Rajbhasha Diwas was organized to highlight Maharashtrian culture and create a bond with Language. On this occasion, an Online essay competition was also conducted by the committee.

Other Committees such as South Indian Association, Kalasadhana, Hindi Parishad as well as departments also organized various

activities in an effort towards providing an inclusive environment.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Response:

Crucial social qualities for responsible citizens of the country are compassion and generosity. Many events are held annually to make students aware of their civic obligations. Various Departments/Committees, like NSS (National Service Scheme), ISR (Institutional Social Responsibility), Rotaract, DLLE (Department of Lifelong Learning and Extension) and FASES (Faith, Ahi?s?, Satyagraha, Equality, Swarajya) conduct such activities.

1. PATRIOTISM:

- **Independence Day was celebrated on 15th August, 2020 in presence of Principal and few members considering Covid-19 restrictions.**

- **NSS undertook National Unity Day pledge on 31st October, 2020, celebrated Constitution Day on 26th November, 2020 and Republic Day on 26th January, 2021.**

- **FASES conducted virtual tour and quiz on 29th January, 2021 for 73rd Shahid Divas.**

2. CIVIC SENSE:

- **NSS conducted online workshop to create awareness about child sexual abuse on 30th November, 2020 and road safety awareness drive on 15th February, 2021.**

- **Rotaract organized Sahayta Assam flood relief campaign from 3rd - 10th August, 2020, blood donation camp Raktdaan at Sadguru Blood Bank, Koparkhairane on 4th October, 2020, Webinar on "A life for Alive" to spread**

awareness about organ donation on 8th October, 2020.

- Department of Information Technology organized short film competition–"Sanrakshan" for Safer Internet Day on 9th February, 2021.

- Student Council organized Reflective Collar Drive for stray dogs on 25th February, 2021 and animal feeding initiative on 26th January, 2021.

- Department of Information Technology / Computer Science (Masters programme) organized 5-day workshop for housekeeping staff from 15th–20th March, 2021.

- DLLE organized a book donation drive–"Book Parade" and sanitary napkin donation drive–"Femella", from 24th March–3rd April, 2021.

- ISR organized a 5-month virtual program–"GURU" for SSC students from 20th October, 2020 and 2-week program–"Umang" from 18th–30th January, 2021 for school students.

3. COVID TIMES:

- NSS volunteers participated in various Blood Donation Campaigns to contribute in these testing times.

- Sports Committee conducted a health awareness session about covid vaccine–"Parivartan" on18th March, 2021.

- Health Awareness about COVID19 Vaccine:A seminar was conducted by IQAC and Department of Accountancy, on 18 th March, 2021 for all the students and their parents to understand the complete information about the COVID-19 vaccine, for protecting one-self against the coronavirus.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://siesascn.edu.in/naac/criteria7/AQAR2021/7.1.9_DetailsofActivities.pdf
Any other relevant information	http://siesascn.edu.in/naac/criteria7/AQAR2021/7.1.9_Anyother.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized
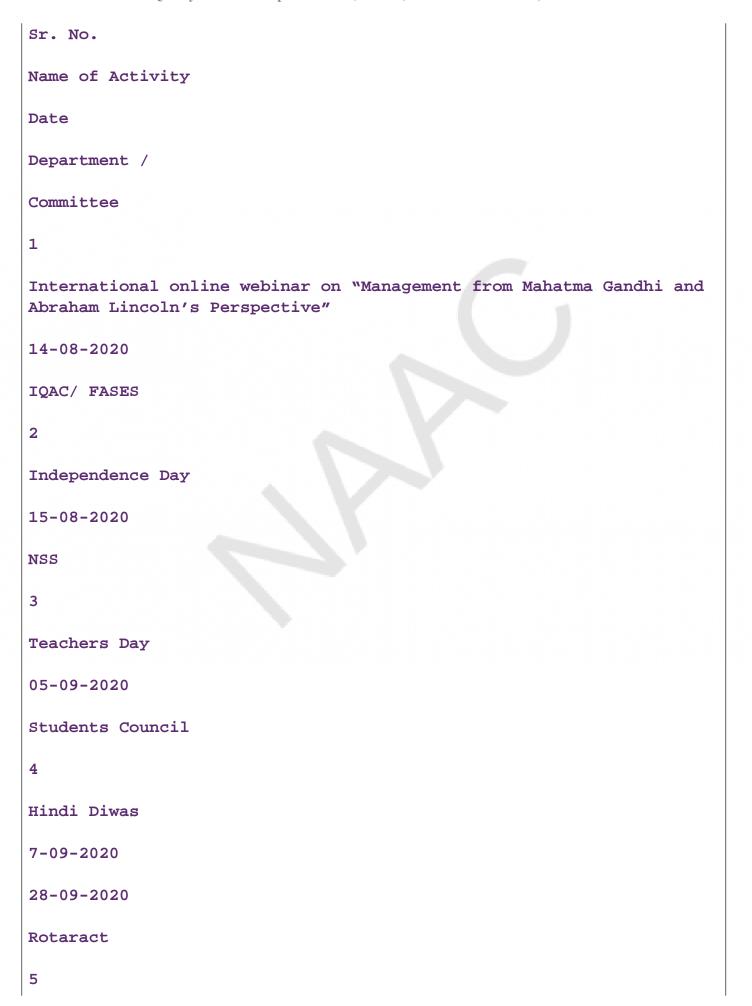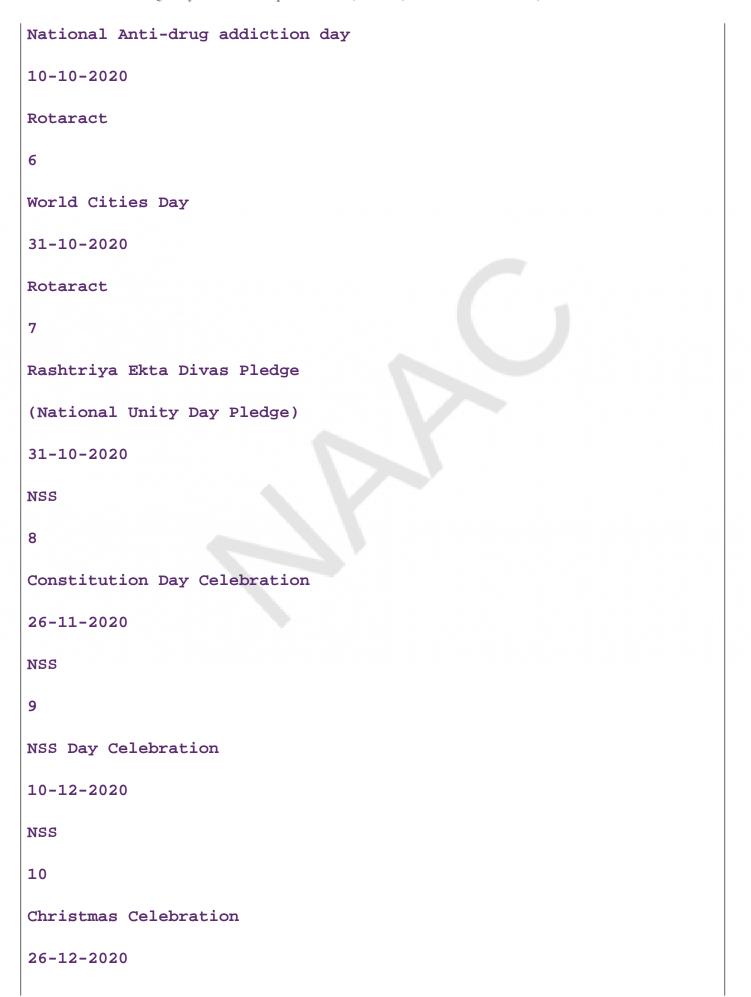
`A. All of the above`

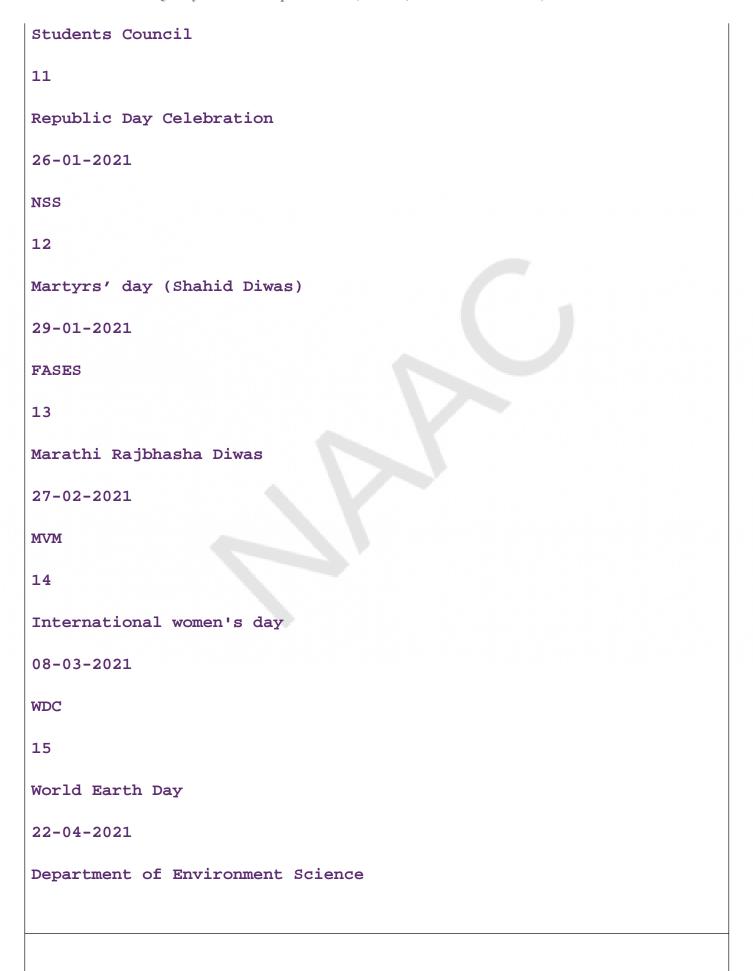| File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Response:

Due to pandemic, there were restrictions on carrying out any physical activity in college campus. In spite of that, various departments & committees conducted online activities to celebrate days of national and international importance. In addition to national days, Institution also celebrated many days of environmental and social importance. Following is the list of activities conducted:

Sr. No.

Name of Activity

Date

Department /

Committee

1

International online webinar on "Management from Mahatma Gandhi and Abraham Lincoln's Perspective"

14-08-2020

IQAC/ FASES

2

Independence Day

15-08-2020

NSS

3

Teachers Day

05-09-2020

Students Council

4

Hindi Diwas

7-09-2020

28-09-2020

Rotaract

5

National Anti-drug addiction day

10-10-2020

Rotaract

6

World Cities Day

31-10-2020

Rotaract

7

Rashtriya Ekta Divas Pledge

(National Unity Day Pledge)

31-10-2020

NSS

8

Constitution Day Celebration

26-11-2020

NSS

9

NSS Day Celebration

10-12-2020

NSS

10

Christmas Celebration

26-12-2020

Students Council

11

Republic Day Celebration

26-01-2021

NSS

12

Martyrs' day (Shahid Diwas)

29-01-2021

FASES

13

Marathi Rajbhasha Diwas

27-02-2021

MVM

14

International women's day

08-03-2021

WDC

15

World Earth Day

22-04-2021

Department of Environment Science

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Best Practice 1 - Digital Transformation through MS TEAMS and JUNO Module

OBJECTIVES:

Advances in information technology have redefined the way educational institutions handle their operations. With the outbreak of the CORONA pandemic and immediate lockdown,going digital became the key measure to survive in the competition. Our institution acted promptly and initiated digital transformation of administration, teaching, learning, and evaluation process by using MS Teams and ERP solutions-Juno Campus module. The objectives were as follows-

- To shift from traditional style of teaching to virtual platform without negotiating the quality of teaching, learning and evaluation.
- To provide exclusive log in for students and staff and access of information through Juno app.
- To manage, monitor, and control the entire administrative process from a single platform.
- To track admission activities, human resource management, financial management, management information system for students, record keeping, and much more

CONTEXT:

Digital consciousness and Lockdown imposed during pandemic made it essential for institutions to adopt digital platforms. Our institution appropriately acted in this challenging situation and created individual login id and passwords (MS teams) for teachers as

well as students for smooth administrative and academic delivery.
JUNO software system was also used simultaneously for administrative
purpose, conducting examinations and declaring timely results. The
software made it easy for the students and teachers to access or
request for any documents online, take admission without physically
visiting college, submitting documents and payment of fees online.
Management could access all the information related to student
admission. Online platforms made it possible to conduct lectures
regularly even from remote locations. Further software enabled
remote access for users wherein students and faculties could access
the library data on any phone, laptop or desktop with internet. The
personal module of the software helped in managing and maintaining
all the details related to faculty profile, salary details, leave
management, workload and worksheet details. The staff could also
fill tax declaration form in Juno.

THE PRACTICE:

The COVID-19 pandemic threw up new vistas of online teaching-
learning and evaluation processes. For effective curriculum
delivery, various online channels like Google Classroom and MS
Teams, YouTube and YouTube live were also used to conduct multiple
activities like quiz, video presentations, powerpoint presentations
etc. Students appeared for examination through proctored online
mode, marks were auto fed into the system, and mark sheets were
generated resulting in faster processing of results. The software
empowered faculty with powerful tool that helped them to manage
their work effectively and efficiently and also update their
personal profiles including research and publications.

Juno Campus modules could effectively manage admission, generate
merit list online and payment of fees.

Software is student friendly as it allows students to update their
profile and key details such as past education, co-curricular and
extra- curricular activities through their phones. Software also
enabled students to apply for various certificates like Grade sheet,
Bonafied Certificate / Leaving Certificate / Duplicate Certificate.

The software facilitated online application and approval of leaves.
Staff can seek real time status of remaining leaves through Juno
Campus. Employees can get salary slip online after logging on to the
portal.

All calculation of income and expenses from various modules like
admission, cancellation, examination, placement events, salary, and

purchase is carried out in finance module.

Library modules facilitated functioning of library including management of books / Journals/ Online Public Access Control (OPAC) and other function of library. Software also incorporated library policies, purchase details, stock audit etc. and is quite comprehensive.

The software also comes with data security which is paramount to keep student and staff's trust and augment brand perception.

EVIDENCE OF SUCCESS:

In the academic year 2020-21 the college could undergo complete automation through successful application of the MS Teams and Juno software which helped the institution in following ways-

- Faster- Digitalisation has transformed the ability to communicate, conduct exams and quick results. Numerous apps helped in quick transfer of information in academics and administration.
- Smooth administration- The institute could easily complete the admissions of first, second and third year students on online mode. It helped to manage and maintain faculty profile, salary details, leave management, workload, and worksheet details.
- Enhancing Transparency- Digital platforms provided transparency into the learning process for all stakeholders. It enhanced learning experiences by recording of lectures and 24*7 access of lectures. It enabled teachers to aid in continuous tracking student progress
- Different teaching Pedagogies – The virtual learning environment provided a wide variety of options for the students in the form of e-content, e-resources, interactive sessions, experiential and experimental learning.
- Student Involvement-The digital education system revolutionized the old chalk and board process of learning in classrooms. It has made learning mobile, interesting, interactive and engaging, motivating students to take an interest in digital learning and maintain it.
- Collaboration- Online platforms created a gateway to collaborate with industry, other institutions and stakeholders. Various activities were organized successfully.

The major problems encountered in digital transformation are-

- Network Issues in conduct of sessions, administrative work,

fee payment, etc
- Limited attention span of students resulting in lack of understanding of concepts.
- Limited options for evaluation process as the exams were conducted in MCQ pattern and had limited scope of subjective long answers..
- Lack of personal connection and interaction between student to student and teacher to student.

Best Practices 2 Virtual Community Engagement

Objectives:

- To inculcate social responsibility among the students during pandemic.
- To develop an empathetic attitude in students towards the underprivileged sections of the society.
- To help the students hone their organizational and communication skills by consciously choosing events/projects with NGOs.
- To facilitate students to experience the joy of learning and sharing through virtual social initiatives

Context:

South Indian Education Society (SIES) firmly believes in holistic development centered around quality education and sensitizing students towards social issues and serving the community as a whole. Imparting value based education is enshrined in the vision and mission of the Institution. The institutional social responsibility helps the College to build relationship with society. The Institution is committed to serve the community through its ISR committee, social outreach and extension cells and at department levels. During challenging and uncertain time it became difficult to organize outreach programmes. Even in the pandemic situation, our institute took the initiative and organised various extension activities on virtual platforms. The ISR Cell activities gave students an opportunity to make a difference in the lives of the marginalized sections of the society. The various committees like Student Council, NSS, DLLE, and Rotaract strived at forefront to inculcate in students, values of sharing and caring for senior citizens and members of marginalized classes. The organizational skills of the students improved as they actively contributed towards planning and coordinating social outreach activities at departmental levels. Students are trained to be proactive in responding to distress due to natural calamities.

Practice:

We at SIES believe in quality education by providing holistic development for our students by sensitizing students towards various issues and Community Services. Even in the pandemic situation, our institute took the initiative and organised various extension activities on virtual platforms.

1. The Institutional Social Responsibility (ISR) Cell: The College partnered with Kotak Education Foundation (KEF), an NGO which caters to the education and livelihood needs of the underprivileged sections of the society. The ISR Committee published MITR - MEET - INVOLVE - TRANSFER - RETAIN, an annual magazine compiling all the social initiatives conducted by the College.

2. Departments: Various activities based on covid 19 awareness and prevention, environment and sustainability, human values, social outreach and extension, were organized by departments using online mode.

3. Committees: Committees like Student Council, NSS, DLLE and Rotaract were also at the forefront of supporting community based activities. Virtual programmes on various relevant topics, donation drives and animal care initiatives were organized.

Evidence of Success

All the activities resulted in creating strong relationships with the local community, local administration, schools, neighbourhood organizations and non-profit organizations.

- ISR organised virtual activities such as: "Umang"- A two week virtual program to support students from different schools in their overall development and "GURU" -A 5 month virtual program to help 10th grade students to prepare for their SSC board exams. The online initiative taken by students and faculties of the college to help underprivileged students of Class Xth and XIIth of M ward at Mankhurd, Mumbai.
- Some of the activities organised by Departments were Workshop on Bio compositing at home, a guest talk on "Adolescence and Problems of Young Female Students", Meraki -A CSR virtual event to celebrate womenhood, a seminar on Health Awareness about COVID-19 vaccine, Videos honouring Covid warriors, as a token of respect and gratitude, Workshop about maintaining hygiene and sanitization during Covid pandemic times and application of various mobile apps.

- Committees organised various events such as- Rakshinproject-Awareness on Stop child sexual Abuse by NSS unit, Ujjwala-The Rising Women and Mobi-Learn by Women Development Cell, Femella- Sanitary Napkins Donation Drive and Book Parade- Book Donation Drive by DLLE,Animal Care initiatives by Student Council etc.

Problems Encountered:

- Motivating and involving large number of students during pandemic in these activities is a challenge.
- Offline activities couldn't be conducted due to restrictions laid by government.
- Team based activities not possible due to lockdown and virtual platforms.
- Sensitizing students towards community service requires emotional, interpersonal and real life experience. Creating empathy amongst students through virtual platforms is a big constraint.
- Health and safety norms and protocols resulted into limited number of activities.
- Limited funds raising opportunities during pandemic

File Description	Documents
Best practices in the Institutional website	http://www.siesascn.edu.in/naac/FINAL_BP.pdf
Any other relevant information	http://siesascn.edu.in/naac/criteria7/AQAR2021/7.2.1/7.2.1BestPractices.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Response:

Student development through digital based learning

The corona Pandemic led to a nation-wide lockdown bringing to disruption in all the educational activities. The institutions faced a huge challenge in providing basic education and developing all-round personality of students. However, our institution adopted

futuristic approach and proactively transformed learning into various online platforms to conduct academic as well as co-curricular and extra-curricular activities.

Academic . When the pandemic hit in the first quarter of 2020 academic institutions were forced to adapt new technologies and in record time had to shift from traditional classroom method to virtual platforms. Regular Lectures were initially conducted on e-platforms like Zoom, Webex etc. Eventually login ids were created for staff and students on Microsoft software MS teams. The objective of the whole process was to achieve the learning outcomes without compromising the quality. The innovative teaching learning had to be blended with virtual platforms. IQAC conducted several Training programmes for the teaching as well as non-teaching staff on Microsoft Teams and Juno -ERP software. Along with Microsoft Teams various other platforms like Google classroom, YouTube and YouTube live were also used to conduct multiple activities like conducting quiz, video presentations, powerpoint presentations etc. To felicitate and support online teaching, the college purchased 12 multimedia headphones with mics and 7 smart boards. Based on the guidelines received from University of Mumbai, online mock tests, internal assessment exams, practical examinations, project viva voce ATKT/Additional and semester end examinations were effectively conducted through MS Teams /Office 365 and ERP software JUNO. The information of the online examination time table, sample question papers and results were available on the website for the students. All faculty members participated in the central evaluation process to ensure timely declaration of results.

Co-curricular- Online certificate courses on Tally and Master Trader course were conducted. Internship and placement opportunities were available on virtual platforms to students.

An virtual annual media conference was organised on 12th April 2021 on the topic Freedom of media under shadows: who censors the censors?

Department of Banking and Insurance had organised Insurance Mela on 12th February 2021 to create awareness and educate people on various types of insurance. The videos made by third year students were screened on youtube channel.

Department of Information Technology and Computer Science organised Online Technical Exhibitions on 1st April and 19th May 2021 to give online platform to students to showcase their talents and ideas.

Extra-curricular activities- Various Departments and Committees conducted many activities online to provide a platform for students to showcase their unique talentsand holistic development. This also gave an opportunity to students to come out of the monotonous and stressful lockdown routine.

Some of the highlights are as follows-

Name of the event

Organising Department/committee

Date

Activities

Intercollegiate Annual cultural College Festival "SIESONS"

Student Council

4th & 5th June 2021

Various competitions related to Performing Arts, Fine Arts and Literary Arts, in which students from Navi-Mumbai participated in large numbers. 495 students participated in various events. All events were innovated to suit the online format and guests like Kenny Sebastain, Vivek Singh, DJ Basshunk, Anuv Jain graced the occasion.

Intercollegiate Departmental festival "ADVAITA"

Departments of Commerce, Economics, Accountancy and Banking & Insurance

6th April 2021

Events such as Pictoword, Skull Crusher, Logic Logo, Sudoko, Real Reel Hungama were organised

Corporate Business Quiz "SHARPSHOOTERS 2021"

Department of Management

on 6th March 2021

Flagship events corporate walk, conclave, business quiz, bollywood carnival, startup comedy was organised virtually.

International Film Festival "FRAMES"

Department of Multimedia and Mass Communication

14th 15th and 16th April'2021

Online entries in the category of short film, story writing, animation, documentaries, music videos, etc were recieced.

C-Square- Tournament

Sports committee

29th and 30th January 2021

An online event which consisted of carom and chess competitions.

Virtual Arena

Sports committee

25th and 26th May 2021

Games competitions on various apps was also organised to relieve students from mental pressures and stress.

Jidnyasa

Marathi Vyng

27th February 2021

An Online quiz, singing mono acting, rangoli, essay on Marathi Diwas

Katha Kathan

Hindi Parishad

14th September 2021

Online Story telling competition on Hindi Diwas was organized.

Social Outreach and Extension Program

NSS

Institutional

Social Responsibility

DLLE

Rotaract

Round the year

Various activities based on environment and sustainability, human values, social outreach and extension were organized using online mode.

International online webinar on "Management from Mahatma Gandhi and Abraham Lincoln's Perspective"

FASES

14th August 2020

International online webinar on "Management from Mahatma Gandhi and Abraham Lincoln's Perspective" was organised.

Virtual Programs GURU and UMANG

ISR committee

Regular basis

Two major events were organized virtually -

GURU: A 5 month virtual program to help 10th grade students to prepare for their SSC board exams.

UMANG : A two week virtual program to support students from different schools in their overall development

Thus we can state that our students and faculty members undertook online activities to keep the process of learning and development to continue in full flow even in pandemic.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

Response:

To cover all courses under Permanent Affiliation & Get Autonomous Status From University/ University Grants Commission

To initiates UGC grants for research and student development activities as per 2fand 12B

To Further Strengthen Research Activities and Establish Research Centre in Economics, Commerce, Information Technology & Environmental Studies

To redefine outcome based education

To introduce more value added and multidisciplinary certificate courses

To have a Registered Parent Teacher Association

To have association with Global Institutions