

The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR for the year

June 2016-May 2017

Part – A

I. Details of the Institution

1.1 Name of the Institution

SIES (NERUL) COLLEGE OF ARTS, SCIENCE & COMMERCE

1.2 Address Line 1

SRI CHANDRASEKHARENDRA SARASWATHI VIDYAPURAM

Address Line 2

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

City/Town

NAVI MUMBAI

State

MAHARASHTRA

Pin Code

400 706

Institution e-mail address

siesascn@siesedu.in

Contact Nos.

022- 27708371/78

Name of the Head of the Institution:

Prof. Koel RoyChoudhury

Tel. No. with STD Code:

022-27713836

Mobile:

9820230340

Name of the IQAC Co-ordinator:

Prof. Koel RoyChoudhury

Mobile:

9820230340

IQAC e-mail address:

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

MHCOGN13983

1.4 NAAC Executive Committee No. & Date:

*(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

1.5 Website address:

www.siesascn.edu.in

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.80	2009	31/12/2014
2	2 nd Cycle	A	3.10	2015	14/11/2020
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY

04/01/2010

1.8 AQAR for the year (*for example 2010-11*)

2016-17

- i. AQAR 2011-12 (31/12/2012)
- ii. AQAR 2012-13 (18/11/2013)
- iii. AQAR 2013-14 (03/12/2014)
- iv. AQAR 2014-15 (21/11/2016)
- v. AQAR 2015-16 (21/11/2016)

University	State	<input type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				

Type of Institution Co-education ☒ Men ☐ Women ☐
Urban ☒ Rural ☐ Tribal ☐

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

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

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

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

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

UNIVERSITY OF MUMBAI

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etcAutonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities**2.1 No. of Teachers****2.2 No. of Administrative/Technical staff****2.3 No. of students****2.4 No. of Management representatives****2.5 No. of Alumni****2.6 No. of any other stakeholder and
community representatives****2.7 No. of Employers/ Industrialists****2.8 No. of other External Experts****2.9 Total No. of members**

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- 1) A two day 'International Conference on **Recent Trends in Environment, Technology & Economy**' approved by University of Mumbai was organized in Association with Bombay Natural History Society (BNHS) during February 10th -11th, 2017 by MSC.EVS, MSC.CS, MSC.IT and MCOM Department.
- 2) Internal Auditor Training Program was organised for 20 faculty members.
- 3) A session was organised on 'Communicate to Succeed' for nonteaching staff by IQAC.
- 4) A Workshop on Computer Hardware/Software maintenance was organised for IT peons.
- 5) IQAC with Staff academy organised a workshop on how to identify and deal with students who have learning disability.
- 6) Workshop on SPSS was conducted for faculty members and students for theoretical and practical topics.
- 7) Media Summit was organised by BMM department for students of journalism.
- 8) A one day workshop 'Spandan' was organised for non teaching staff. Topics like change management, photography, team building session were covered in the workshop.
- 9) Two faulty members delivered lectures to PG students on research orientation with special reference to AVISHKAR. It is an intercollegiate research convention organised by University of Mumbai.
- 10) Human Rights Awareness session was organised for housekeeping staff of the college.

2.14 Significant Activities and contributions made by IQAC

- 1) Identifying training requirements of faculty members.
- 2) Organizing International conference on Recent trends in Environment , Technology and Economy.
- 3) Spandan-one day workshop organised for non-teaching staff.
- 4) Mock fire drill was organised by disaster management cell of the College.
- 5) Organizing Faculty development program.
- 6) Encouraging faculties to submit minor research proposals to the University.
- 7) Arranging for gender sensitization activities within the college.
- 8) Establishment of Adhata centre for senior citizens in our college.
- 9) Organizing SPSS workshop for faculty members and M.COM students.
- 10) Organizing NET/SLET workshop for post graduate students and faculties.
- 11) Establishment of entrepreneurial development cell.
- 12) Organizing job fair for students in Mumbai and Navi Mumbai.
- 13) Organizing Rotary Youth Leadership Awards (RYLA) leadership program with Rotract club.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Promotion of research	A two day 'International Conference on Recent Trends in Environment, Technology & Economy ' approved by University of Mumbai was organized in Association with Bombay Natural History Society (BNHS) during February 10 th -11 th , 2017 by MSC.EVS, MSC.CS, MSC.IT and MCOM Department
	Statistical Package for the Social Sciences (SPSS) workshop was organized for faculty members and students
	Research competition was organised among students.
	Faculties were encouraged to submit minor research proposal to the University

	.
	Two faculty members delivered lectures to PG students on research orientation with special reference to AVISHKAR.
Promotion Social Outreach programmes	Establishment of ADHATA centre for senior citizens.
	Workshop to educate the senior citizens of ADHATA Trust on application of technology were organised by B.SC (CS).
	Student volunteers spent a day with street children at the LEAD Foundation centre.
	Students of the college conducted a rally on International Day of Disabled persons on 3 rd December.
	The students of BMS celebrated the Joy of Giving week by collecting 150 packets of Parle G Biscuits and 50 kilograms of rice and handing them over to Ramchandra Kurulkar Bahuddeshiya shikshan sanstha.
	‘Ray of Hope’ was a event organised for 58 specially abled children by BFM and BBI. Games, dance and singing competition were held to give platform for showcasing the talents of these children.
	Job fair was organised by students of BMS. Over 1000 students from Mumbai and participated in the recruitment drive out of which 300 were recruited.

	A SWACHH BHARAT ABHIYAN drive was performed at Nerul Railway station where students cleaned up the walls and bridges of the station.
Promotion of Gender Sensitization programmes	More than 1500 students participated in Gender sensitization PLEDGE ON 2 nd January, 2017.
	Ms Sarika Gupta, an NGO activist delivered a lecture to girl students on safe and Happy periods on 24 th January 2017.
	"LET'S TALK EQUALITY" an intercollegiate event was organized by the Women Development Cell committee.
	A self defence workshop was also organized, for girls Learners by the Women Development Cell
	A MAVA seminar was organised in the SIES campus itself by the NSS unit of the college.
Enhancement of quality	Internal Auditor training program was organised for 20 faculty members.
	Staff members who attend any session outside the college will share that knowledge with their peers.
	A dedicated Gmail count has been created for submission of all reports of courses and committees.
	New formats have been created for submission of reports of various activities in the College.

* Annexure I and II

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

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

Management supported the various initiatives supported by the IQAC by providing necessary infrastructure and sanctioning the budgetary requirements.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	4	-	4	-
UG	8	-	8	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	4	2	-	6
Others	-	-	-	-
Total	16	2	12	6
Interdisciplinary				1
Innovative				1

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni ✓ Parents ✓ Employers ✓ Students ✓
(On all aspects)

Mode of feedback : Onlin ✓ Manual ✓ Co-operating schools (for PEI) ☐

* Annexure III

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

Yes.

The University of Mumbai revised the syllabus for the following courses (2016-17):

Sr. No.	Course	Subject Revision in Syllabus
1.	B.Com. (Financial Markets)	Semester I : Foundation Course – I Semester II : Foundation Course – II Semester III: Commodities Market (Previously in Sem. IV), Management Accounting, Money Market, Business Taxation (Previously in Sem. IV), Business Law (Previously in Sem. IV) Semester IV: Commodity Derivatives, FOREX Market, Computers in Investment (Previously in Sem. III)
2.	B.Com. (Accounting & Finance)	Semester I : Financial Management Semester II: Foundation Course
3.	B.Com. (Banking & Insurance)	Semester I: Foundation Course – I , Financial Accounting – I , Business Communication (Previously Effective Communication) Semester II: Foundation Course – II, Organisation Behaviour
4.	B.Com.	Semester I: Business Communication, Foundation Course, Business Economics, AFM, EVS Semester II: Foundation Course, Business Economics, AFM
5.	BMM	Semester V: Advertising & Journalism
6.	BMS	Semester I, II, V & VI – All Subjects
7.	BSC (Computer Science)	Semester I: Discrete Mathematics , Descriptive Statistics, DBMS, Program with Python – I, Free & Open Source Software, Soft Skill Development, Computer Organisation & Design Semester II: Program with C, Program with Python – II, Linux, Data Structures, Calculus, Statistical Methods & Testing of Hypothesis, Green Technologies Semester III: Discrete Mathematics, Object Oriented Design using OML & Python, Data Structures and Algos using Python Semester IV: Operating System & Linux, JAVA Programming, Web Technologies
8.	BSC ((Information Technology)	Semester I: Imperative Programming, Digital Electronics, Operating System, Discrete mathematics, Communication Skills Semester II: Objective Oriented Programming, Microprocessor Architecture, Web Programming, Numerical & Statistical Methods, Green Computing
9.	M.Com.	Semester I & II – All Subjects
10.	MSC (Computer Science)	Semester III & IV – All Subjects

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

NO

Criterion – II**2. Teaching, Learning and Evaluation****2.1 Total No. of permanent faculty**

Total	Asst. Professors	Associate Professors	Professors	Others
32	27	-	-	5

2.2 No. of permanent faculty with Ph.D.

5

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	-	-	-	-	-	2	-	4	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

17

10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	9	6	
Presented papers	9	6	
Resource Persons	2		

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

1. Various teaching pedagogies like experiential learning have been adopted.
2. Educational movies were shown by certain department like BMM.
3. Use of ICT for conducting seminars/group discussions/question-answer sessions for students
4. Blended learning method is adopted for effective learning.
5. Problem based approach and Case studies adopted for practical exposure.
6. Educational Games are played in various like BMM and BMS.
7. Subscription to online journals and e-books by library.
8. Uploading notes digitally on Google drive for easy accessibility by students.
9. Organising research competition among students.
10. Industrial/Field visits enabling to give practical exposure to students.

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

239

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

University

- 1) E-question paper delivered for first year for regular and supplementary examination.
- 2) Uniform time-table followed across all the colleges.
- 3) Result of first year to be uploaded at university portal.
- 4) Seat number to be allotted by university.
- 5) Vigilance staff to be appointed by University for smooth conduct of examination/evaluation/moderation.

College

- 1) Internal audit for internal assessment were conducted for all three years FY, SY and TY.
- 2) Seat Nos were printed in the mark sheets for elimination of errors for examination.
- 3) Results were declared within one month for FY and SY Examinations.
- 4) Change in vendor for outscoring of data entry as well as processing of results.
- 5) The examination committee maintains log book for restricted entry while taking e-question papers. Separate Xerox machine in the Principal 's cabin for printing of university question papers.

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

2

3

2.10 Average percentage of attendance of students

69%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.COM						
TYBCOM SEMESTER-V	227	18%	55%	17%		10%
TYBCOM SEMESTER-VI	208	4%	48%	40%		3%
BCOM (ACCOUNTING & FINANCE)						
T.Y.B.COM.(A/F) SEMESTER-V	60	28%	48%	20%		4%
T.Y.B.COM.(A/F) SEMESTER-VI	60	32%	56%	10%		2%
BCOM (BANKING & INSURANCE)						
T.Y.B.COM(B/I) SEMESTER-V	55	4%	75%	21%		0%
T.Y.B.COM(B/I) SEMESTER-VI	54	4%	59%	31%		0%
BCOM (FINANCIAL MARKETS)						
TYBCOM (FM) SEMESTER-V	43	17%	62%	19%		2%
TYBCOM (FM) SEMESTER-VI	43	23%	58%	19%		0%
BMS						
T.Y.B.M.S SEMESTER-V	113	45%	47%	8%		0%
T.Y.B.M.S SEMESTER-VI	113	44%	41%	15%		0%
BMM						
T.Y.BMM SEMESTER-V	55	13%	48%	35%		4%
T.Y.BMM SEMESTER-VI	55	15%	59%	26%		0%
BSC.(INFORMATION TECHNOLOGY)						
T.Y.B.SC.IT SEMESTER-V	60	13%	67%	20%		0%
T.Y.B.SC.IT SEMESTER-VI	60	15%	83%	2%		0%
BSC (COMPUTER SCIENCE)						
TYBSC CS SEMESTER-	36	50%	50%	0%		0%

TYBSC CS SEMESTER-V						
TYBSC CS SEMESTER-VI	36	30%	57%	13%		0%
MSC (COMPUTER SCIENCE)						
M.SC CS - SEMESTER III	10	13%	50%	37%		0%
M.SC CS - SEMESTER IV	10	0%	50%	50%		0%
MSC (INFORMATION TECHNOLOGY)						
MSC IT - SEMESTER III	19	29%	53%	18%		0%
MSC IT - SEMESTER IV	19	80%	13%	7%		0%
MCOM						
M.COM - SEMESTER III	50	16%	49%	35%		0%
M.COM - SEMESTER IV						
MSC (ENVIRONMENT SCIENCE)						
MSC EVS - SEMESTER III	20	70%	30%	0%		0%
MSC EVS - SEMESTER IV	20	89%	11%	0%		0%

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

IQAC monitors the teaching learning process as under:

- 1) Preparing academic and event calendar for the year.
- 2) Conducting regular audit of education delivery process along with ISO committee.
- 3) Audit of the internal assessment examination.
- 4) Induction training organized to the newly appointed staff and students in the beginning of the academic year in order to inform the staff/students about various academic activities and rules and regulations.
- 5) Counselling new teachers in effective teaching.
- 6) Helping result improvement committee for conducting remedial lectures.
- 7) Organizing mentoring program for effective student teacher interaction.
- 8) Review of teaching process by periodic review of teaching plans and feedback from teachers.
- 9) Deputation of faculty to syllabus revision and subject related workshops.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes (In house)	18
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	01
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	01	-	01
Technical Staff	03	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

A two day 'International Conference on 'Recent Trends in Environment, Technology & Economy' approved by University of Mumbai was organized in Association with Bombay Natural History Society (BNHS) during February 10th -11th, 2017 by MSC.EVS, MSC.CS, MSC.IT and MCOM Department.

Faculties encouraged to submit minor research proposal to the University of Mumbai.

Research & Extension cell has carried out SPSS workshop for faculties and MCOM students.

NET/SET workshop is organised for PG students.

Two faculty members delivered lectures to PG students on research orientation with special reference to AVISHKAR.

Research competition held among students in the college.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs. Lakhs	-	26 lacs	1825950	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs. Lakhs	-	25,000	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06		
Non-Peer Review Journals	04	01	
e-Journals	01		
Conference proceedings	25	02	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2 years	BRNS	2600000	1825950
Minor Projects	2016-17	Mumbai University	25000	25000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)	2016-17	MPCB Mangrove Cell	150000 50000	150000 50000
Total				2050950

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

ii) Without ISBN No

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

BRNS
MPCB
Mangrove
Cell

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the
Institution

Level	International	National	State	University	College
Number	01				
Sponsoring agencies	Maharashtra Pollution Control Board & Mangrove Cell				

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this

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

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

Total	International	National	State	University	Dist	College
2	2					

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events: N.A

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

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC: N.A

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

3.25 No. of Extension activities organized

University forum	<input type="text" value="3"/>	College forum	<input type="text" value="15"/>	
NCC	<input type="text"/>	NSS	<input type="text" value="21"/>	Any other <input type="text" value="1"/>

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

1. Establishment of ADHATA centre for senior citizens.
2. 'Ray of Hope' was a event organised for 58 specially abled children by BFM and BBI. Games, dance and singing competition were held to give platform for showcasing the talents of these children.
3. Job fair was organised by students of BMS . Over 1000 students from Mumbai and Navimumbai participated in the recruitment drive out of which 300 were recruited.
4. Students of the college conducted a rally on International Day of Disabled persons on 3rd December 2016.
5. A Blood Donation Drive was arranged by TATA MEMORIAL HOSPITAL and the NSS team. A total of **58 units** of blood were collected during the drive.
6. A **Swatch Bharat Abhiyan** drive was initiated by the NSS committee. The drive was conducted at Nerul Railway station and Sarsole village .
7. As a part of safety & security, a Fire evacuation drill was conducted by the college management with the help of NSS and Disaster management committee volunteers.
8. NSS volunteers helped the police department of Nerul during Ganesh idol visarjan at Chinchpokli talav, Juinagar.
9. The NSS department in association with the Disaster Management Cell organised the Cancer (breast and cervical for girls)Awareness Campaign .The main speakers of the

programme were Dr.Shishir Shetty, Consultant ONCO Surgeon at the Hiranandani Hospital,Vashi. and Dr. Bandita Sinha a Consultant Gynaecologist at the Hiranandani Hospital , Vashi..

10. **An initiative by BMS department-. “THE JOY OF GIVING WEEK”** drive started on **6th December,2016 and ended on 10th December,2016**.During this drive the team collected around 150 packets of Parle G Biscuits and 50 kilograms of Rice from the students of college and handed the collected sum to Ramchandra Kurulkar Bahuddeshiya Shikshan Sanstha. Basically, this non-profit organisation consists of 45-47 differently able children. The team made the drive successful by donating the collected food items to the chairman of NGO Mrs.Lalita kurulkar.
11. Organizing RYLA leadership program with Rotract club.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6247.36 sq.mt	600sq.mt		6847.36sq.mt
Class rooms	22	3		25
Laboratories	10	-		10
Seminar Halls	02	-		02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	33	16	Management	49
Value of the equipment purchased during the year (Rs. in Lakhs)	15,51,533	9,30,033	Management	24,81,566
Others	32,01,644	6,33,616	Management	38,35,260

4.2 Computerization of administration and library

We have fully digitalised system i-web for fee payment during admission process.

Question papers were scanned by library and given to students on request.

Internet speed was increased by 10MBPS.

4.3 Library services:

	Existing 2015-16		Newly added 2016-17		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23868	4372770.27	1419	290468.71	25287	4663238.98
Reference Books	1665	2893944.87	117	226202.73	1782	3120147.6
e-Books	74138-N LIST 85000-BCI	5000-N LIST 10,000-BCI	-	-	74138-N LIST 85000-BCI	5000-N LIST 10,000-BCI
Journals	55	134337	3	1830+1 2303	58	148470
e-Journals	3746 N LIST AND SAGE	101540 N LIST AND SAGE	17 SAGE	49080 SAGE	3734 N LIST AND SAGE	83580 N LIST AND SAGE
Digital Database						
CD & Video	1371		21		1392	
Others (PROJECTS)	1401		177		1578	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing 2015-16	205	148	10mbps	8	3	13	21	12
Added 2016-17	15		> 20 mbps	-	-	-	15	-
Total	220	148	> 20 mbps	8	3	13	36	12

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

- 1) Workshop on Computer Hardware maintenance was organized on 14th January 2017
- 2) Faculty development program on SPSS were organized on 6th August 2016
- 3) Faculty development program on cloud computing were organized for on 19th and 22nd August 2016
- 4) Faculty development on advance excel was organized on 20th, 24th August 2016
- 5) Training session on advance excel were organized for students on 14th, 15th, 17th. and 21st August.

4.6 Amount spent on maintenance in lakhs :

i) ICT	36062
ii) Campus Infrastructure and facilities	300172
iii) Equipments	71194
iv) Others	83423
Total:	490851

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC facilitates Student Support system by the following initiatives

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

5.2 Efforts made by the institution for tracking the progression

CAREER PROGRESSION

Placement cell organises training for final year students for placements and also facilitates campus recruitment.

SIESNAA, the Alumni Association of the college maintains a data base of the Alumni who have passed out of the organization.

Progression of the students is also tracked from the transcripts provided and recommendations given.

ACADEMIC PROGRESSION

All teachers are mentors and guide the students.

Bridge courses are conducted for first year students.

Internal Assessment helps to identify and take remedial actions on weak students.

Special attention is given to slow learners.

Counselling services are available in the college for the assistance of students.

Students who have any difficulties and problems both personal and academics approach the counsellor.

Academic and other achievers are felicitated in the annual Prize Distribution Function.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2301	219		

(b) No. of students outside the state

185

(c) No. of international students

-

No	%
888	35.23

Men

Women

No	%
1632	64.76

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1640	120	7	257		2024	2145	251	128	276	22	2822

Demand ratio: **5.7 : 1**

Dropout %: **Drop-out rate is negligible.**

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

Workshop was organised for Postgraduate students regarding NET/SET examinations.

MBA institutes like FLAMES, ITM and SIESCOMS ITM Times PRO delivered sessions on career opportunities in management.

Information on UPSC examination was given to students.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET

SET/SLET

GATE

CAT

IAS/IPS etc

State PSC

UPSC

Others

5.6 Details of student counselling and career guidance

Details of student counselling and career guidance

- With respect to the different courses offered pre and post admission counselling was provided .
- For the sense of direction orientation programme was piloted for the students .
 - Academic requirements
 - Library facilities
 - NSS unit activities
 - Department of Life-long Learning and Extension scheme
 - Gymkhana activities
 - Rotaract club activities
 - Cultural activities
 - ISR activities
 - Counselling cell
- Parent teacher meetings held for reciprocate counselling.
- 'Teachers as mentor' concept designed to counsel students.
- An in house **professional counselling** centre that provides counselling free of cost to the students. This centre also gives presentations and brief guidance to all streams.
- Placement cell arranges workshops, guest lectures for career guidance and invites companies for campus placement
- Departments also arrange lectures/seminars/workshops to enlighten the students on different career options
- Career Counselling: The placement cell and departments organise various activities related to career counselling.

No. of students benefitted

600

5.7 Details of campus placement

<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
09	484	133	29

5.8 Details of gender sensitization programmes

- "LET'S TALK EQUALITY" an intercollegiate event was organized by the Women Development Cell committee.
- A self defence workshop was also organized, for girls Learners by the Women Development Cell
- Pledge day was organised on 2nd January for all the SIESASCN learners were in all took an oath for creating awareness about gender equality.
- A MAVA workshop was organised about violence against women and preventive action.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

Particulars	Number of students	Amount
Financial support from institution	30	5,03,200
Financial support from government		
Financial support from other sources	5	25,000
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text"/>	National level	<input type="text"/>	International level	<input type="text"/>
Exhibition:	State/ University level	<input type="text"/>	National level	<input type="text"/>	International level	<input type="text"/>

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

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

6.2 Does the Institution has a management Information System

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

- Regulatory compliances
- Admission data
- Faculty records
- Student Record
- Student’s evaluation
- Library

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

6.3.1 Curriculum Development

- Some of faculties are members of Syllabus Revision Committee of Mumbai University.
- The Faculty members are deputed to Syllabus revision Workshops when there is a change in the Syllabus of any subject.
- College organised one day Syllabus revision seminar of TYBMM in association with BMM Board of Studies , University of Mumbai.

6.3.2 Teaching and Learning

- Teachings Plans are made by staff and periodic review is taken at the department level and internal audits.
- Usage of ICT enabled teaching methods.
- Providing E-learning resources to faculty.
- Industry interface by conducting Guest lectures of industry experts and alumni.
- Organising Educational field visits by various departments.
- Interactive teaching methods such as Poster Competitions, Role plays, skit performances, debates, case studies, quiz etc are used for effective learning.
 - Activity and research based learning.
- Availability of Computer facility with internet for students and staff.

6.3.3 Examination and Evaluation

- The Institution conducts Semester End Examination as per the instructions from University of Mumbai.
- Internal Examination are conducted at a centralised level.
- Re-internal test are conducted for attendance defaulters.
- Preliminary examinations are conducted for students by departments to enhance student confidence and performance
- Results are declared within 30 days of the examination.
- Internal audit is conducted to check and monitor examination and evaluation process.
- The examination committee maintains log book for restricted entry while taking e-question papers. Separate Xerox machine in the principal's cabin for printing of University question papers.

6.3.4 Research and Development

- Research committee is established to encourage research amongst faculty and students.
- A workshop on SPSS software was organised for all faculties as well for MCom students.
- Teachers are encouraged to present research papers and also publish papers in journals.
- Registration money for seminars is reimbursed to teachers.
- Duty Leave is granted for attending seminars and workshops .
- Departments are encouraged to organise research conference on rotation basis.
- International Conference” Swayazas 2017 on Recent trends in Environment, Technology and Economy” was organised by all the 4 post graduate courses.
- Inter departmental research paper presentation competition” Slide Geeks” was organised for all the courses by the research committee to inculcate research environment among students.
- Two faculty members did research orientation for PG students with respect to “AVISHKAR”
- One **Minor** and one **Major** research project has been received by the College.

6.3.5 Library, ICT and physical infrastructure / instrumentation

LIBRARY

- Library has a Research Centre with 8 computers, printer and internet facility for the staff as well as students.
- There is a browsing centre with 3 computers, printer and internet facility.
- Photocopying facility is available for staff as well as students.
- 117 new reference books, 17 E-journals (SAGE) and 3 journals have been added
- Repository of Students’ projects has been added.
- Scanner facility is available for staff as well as students.

ICT & PHYSICAL INFRASTRUCTURE

- There are 7 Computer Labs including a Media Lab .
- An Electronics lab and two Environmental Laboratories are available.
- SPSS software and Language Lab software are available.
- 19 classrooms have been fitted with LCD Projectors and Display screens.

6.3.6 Human Resource Management

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

- recruitment, selection and training of employees
- fixation of salary
- promotion
- training of teaching and non- teaching
- maintenance and monitoring of attendance and leave records
- staff welfare such as gratuity, medical insurance etc.

6.3.7 Faculty and Staff recruitment

The staff recruitment process is conducted as per the University norms.

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

6.3.8 Industry Interaction / Collaboration

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

A training program on Advanced Microsoft EXCEL was conducted along with Microsoft India for 4 days. 93 students from various courses were provided i-certification from Microsoft.

Jagrut Bharat: It was a session organised by Rotract club to help students to understand the concepts of demonetization, new banking schemes and tax saving schemes. Representatives from Bank of Baroda, Central Bank of India and NIIT participated during the session.

Placement cell organised placement for our students from institutes like WNS, TCS, TCSBPO and ICICI Prudential.

Industrial visits and Field visit were organised in institutes like BSE, SEBI, RBI and Fergusson College.

Colloquim: A panel discussion by alumni was organised for third year students. 8 alumni from across various streams, holding responsible posts in different companies bridged the gap between the theoretical knowledge of the current students and their industry experience.

6.3.9 Admission of Students

The Admissions are granted as per the guidelines and schedule given by the University of Mumbai. An Admission Committee is constituted to manage and monitor the admissions. Our College is a Capitation free institution and admissions are purely on merit basis. Merit lists are prepared as per the guidelines of the University and displayed on the College notice board as well as Website. An Ombudsman has been appointed by the management to address the grievance related to admissions.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none">• Provident Fund from the time of appointment• Gratuity on retirement• Medical Insurance• Reimbursement of registration fees for paper presentations• Felicitation of teachers on completion of 25 years of service and completing PhD, in the Annual Day organized by the Management.• Admission to wards of teaching and non- teaching staff in any of the sister institutions• Cash reward on completion of higher education• Free tea provided to teachers
Non teaching	<ul style="list-style-type: none">• Provident fund at the time of retirement• Medical insurance• Sponsoring participation in sports and other activities• Felicitation of non-teaching staff on completion of 25 years of service• Admission to wards of teaching and non- teaching staff in any of the sister institutions• Cash reward on completion of higher education• Free tea provided to non-teaching staff
Students	<ul style="list-style-type: none">• Endowment Prizes for meritorious students• Instalment facility for the payment of fees• SIES Education Assistance Trust(SEAT) scholarship for deserving and needy students• Free internet facilities• Free personal counselling service• Appreciation certificates to students for their outstanding contribution in academics, extra- curricular & co-curricular activities and for community services

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done: Yes ✓ No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	LRQA	yes	ISO internal auditors
Administrative	Yes	LRQA	yes	ISO internal auditors

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

For UG Programme Yes ✓ No ☐

For PG Programmes Yes ✓ No ☐

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

NA

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

NA

6.11 Activities and support from the Alumni Association

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

➤ **Global Village: (2nd August, 2016)**

In association with AISEC, the event was organised to encourage foreign internships and provide a platform for the students to understand, experience and acknowledge various cultures and beliefs all across the world by interacting with the students from various countries such as USA, Turkey, Italy, Russia, Poland, Japan, Egypt, Australia, Indonesia, Spain, Germany, China etc. It is privilege that two students- Estella Vellara (SYBFM) and Samyukta Jaikrishnan (FYBAF) were selected for a volunteering 6 weeks internship to Milan (Italy) and Kedah Perlis (Malaysia) respectively.

➤ **Colloquium-Panel Discussion by ex-students: (20th August,16)**

Was organised for 8 courses on the topic “Public sector: A job guarantor, is a myth” and “Role of Technology in Media and Marketing”. It helped TY students to update their practical knowledge so that they can shape a successful career for themselves by seeking right guidance from their seniors.

➤ **Starbuzz: (17th September,2016)**

2 exstudents, who were our university rank holders, were invited to address and motivate our current toppers from all the streams of graduate and post graduate courses. They shared their experience on how they studied for the university examinations and managed to score well and become toppers.

➤ **Graduation Day (Degree Distribution Ceremony): (11th February’17)**

The toppers from all the courses and new graduates from all the courses were felicitated in degree distribution ceremony.

➤ **Seminar on “Over Seas Education” : (17th February,2017)**

A Seminar on “MS in USA / CANADA & GERMANY” was conducted for students who were interested to have a better understanding about foreign education and various universities offering different educational courses.

➤ **Bouquet Auction: (20th February,2017)**

This fund raising event was organised for organising medical camp in the college.

➤ **Medical Check-up Camp: (14th March,2017)**

For promoting the cause of Self Health, three major health checkups namely -Seratinine (Kidney Function), Cholesterol and Random blood sugar, was organised for teaching, non teaching and students of the whole SIES, Nerul campus.

➤ **Sponsoring Students Education:**

6.12 Activities and support from the Parent – Teacher Association

Two interactive sessions were organised with the parents where the progress of the students and the college was discussed.

The second PTA meet had a theme-mother and child which helped to bridge the practical generation gap between student and parents through interactive game sessions.

6.13 Development programmes for support staff

- A workshop was organized for the non-teaching staff and peons in Advance Excel.
- Computer Hardware/Software maintenance workshop was organised for IT Peons
- Communicate to succeed session was organised for non-teaching staff
- “Spandan”-One day workshop was organised for all non teaching staff which included sessions on change management, photography, team building, yoga and meditation
- Administrative staffs were encouraged to participate in intercollegiate competitions
- Human Rights Awareness session was organised for housekeeping staff of the college

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

- NSS unit had carried out 2 tree plantation drive and Rotaract club carried out 1 tree plantation drive
- Donation boxes were placed in the college premises to collect used articles and e-waste with the intention of recycling or safe disposal of the same.
- A Bio-compost pit is made and managed by the M Sc EVS Department and the Conservation Club, where the floral Waste collected from the temple is converted in to manure Donation box of recycle
- No radiation day was celebrated by BSc CS department on 6th December’16
- Recycle box were placed in the college campus for collecting one side printed pages.
- Green audit of entire SIES(Nerul) campus was conducted by M.sc EVS.

Criterion – VII

7. Innovations and Best Practices

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

Internal Auditor training program was organised for hitherto untrained members of the college. 20 participants from teaching and nonteaching staff were trained and given certificate from Lloyd's Register Quality Assurance. This has increased the total number of internal auditors in the College. This has helped to make the academic audit more effective.

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

A two day 'International Conference on **'Recent Trends in Environment, Technology & Economy'** approved by University of Mumbai was organized in Association with Bombay Natural History Society (BNHS) during February 10th -11th, 2017 by MSC.EVS, MSC.CS, MSC.IT and MCOM Department.

Spandan-One day workshop was organised for non teaching staff which included sessions on change management, photography, team building, yoga and meditation.

Job fair was organised by students of BMS. Over 1000 students from Mumbai and participated in the recruitment drive out of which 300 were recruited. Companies FROM marketing, FMCG, banking, media and finance areas participated in the Job Fair.

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

- 1) Organizing FACULTY development programs.
- 2) Organising Social outreach programs.

Annexure IV

7.4 Contribution to environmental awareness / protection

- 1) Plantation of sapling
- 2) Participation in cleanliness drive
- 3) Organizing competition related to environmental awareness
- 4) Putting environmental awareness posters in front of classrooms ,labs
- 5) Creating awareness about environment in the neighbouring vicinity on a regular basis.

7.5 Whether environmental audit was conducted? Yes ✓ No ☐

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

Streamlining of maintenance of documents. During the IQAC meetings, one of the important observations was that there are variations in which records are maintained both by Courses and Committees. To streamline the process, formats have been created for maintenance of records. There is also a separate email id that is maintained where the reports of activities conducted along with relevant documents can be mailed. At the end of the academic year, there is an audit done by members of the IQAC. This process has helped in streamlining retrieval of data and maintenance of records.

8. Plans of institution for next year

- 1) Conduct workshop for minor research
- 2) Creating Hymn for Humanity band for part of social initiative program.
- 3) Organizing workshop on quality improvement by IQAC .
- 4) New teaching pedagogies like Open test, intensive coaching, star performers teaching slow learners to be introduced for effective learning process.
- 5) Interdepartmental intensive coaching sessions to be introduced.
- 6) Industry Academia linkage for Internships and placement.

Name : Prof. Koel Roychoudhury
Signature of the Coordinator, IQAC

Name: Prof. Koel Roychoudhury
Signature of the Chairperson, IQAC

_____***_____

Annexure I

Academic Calendar 2016-17

The arrangement of terms for the academic year 2016-2017

Term	Duration
First Term	5 th June 2017 to 16 th October 2017
Midterm Break	25 th August 2017 to 29 th August, 2017
Diwali Vacation	17 th October to 8 th November, 2017
Second Term	9 th November 2017 to 30 th April 2018
Winter Break	26 th December to 1 st January 2018

(In all cases both days included)

Annexure II

EXAMINATION SCHEDULE- ODD SEMESTER 2016-17

Date of submission of question paper supplementary examination(Aug 2016) SEM-I & SEM-III (7 point grading system)	28th July 2016
Commencement of Supplementary exam Sem I and III	2nd Aug 2016
Date of submission of question paper supplementary examination SEM-II & SEM-IV(Aug 2016) (7 point grading system)	8th Aug 2016
Commencement of Supplementary exam Sem II and IV	12th Aug 2016
Date of Submission of the Supplementary Examination (August – 2016) Internal Marks of Sem-I to Sem-IV	20th Aug 2016
Date of submission of Hand written question papers (03sets) for Accountancy and Mathematics of Regular exam Second Year sem III (Sep 2016)(75:25) pattern	18th 19th sep 2016

Submission of Soft copy of the question papers regular exam Second Year(Sep 2016) sem III (75:25) pattern	23rd & 24th August 2016
--	------------------------------------

Date of commencement of Second year semester III (Regular Examination)	26th September 2016
Submission of Internal Marks (25 marks) for Second Year Sem-III	01st October 2016
Submission of Internal Marks (25 marks) for First Year Sem-I Supplementary (Wherever applicable) 10 point grading system	01st October 2016
Submission of Practical Examination Marks Sy sem III	05th October 2016
Submission of Internal Marks (25 marks) First Year Sem-I	22nd October 2016
Date of commencement of First year semester I (Regular Examination)	
FYBSC IT	08th Nov 2016
FYBAF, FYBBI, FYBFM	10th Nov 2016
FYBMS	10th Nov 2016
FYBSC CS	17th Nov 2016
FYBCOM	17th Nov 2016
FYBMM	24th Nov 2016
Last date of submission of assessed Answer paper of Fy Sem I (Regular exam)	
FYBSC IT	21th Nov 2016
FYBAF, FYBBI, FYBFM	30th Nov 2016
FYBMS	2nd Dec 2016
FYBSC CS	2nd Dec 2016
FYBCOM	10th Dec 2016

FYBMM	10th Dec 2016
Date of Declaration of results of supplementary exam Sem I to IV(Aug 2016)	14th Dec 2016
Date of Declaration of Results sy sem III (Sep-Oct 2016)	14th Dec 2016
Date of Declaration of results FY sem I(Nov-Dec 2016)	21st Jan 2017

Examination schedule -Even 2016-17

Last date of submission of question paper supplementary examination SEM-I to SEM-IV (Feb 2017)	27th Jan 2017
Commencement of Supplementary exam Sem I and III	7th Feb 2017
Commencement of Supplementary exam Sem II and IV	16th Feb 2017
Last date of submission of Hand Written question paper Mathematics and Accountancy for Sem IV regular exam second year(March 2017)	31st Jan 2017
last date of Submission of Soft copy of the question papers for Sem IV regular exam second year(March 2017)	4th Feb 2017
last date of Submission of Supplementary Examination (February – 2017) Internal Marks of Sem-I to Sem-IV (7 point grading system)	10th march 2017
Submission of Internal Marks (25 marks) for Second Year Sem-III	15th March 2017
Commencement of SY sem IV Regular exam	16th March 2017
Internal Marks (25 marks) for First Year Sem-II (Wherever applicable) 10 point grading system	15th March 2017
Submission of Practical Examination Marks	15th March 2017
Date of commencement of First year semester II (Regular Examination)	
FYBMM	3rd April 2017
FYBSC CS	10th April 2017
FYBCOM	10th April 2017
FYBMS	17th April 2017

FYBAF, FYBBI, FYBFM	17th April 2017
FYBSC IT	20th April 2017
Date of declaration of result of Supplementary examination Sem I to IV-(Feb 2017)	21st April 2017
Date of declaration of result sy Sem IV Regular(Mar 2017)	22nd April 2017
Last date of submission of assessed Answer paper of Fy Sem II(Regular exam)	
FYBMM	13th April 2017
FYBCOM	25th April 2017
FYBSC CS	24th April 2017
FYBAF, FYBBI, FYBFM	25th April 2017
FYBMS	29th April 2017
FYBSC IT	2nd May 2017
Date of declaration of result Fy Sem II Regular(April 2017)	12th May 2017

Annexure III

SIES (Nerul) College of Arts, Science and Commerce Teachers' Evaluation Questionnaire (2016-17)

Teacher evaluation on a 1-5 scale with respect to each of the following:

1- Poor, 2 - Average 3 - Good, 4 - Very Good and 5 - Excellent

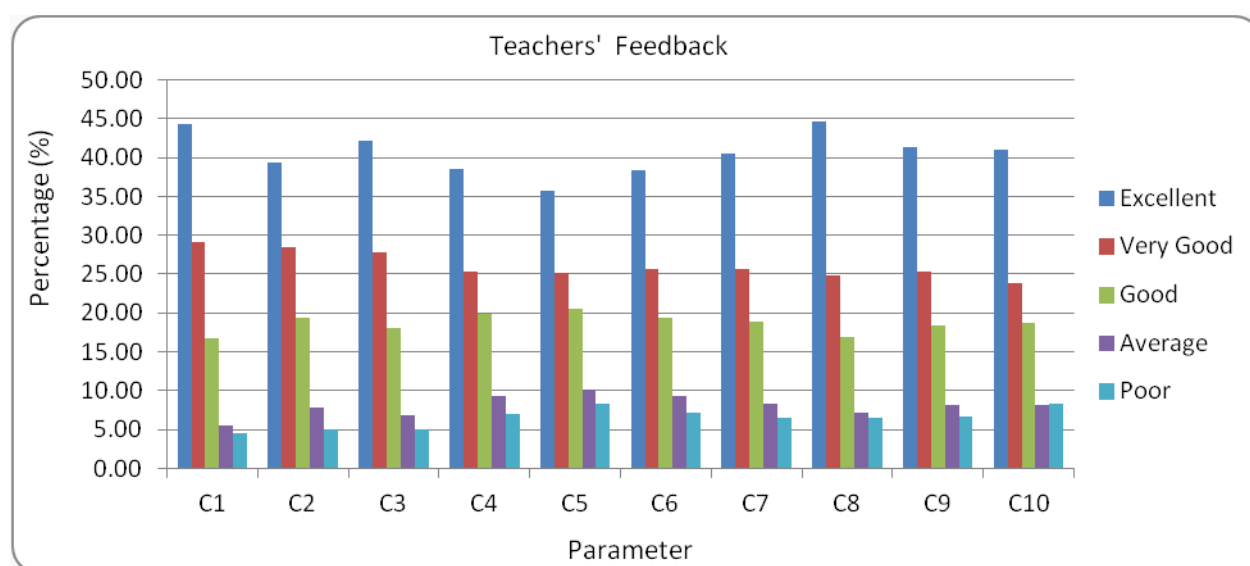
Parameter/ Criteria

1. Punctual in the class and Regular in taking lectures/Practical
2. Displays a thorough knowledge of curriculum and subject matter
3. Covers and completes syllabus on time
4. Motivates students to learn and participate
5. Have ability to generate & sustain interest
6. Clarity of explanation (teacher delivers the lesson clearly in an effective style)
7. Establishes and maintains discipline in the class
8. Is audible and have good Command over the medium of instruction (English)

9. Provides study material /notes in class and uses appropriate teaching methods to enhance learning
10. Is available/ approachable to students outside class time (for tutoring/review work etc.)

Teachers' Evaluation (2016-17) Summary of Analysis

Scale\Parameter	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10
Excellent	44.22	39.41	42.12	38.57	35.76	38.36	40.53	44.57	41.37	40.97
Very Good	29.07	28.44	27.82	25.30	25.11	25.73	25.65	24.76	25.30	23.92
Good	16.70	19.40	18.08	19.83	20.49	19.39	18.85	16.96	18.43	18.69
Average	5.58	7.77	6.89	9.32	10.17	9.32	8.27	7.16	8.22	8.12
Poor	4.51	5.12	5.07	6.94	8.40	7.18	6.45	6.55	6.62	8.30



Students' Feedback on College Infrastructure and Facilities (2016-17)

Summary of Analysis

I. OFFICE FEEDBACK:

Choose from 1 to 5. Descriptions of ratings are:

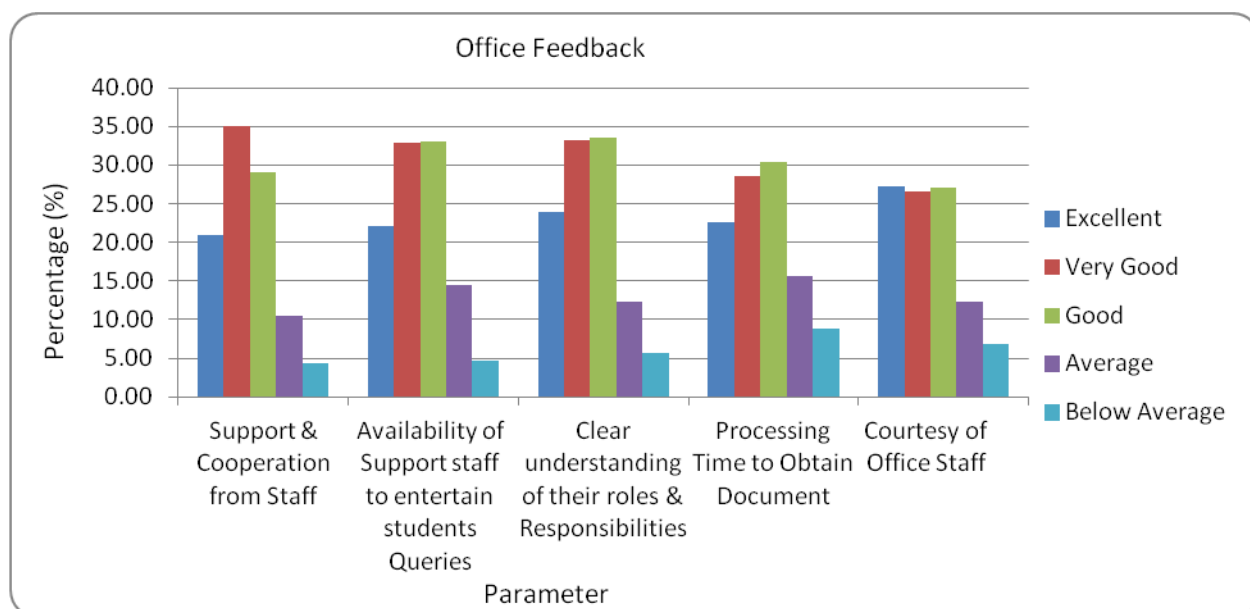
1 - Below average; 2 – Average; 3 – Good; 4 - Very good; 5 – Excellent

1. Support and cooperation from office staff
2. Availability of support staff to entertain students' queries
3. Clear understanding of their roles and responsibilities.
4. Processing time to obtain document
5. Courtesy of office staff

Suggestions and areas of attention for further improvement (if any):

Office Feedback

Scale \ Parameter	Support & Cooperation from Staff	Availability of Support staff to entertain students Queries	Clear understanding of their roles & Responsibilities	Processing Time to Obtain Document	Courtesy of Office Staff
Excellent	20.94	22.15	23.89	22.66	27.16
Very Good	35.10	32.89	33.22	28.55	26.54
Good	29.06	33.04	33.56	30.45	27.08
Average	10.47	14.53	12.28	15.57	12.39
Below Average	4.42	4.67	5.71	8.82	6.83



II. STUDENT DEVELOPMENT ACTIVITY FEEDBACK:

Choose from 1 to 5. Descriptions of ratings are:

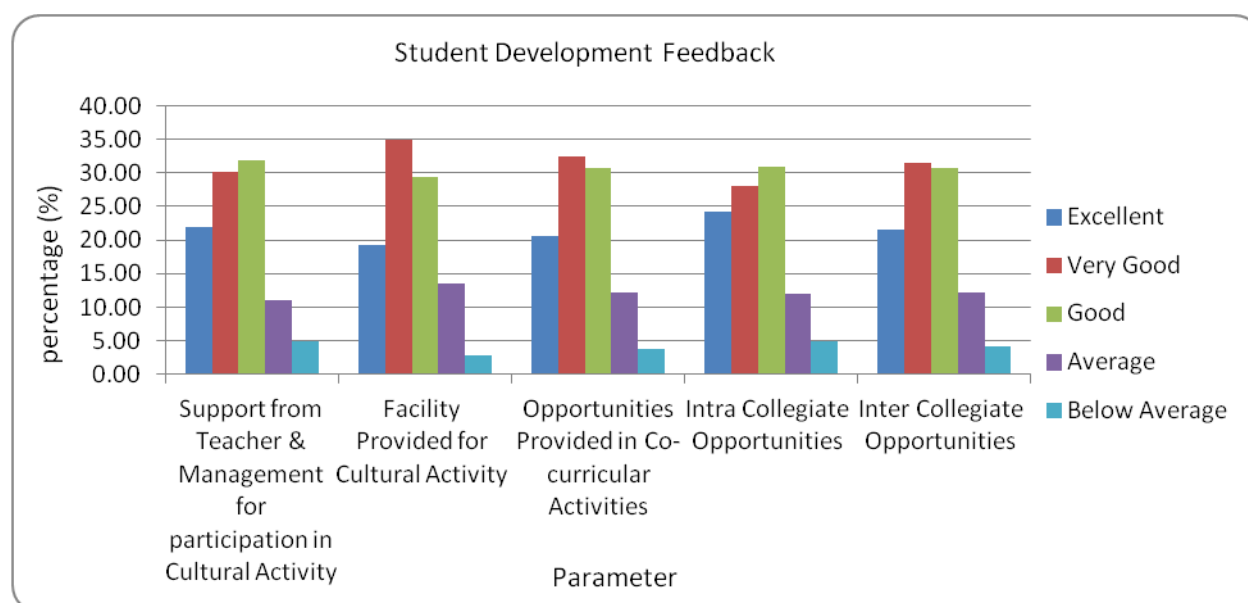
1 - Below average; 2 – Average; 3 – Good; 4 - Very good; 5 – Excellent

1. Support from teacher & management for participation in cultural activity
2. Facility provided for cultural activity
3. Opportunities provided in co-curricular activities
 - ✓ Intra Collegiate opportunities
 - ✓ Inter Collegiate opportunities

Suggestions and areas of attention for further improvement (if any):

Student Development Activity

Scale \ Parameter	Support from Teacher & Management for participation in Cultural Activity	Facility Provided for Cultural Activity	Opportunities Provided in Co-curricular Activities	Intra Collegiate Opportunities	Inter Collegiate Opportunities
Excellent	21.85	19.33	20.59	24.20	21.49
Very Good	30.08	34.96	32.52	28.07	31.41
Good	31.93	29.41	30.67	30.92	30.74
Average	11.09	13.45	12.27	11.93	12.18
Below Average	4.87	2.86	3.87	4.88	4.12



III. LIBRARY

Choose from 1-5 where the numbers denote:

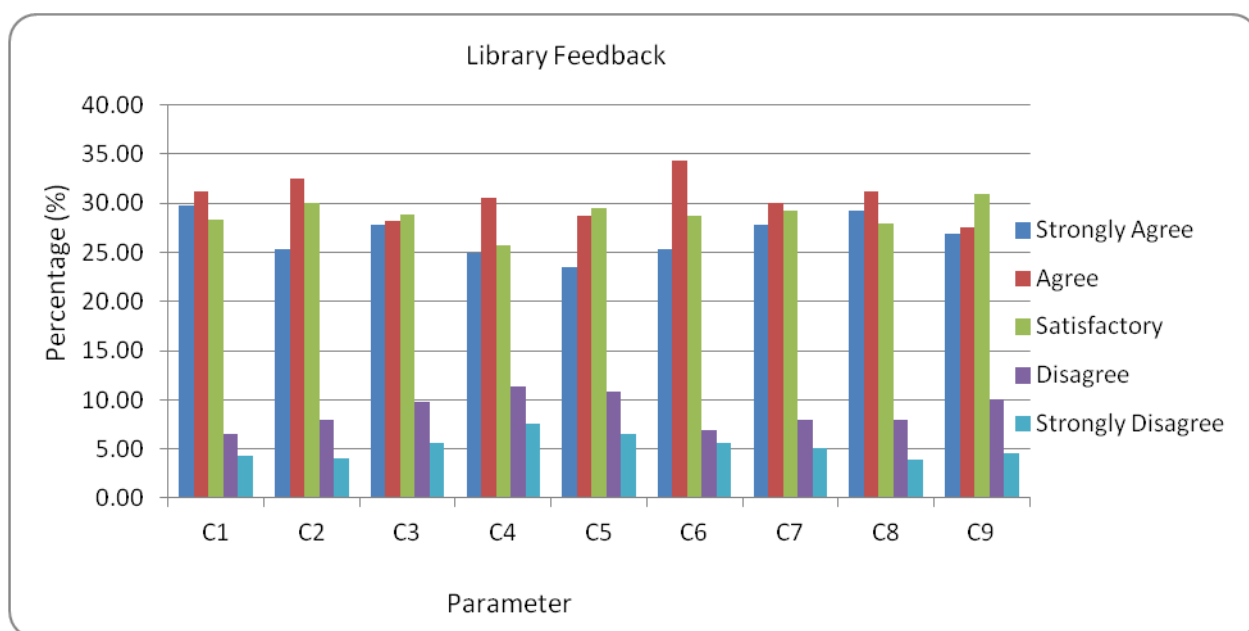
1 - Strongly Disagree; 2 – Disagree; 3 – Satisfactory; 4 – Agree; 5 - Strongly Agree

1. Good collection of books and journals
2. Library has sufficient quantity of collection
3. Library has qualitative collection (syllabus related and for extra reading)
4. Library staffs are cooperative and helpful
5. Library provides internet facility to all users.
6. Way of cataloging and arranging of books in the library is helpful
7. Good Speed of issue of books
8. Seating Arrangement is excellent
9. Library is well-equipped with online resources

Suggestions and areas of attention for further improvement (if any):

Library

Scale \ Parameter	C1	C2	C3	C4	C5	C6	C7	C8	C9
Strongly Agree	29.73	25.27	27.87	24.91	23.54	25.31	27.79	29.20	26.90
Agree	31.15	32.56	28.14	30.57	28.67	34.34	30.09	31.15	27.61
Satisfactory	28.32	30.07	28.85	25.66	29.56	28.67	29.20	27.96	30.97
Disagree	6.55	8.01	9.73	11.33	10.80	6.90	7.96	7.96	10.09
Strongly Disagree	4.25	4.09	5.66	7.61	6.55	5.66	5.13	3.89	4.60



IV. CLASSROOM FEEDBACK:

Choose from 1 to 5. Descriptions of ratings are:

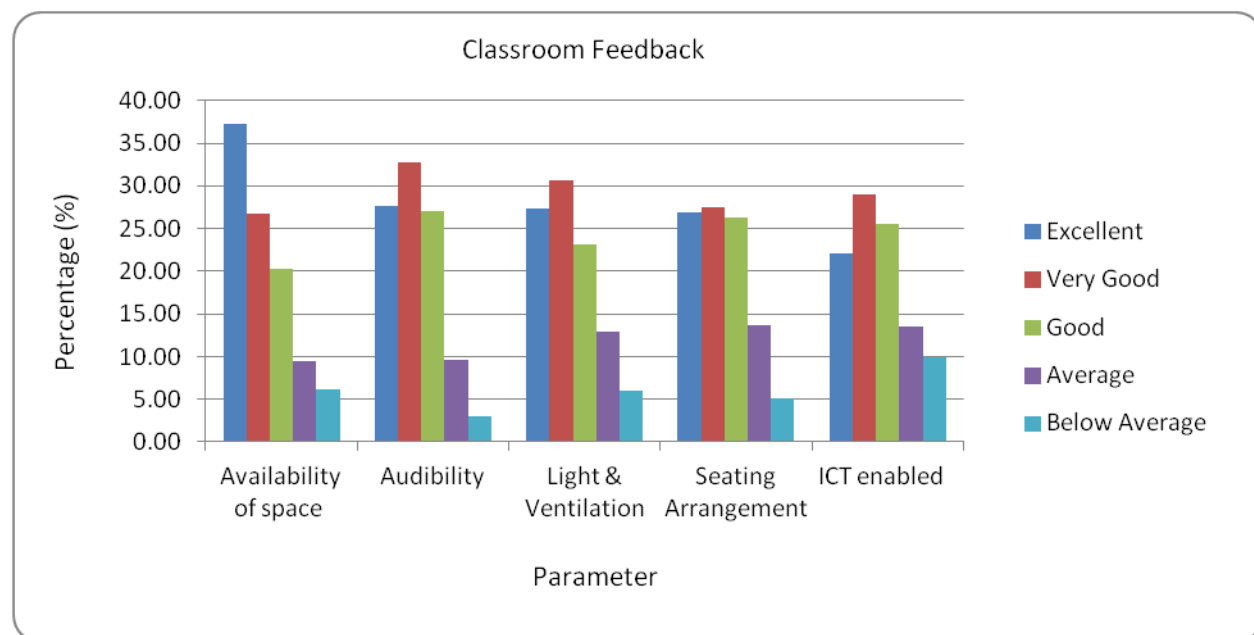
1 - Below average; 2 – Average; 3 – Good; 4 - Very good; 5 – Excellent

1. Availability of space
2. Audibility
3. Light & Ventilation
4. Seating Arrangement
5. Information and Communication technology (ICT) enabled

Suggestions and areas of attention for further improvement (if any):

Classroom Feedback

Scale \ Parameter	Availability of space	Audibility	Light & Ventilation	Seating Arrangement	ICT enable
Excellent	37.32	27.59	27.27	26.95	22.01
Very Good	26.79	32.70	30.62	27.43	29.03
Good	20.26	27.11	23.13	26.32	25.52
Average	9.41	9.57	12.92	13.72	13.56
Below Average	6.22	3.03	6.06	5.10	9.89



V. GYMKHANA FEEDBACK:

Choose from 1 to 5. Descriptions of ratings are:

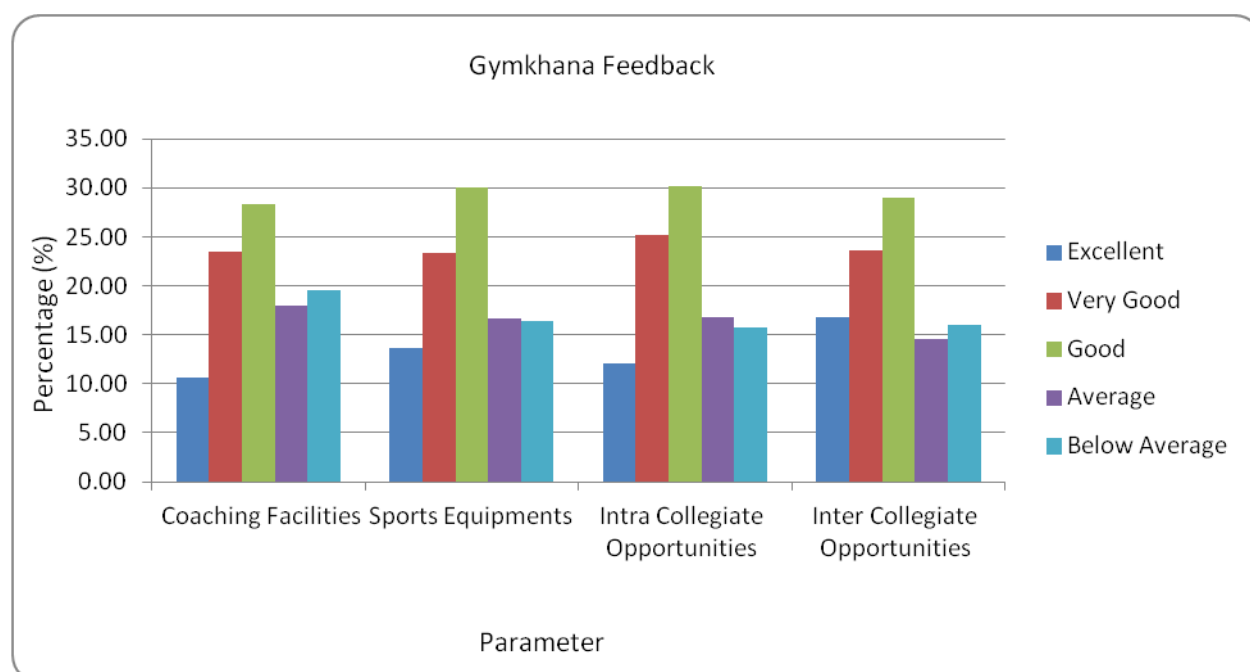
1 - Below average; 2 – Average; 3 – Good; 4 - Very good; 5 – Excellent

1. Coaching Facility
2. Sports Equipment
3. Intra collegiate opportunities
4. Inter collegiate opportunities

Suggestions and areas of attention for further improvement (if any):

Gymkhana

Scale \ Parameter	Coaching Facilities	Sports Equipments	Intra Collegiate Opportunities	Inter Collegiate Opportunities
Excellent	10.62	13.60	12.04	16.73
Very Good	23.44	23.32	25.19	23.59
Good	28.39	30.04	30.19	29.05
Average	17.95	16.61	16.85	14.61
Below Average	19.60	16.43	15.74	16.02



VI. COMPUTER LABORATORY/EQUIPMENTS FEEDBACK

Choose from 1 to 5. Descriptions of ratings are:

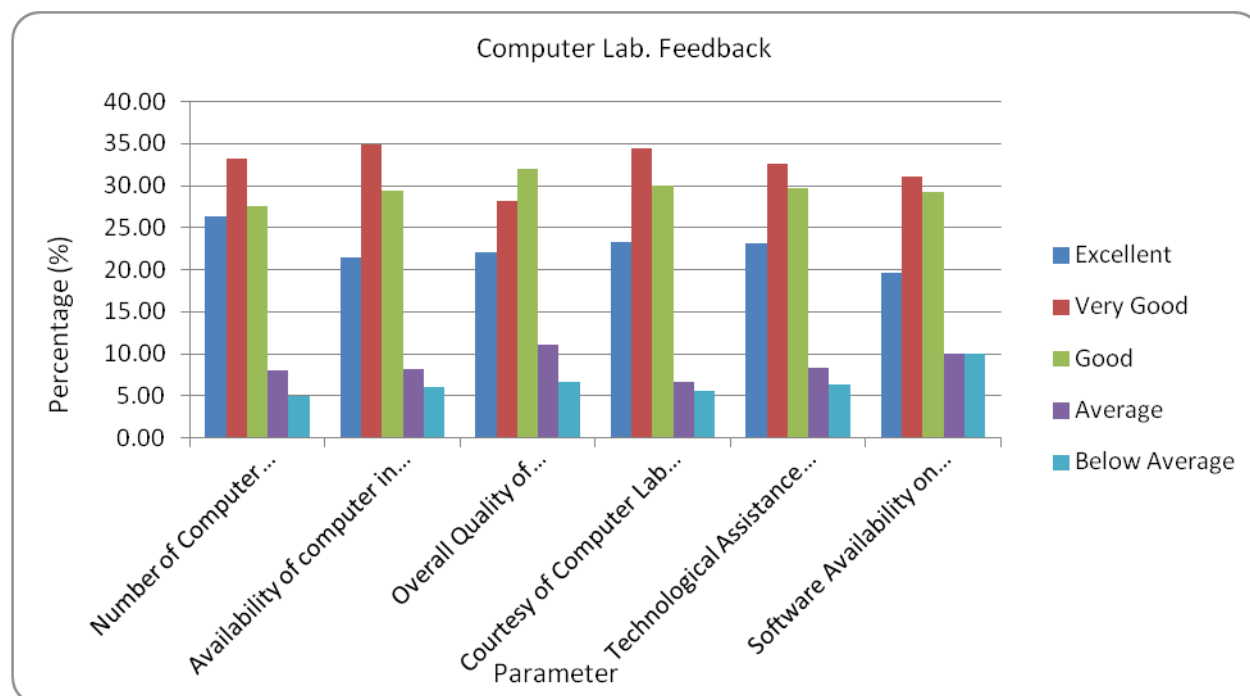
1 - Below average; 2 – Average; 3 – Good; 4 - Very good; 5 – Excellent

1. Number of computers provided in the computer lab
2. Availability of computer for use in computer lab.
3. Overall quality of the computer lab equipment
4. Courtesy of computer lab assistant
5. Technological assistance provided in the computer lab.
6. Software options available on the computers in the computer lab.

What changes could be made to the laboratory to enhance your learning?

Computer Lab

Scale \ Parameter	Number of Computer Provided in Lab	Availability of computer in Lab	Overall Quality of Equipment in Lab	Courtesy of Computer Lab Assistant	Technological Assistance Provided in Computer Lab	Software Availability on Computers in Computer Lab
Excellent	26.30	21.48	22.04	23.33	23.15	19.63
Very Good	33.15	34.81	28.15	34.44	32.59	31.11
Good	27.59	29.44	32.04	30.00	29.63	29.26
Average	7.96	8.15	11.11	6.67	8.33	10.00
Below Average	5.00	6.11	6.67	5.56	6.30	10.00



VII. CANTEEN FEEDBACK

Choose from 1 to 5. Descriptions of ratings are:

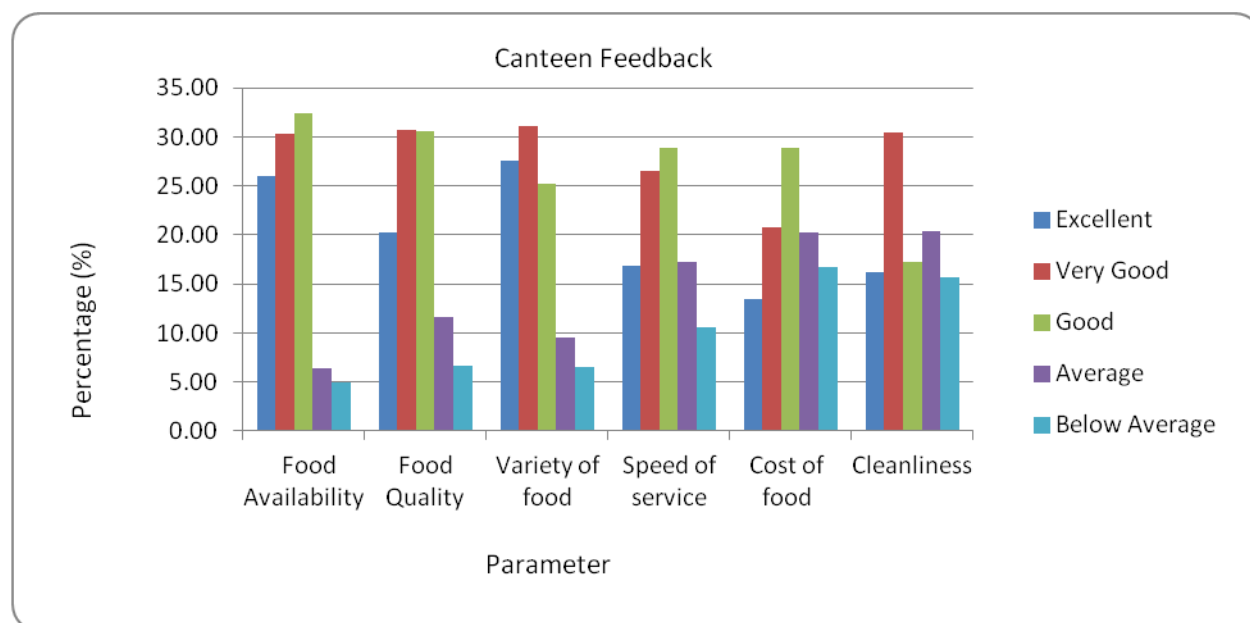
1 - Below average; 2 – Average; 3 – Good; 4 - Very good; 5 – Excellent

1. Food Availability
2. Food Quality
3. Variety of food
4. Speed of service
5. Low cost of food
6. Cleanliness

Suggestions and areas of attention for further improvement (if any):

Canteen

Scale \ Parameter	Food Availability	Food Quality	Variety of food	Speed of service	Cost of food	Cleanliness
Excellent	26.00	20.26	27.59	16.91	13.40	16.27
Very Good	30.30	30.78	31.10	26.48	20.73	30.46
Good	32.38	30.62	25.20	28.87	28.87	17.22
Average	6.38	11.64	9.57	17.22	20.26	20.41
Below Average	4.94	6.70	6.54	10.53	16.75	15.63



VIII. WEBSITE FEEDBACK

Choose from 1 to 5. Descriptions of ratings are:

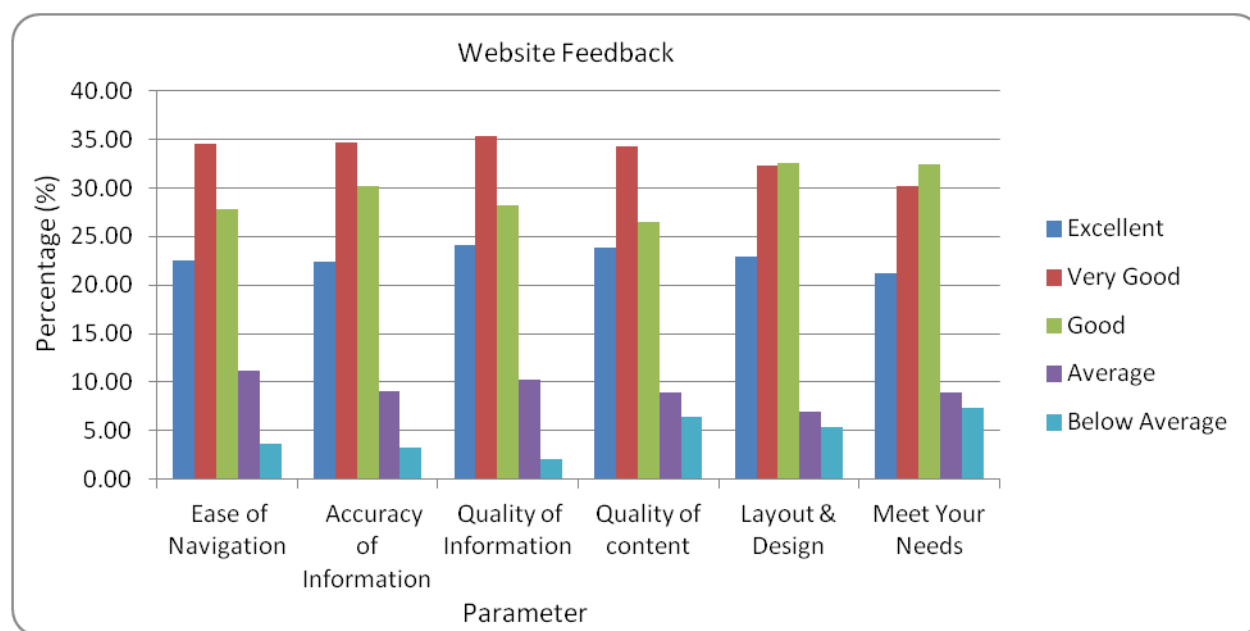
1 - Below average; 2 – Average; 3 – Good; 4 - Very good; 5 – Excellent

1. Ease of Navigation
2. Accuracy of Information
3. Quality of Information
4. Quantity of Content
5. Layout/Design
6. Meeting Your Needs

Suggestions and areas of attention for further improvement (if any):

website

Scale \ Parameter	Ease of Navigation	Accuracy of Information	Quality of Information	Quality of content	Layout & Design	Meet Your Needs
Excellent	22.55	22.35	24.12	23.80	22.94	21.20
Very Good	34.51	34.71	35.36	34.26	32.25	30.20
Good	27.84	30.20	28.20	26.54	32.52	32.40
Average	11.18	9.02	10.25	8.98	6.90	8.90
Below Average	3.73	3.33	2.08	6.42	5.39	7.30



IX. OTHER BASIC FACILITIES

Choose from 1-5 where the numbers denote:

1 - Strongly Disagree; 2 – Disagree; 3 – Satisfactory; 4 – Agree; 5 - Strongly Agree

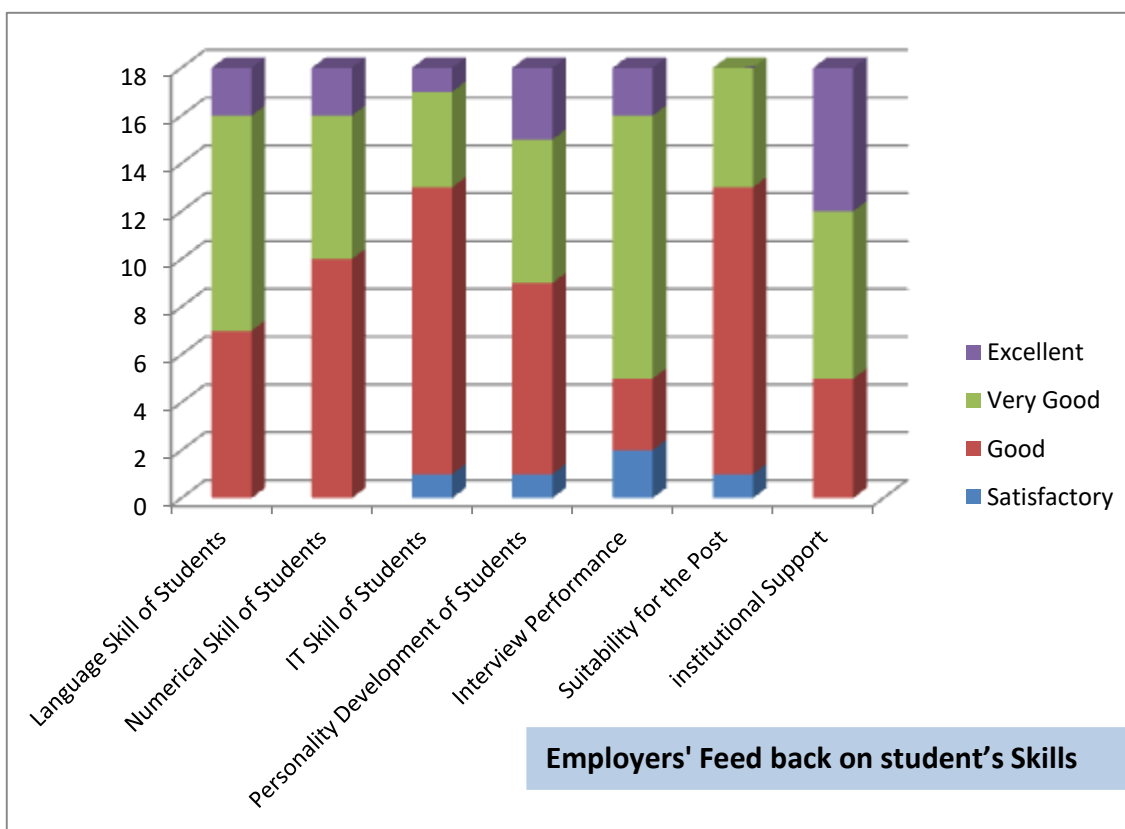
1. Toilets/washrooms are hygienic and properly maintained
2. Availability of clean drinking water in college
3. Grievance/problems are redressed / resolved well in time
4. Availability of Medical facility
5. Availability of Internet facility/ Wi-Fi facility
6. Functioning of Placement Cell
7. Classrooms are clean and well maintained
8. The building/classrooms are accessible to differently-abled students
9. Security and proctorial services
10. Extra-curricular activities

Suggestions and areas of attention for further improvement (if any):

FEED BACK FROM CORPORATE/EMPLOYERS (2016-17)

The seven parameters on which employers' feedback was taken were:

- a) Language skills of students
- b) Numerical Skills of students
- c) IT skills of students
- d) Personality development of students
- e) Interview performance
- f) Suitability for the post
- g) Institutional Support



Alumni Feedback Questionnaire

Name :
 Course :
 Year of Study : From _____ to _____
 Occupation :

Give rating from 1-5 where the numbers denote:

1 - Poor; 2 – Improvement Needed; 3 - Satisfactory; 4 – Good; 5 – Excellent
 (Put a tick mark against the rating you agree)

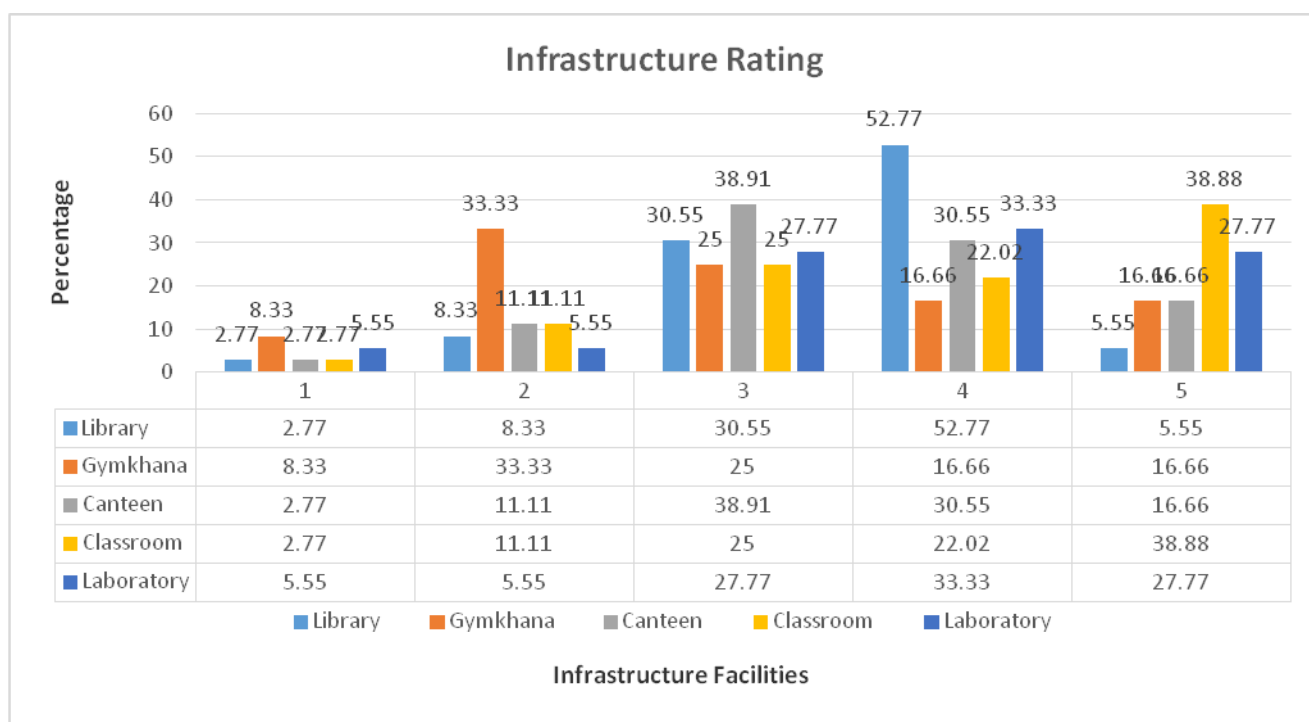
1. Rate the Following Infrastructure:
 - (a) Library Facilities
 - (b) Gymkhana
 - (c) Canteen
 - (d) Classroom
 - (e) Computer Laboratory
2. How will you rate the upkeep of infrastructure with respect to:
 - (a) Classroom
 - (b) Washroom
 - (c) Laboratory
 - (d) Library
 - (e) Premises

Suggestion for improvement: _____

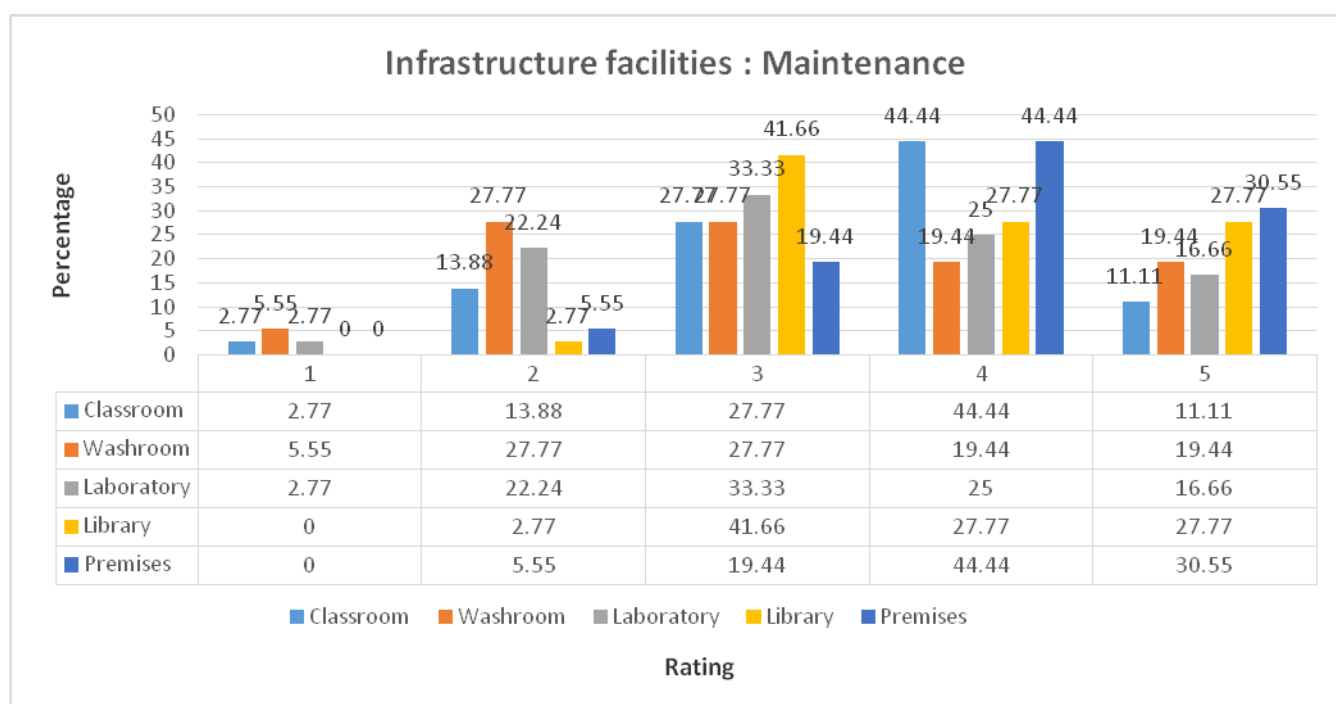
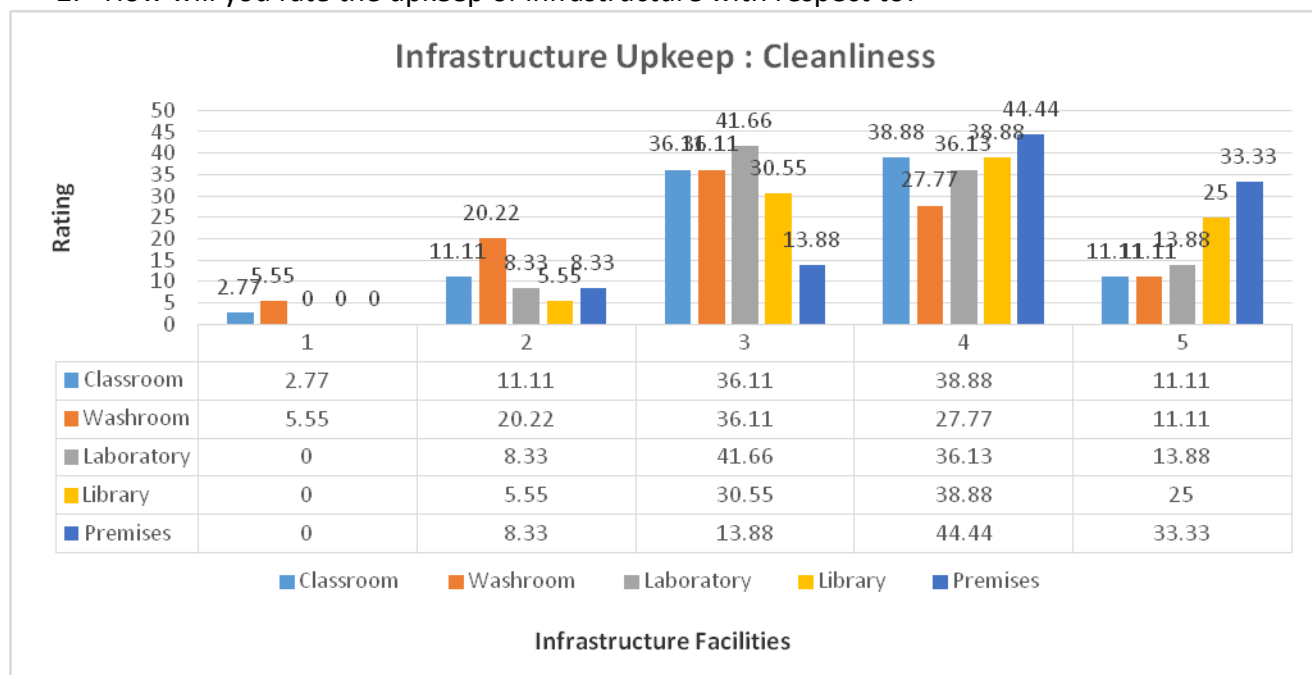
3. Suggest The Area of Improvement in library as a learning experience
4. How will you rate the office administration with respect to:
 - (a) Cooperation from office staff
 - (b) Processing time to obtain document
 - (c) Courtesy of office staff
5. Are you satisfied with the student's academic development programme?
6. Did you get support from teachers/management for participation in cultural activities/sports and other extra-curricular activities?
7. How was placement activities of our college helped in enhancing your employability?
8. Your Suggestions for introducing add on courses. Specifying Areas
9. Your Suggestions for improvement of overall development of students
10. How can you contribute in development of the college? Specify Areas

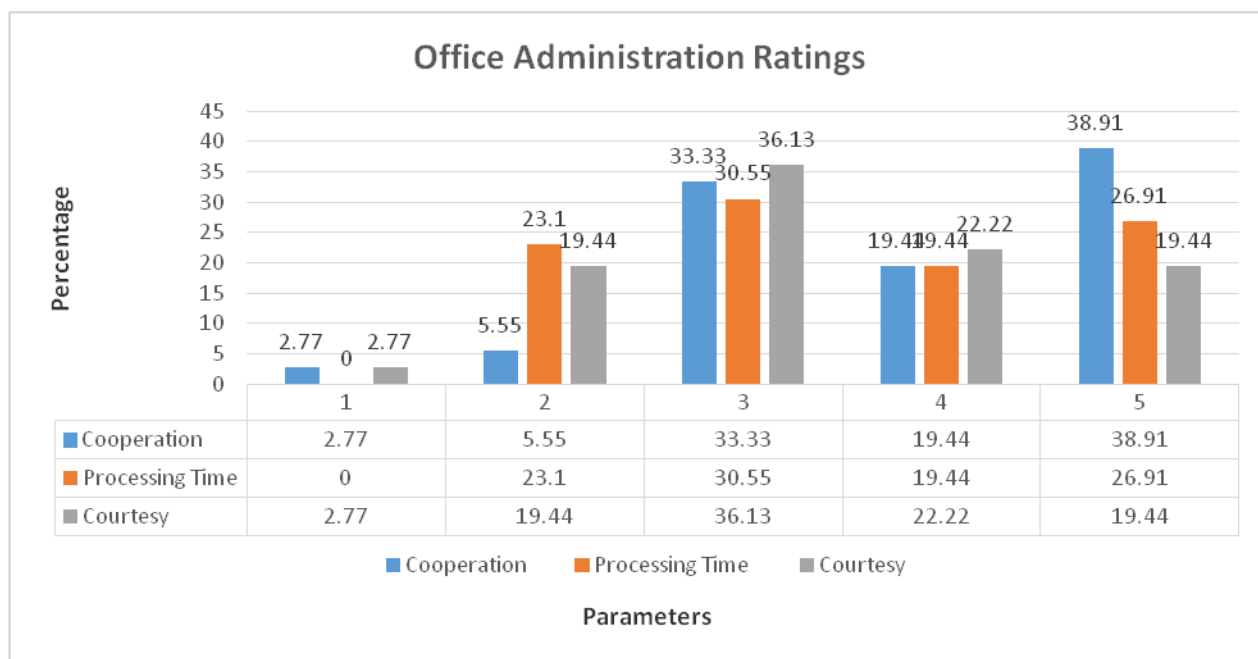
Analysis

1. Rate the Following Infrastructure:



2. How will you rate the upkeep of infrastructure with respect to:





FEEDBACK FROM PARENTS

Date:

Dear Parents,

The SIES (Nerul) College of Arts, Science and Commerce was founded in the year 1998. The college provides all the facilities for the students to turn entrepreneurs and professionals. Since its inception, college has tried to pursue excellence in every aspect it touches whether academics, infrastructural or environmental. We have a questionnaire for you to give us feedback about our institute and its system.

PARENT'S INFORMATION

Parents Name :

Occupation:

Contact No. :

Email Id:

Students Name:

Class:

You are requested to give marks against each question as per following norms:

1 - Strongly Disagree; 2 – Disagree; 3 – Neutral; 4 – Agree; 5 - Strongly Agree

✓ (Put a tick mark against the rating you agree)

S. No.	Questions	1	2	3	4	5
1.	Getting admission in SIES College is a matter of pride for me					
2.	Admission process of college is fair and transparent					
3.	I am happy with the high standard of discipline of this college					
4.	I am satisfied with safety of my ward in college					
5.	The atmosphere of college is conducive to learning					
6.	Extracurricular activities are useful in overall development of my ward					
7.	College examination results are declared on time					
8.	The college has satisfactory teaching-learning process					
9.	I am satisfied with teaching standards & teachers approach towards students					
10.	Teacher is approachable for support & progression of my ward					

11.	Guest lecturers organized by the college are very useful for students					
12.	The soft skills training & subsequent placements are good in this college					
13.	My ward's intellectual ability has improved whilst studying in this college					
14.	I am satisfied with the holistic development of my ward					

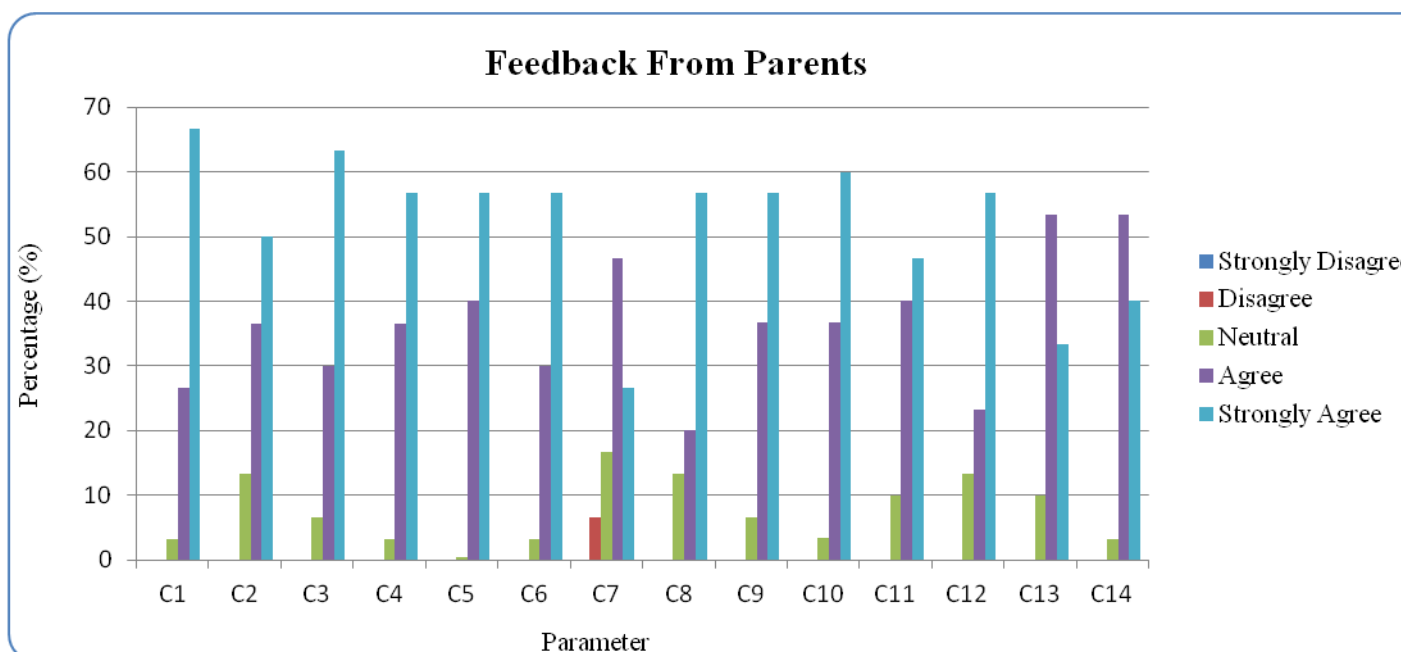
Suggestions and areas of attention for further improvement (if any):

Thank you for taking the time to go through the items carefully and writing down your thoughts honestly.

FEED BACK FROM PARENTS (2016-17)

SUMMARY OF ANALYSIS

Parameter	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12	C13	C14
Strongly Disagree	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disagree	0	0	0	0	0	0	6.66	0	0	0	0	0	0	0
Neutral	3.30	13.30	6.66	3.30	0.33	3.30	16.66	13.33	6.66	3.33	10.00	13.33	10.00	3.30
Agree	26.60	36.60	30	36.60	40.00	30.00	46.66	20.00	36.66	36.66	40.00	23.33	53.33	53.33
Strongly Agree	66.66	50	63.30	56.66	56.66	56.66	26.60	56.66	56.66	60.00	46.66	56.66	33.33	40.00



Best Practice:

Title 1: Conducting Faculty Development program

1. **Goal:** To initiate and enable a healthy interaction among faculty representing different disciplines thereby inculcating interdisciplinary approach in pursuing higher education.
2. **Context:** The idea of conducting Faculty development programs came up during departmental meetings and IQAC meetings with faculty members. We realized that, with syllabus undergoing changes, a need was felt to conduct faculty development programs to help faculty members to update their knowledge. It was the requirement of current scenario to change focus of teaching more practical and case studies, and to have linked with employability skills. Work began in this context to identify topics and experts who could help us to organize these programs.
3. **Rationale:** Faculty developments programs will serve as a platform to encourage faculty members, research scholars to participate, discuss and share their views on management ideas, concepts amongst others.
4. **Objectives:**
 - a. To help faculties to update their syllabus
 - b. To brainstorm over ideas and concepts.
 - c. To help faculties to team new teaching pedagogies.
 - d. To have an interdisciplinary approach towards education.
5. **The Practice:** The faculty development programs are conducted in two ways: -
 - a. The faculty development programs are being conducting through IQAC library committee and research committee.
 - b. The remaining faculty development programs are conducted through SIES Central training Institute where our college sends representatives. Topics are selected on the basis of requirement of faculties. They are related to the syllabus, teaching pedagogies, management ideas, current topics and current needs..
6. **Evidence of success:**
 - 1) Internal Auditor Training program was organised for 20 participants from teaching and non teaching staff from Lloyd's Registrar Quality Assurance on 18th and 19th July 2016. The training was organised by Mr. Vishal Chavan.
 - 2) A workshop on SPSS was conducted which covered various theoretical and practical topics of statistical analysis. The resource person was Dr. P.V Ranjit from SIESCOMS. It was conducted on 6th August, 2016.
 - 3) A training program for Advanced Microsoft Excel was organised for the 8 faculty members and 2 non teaching staff members.
 - 4) IQAC in association with Eminent Minds organised a session on Communicate to succeed for the non teaching staff on 2nd September, 2016. The session was conducted by Ms Ranu Khandelwal who is a certified NLP trainer.
 - 5) A two day workshop was conducted by Mr. Santosh Pal from Microsoft for faculties of MSC.IT and MSC.CS, on Implementation of Cloud Applications on window Azure on 19th and 22nd August 2016.

- 6) Jagrut Bharat (6TH December, 2016) : In order to provide exposure to the staff and students on demonetization policy; its effect on the Indian economy, new banking schemes and tax saving schemes, Jagrut Bharat was arranged. The session was addressed by six highly experienced speakers from different professional background.
- 7) Spandan (7th January, 2017). This was a day's workshop for the non teaching staff. There were sessions on change management by Jt. Hon Secretary. Mr. S.V Vishwanathan and Team building exercises by Director of ITM, Dr. Ratnawat.
- 8) Our management has constituted SIES Central Institute who organizes various seminars and workshops on current issues like GST, TALLY, Managing change, Teacher as mentor, Case study where our faculties have participated in the same.

Problems countered:

- 1) Identifying the training needs of all the faculties takes time.
- 2) Identifying resource persons for these programs is also time consuming.

Title 2 : Sensitizing students to social outreach programs:

1. **Goal:** To organize various social outreach programs in the college to help create awareness about social issues amongst the students.

2. **The context:**

As a part of the extracurricular activities every department has been given the responsibility to organise social outreach programs. The main objectives are to make the students sensitized to various socially relevant issues and to students to increasingly participate in the same.

3. **Objectives:**

- a. To create awareness among students for various social issues.
- b. To help students to acquire organizational skills by jointly organizing program with NGO's.
- c. To highlight different issues amongst society.

4. **The Practice: -**

Each department decide the activities at the beginning of the year. The Principal, Course Co-ordinators and students decides on the various activities to be undertaken. It is decided that every course and important committee like students council, cultural, will organise at least one social initiative program.

5. **Evidence of success**

- 1) Our college became the first centre for ADHATA Trust in Navi Mumbai. The trust works for improving the quality of life of senior citizens through activities like meditation, pranayam.
- 2) Students of BSC.CS organised a workshop to educate the senior citizens on application of technology.
- 3) A rally was organised by the college on International Day of Disabled persons to highlight the message that we need to create a better and friendly society for

them. 520 students, 35 teachers and 15 non-teaching staff participated in the Rally.

- 4) The JOY of Giving week was organised by BMS. 150 packets of PARLE G biscuits and 50 Kilograms of rice were collected by students and handed over to NGO serving differently abled children.
- 5) 'RAY OF HOPE' was an initiative of BFM and BBI where 58 specially-abled children participated in cultural programs organised by the college. A total of 1000 crayon boxes, 300 sketch pens and 75 t-shirts were donated to three NGOs.
- 6) BMS department organised JOB FAIR. It is a recruitment drive for students and graduates from across Mumbai and Navi Mumbai. Over 1000 students participated out of which 300 were recruited.
- 7) Student Council every year organizes MAQSAD which is the sale of different products by NGOs. This year 5 NGOs participated in this.
- 8) Our NSS volunteers participated in various activities like Tree plantation, Swachh Bharat Abhiyan, Assistance in Ganesh Visarjan and Blood donation.

6. Problem encountered

- 1)
- 2) Organizing for the entire faculty members takes time.
- 2) Availability of resource persons need to be considered.