

## The Annual Quality Assurance Report (AQAR) of the IQAC 2016-17

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

S. K. Somaiya College of Arts, Science and Commerce

1.2 Address Line 1

Vidyavihar

Address Line 2

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City/Town

Mumbai

State

Maharashtra

Pin Code

400077

Institution e-mail address

info.sksac@somaiya.edu,  
principal.sksac@somaiya.edu

Contact Nos.

022-67169614(Office), 022-6716 9601(Principal)

Name of the Head of the Institution:

Prin. Dr. Sangeeta Kohli

Tel. No. with STD Code:

022 – 6716 9601

Mobile:

09892379918

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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:

Web-link of the AQAR:

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 <sup>st</sup> Cycle	B++	83.00	2004	2004 – 2009
2	2 <sup>nd</sup> Cycle	A	3.15	2012	2012 – 2017

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

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

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2012-2013 (04/06//2016)
- ii. AQAR 2013-2014 (13/06/2016)
- iii. AQAR 2014-2015 (22/08/2017)
- iv. AQAR 2015-2016 (06/12/2017)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

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 etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## 2. IQAC Composition and Activities

2.1 No. of Teachers	06
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	--
2.4 No. of Management representatives	01
2.5 No. of Alumni	05
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	17

2.10 No. of IQAC meetings held 10

2.11 No. of meetings with various stakeholders:	No.	08	Faculty	03
	Non-Teaching Staff	01	Students	02
	Alumni	01	Others	01

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

If yes, mention the amount

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2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  00 National  1 State  00 Institution Level  5

(ii) Themes

- Chinese studies outreach program (National Level)
- A session on 'Preparing effective power point presentation' was conducted for all teaching staff members on 9<sup>th</sup> April 2017
- Conducted a Workshop on Data analytics using tableau
- Department of Psychology organized workshop titled 'My Life- My Way' on 5<sup>th</sup> & 6<sup>th</sup> May 2017

## 2.14 Significant Activities and contributions made by IQAC

- 1) Conduction of Parent Teacher Meeting by each mentor teacher
- 2) Book review and assignment to each student by mentor teacher
- 3) Mentor File
- 4) Teacher's academic diary (Google sheet from Dec 2016)
- 5) Review & suggestions to select committees.
- 6) Review and suggestions on Department activities via planning boards
- 7) Flip model has been used by many teachers and the same has been reviewed by IQAC
- 8) Interactive counselling session for parents have been conducted by Ms.Rachana Avatramani (Counselor)
- 9) Conduction of employability test
- 10) Parents feedback forms have also been taken.
- 11) Conducted idea mela.
- 12) Structured course along with project work has been introduced in Entrepreneurship Development Cell. Certificates given in collaboration with AIFMB to successful students.

## 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
1.To interact with parents as stakeholders and to seek their contribution	1.PTM, parent feedback and counselling session, Skill development sessions conducted by parents
2.Structuring mentoring system	2. Mentor file to maintain all minimum activities to be done by mentor, review of these activities
3.To conduct employability test	3. Employability test along with feedback and guidance to the students from Edusharp Psychometric Testing Centre.
4.To structure Entrepreneurship Development Cell(EDC)	4. Structured course content has been designed along with project work for each semester.  Entrepreneurship Development efforts were done in terms of 'Jewellery- making' workshop conducted by Dr. Mukta Pote under WDC. Students are also encouraged to enhance their marketing skills through food mela as part of 'Zenith'- a fest of BMS department.
5.Streamlined the implementation of Flip model	5. Guidelines were given to enhance the scope and effectiveness of flip model and term reviews were taken.

\* Attach the Academic Calendar of the year as Annexure. (Annexure - I)

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

It is placed in IQAC meetings to review progress of the institution by external experts, management representative and alumni & industry representatives.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	02	--	--	--
PG	06	--	--	--
UG	09	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma				
Certificate	02			
Others	10			
<b>Total</b>				
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	15
Trimester	--
Annual	--

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

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure (Annexure II)*

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

Yes, as per University directive

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
	43	38	03	01(Principal)	01(Librarian)

2.2 No. of permanent faculty with Ph.D.

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
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest 00	Visiting 41	Temporary 15
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2.5 Faculty participation in conferences and symposia: **32 (23 + 09)**

No. of Faculty	International level	National level	State level
Attended	14	16	01
Presented papers	13	22	-
Resource Persons	01	02	01



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

Google classroom, ICT, Role play ,Book Review, Field Visits, Remedial Lectures, Case Studies, Class Presentations, mentor students guidance, flipped model, dramatised presentation/video on applications of psychology concepts to advertising, videos on EVS topics, analysis of corporate strategies & plans, media course models, movie/film screenings, news report writing, translation, video lectures, field surveys and action research project internships.

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

180

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

- Barcoding of marksheets
- No out sourcing of question papers
- Big font question paper for students with weak eyesight disability
- Marathi translation for BA students
- Masking of 1<sup>st</sup> page of answer sheets to maintain anonymity about candidate
- Online hall tickets
- Feedback from moderators regarding the consistency in assessment, syllabus coverage, question paper pattern etc.
- Photocopy of answer sheets
- Online Marklist display.
- **Digitalization of examination committee process:**
  - 1) New software for processing examination results purchased in the A.Y. 2015-16 named S3 SOFTTECH SOLUTIONS.
  - 2) From this year, bar coding on marksheets is introduced to ensure security through the above software.
  - 3) Additional examination forms for Internal are filled on-line by students through Brainstorm software.
- 4) Online ATKT/ Failure forms introduced from this academic year. Students can fill their online ATKT/Failure forms from their Somaiya account. Processing is done through brainstorm software.
- 5) Online ATKT/Failure forms upgraded to make it more student friendly throughout the year:
  - Students are required to enter marks in the space provided. Apply field will get automatically ticked by software if the marks are below passing criteria.
  - Print preview option given to students before submitting the forms to avoid errors in form filling.
    - Students can fill the form for all the semesters in one form only.
    - Software displays exact amount for the student including all the semester fees and late fee if any. It facilitates the accounts section of the college.
  - We can link form filling record from brainstorm with our examination software with minimum efforts.

From this academic Year onwards we have introduced Additional examination for External also. Both Internal and External additional examination forms are filled online by students from their Somaiya account through brainstorm software.

Online Additional examination forms are provided with hall tickets of the students just like their regular/ATKT hall tickets to avoid anomalies in the examination process. i.e. in additional examination form Time table will be printed automatically while downloading the form. It will be preserved as their hall ticket.

6) As per university circular, Semester-I ATKT hall tickets were generated with the respective seatno provided by the University of Mumbai and distributed to the students. Linking from MKCL university software to college examination software is done through MS-excel.

7) Completely upgraded marksheet with PRN number provided by the university and separate Grades for internal, external and overall performance was generated by the college as per the latest guidelines by the University of Mumbai. Linking is done through MS-excel.

8) In case of FYBA, According to University guidelines optional papers needs to be scheduled within 3 days allocated by the university. University will provide 3 different sets of question papers, for each optional subject for these 3 days. Accordingly hall tickets of students were prepared and printed as per their subject combinations in Microsoft Visual foxPro software (the software we were using earlier for result processing).

9) From the academic year 2016-17 ATKT forms of Semester I and II need to be uploaded in MKCL Mumbai university website. The results of all the students of 16-17 were uploaded on the said website which enables to filter the data of ATKT students. Thus college strictly follows the university guidelines and uploads the ATKT forms. From this data university generates Hall tickets and student list for the respective examination.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

06

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
TYBA	122	--	30.33	39.34	2.46	72.13
TYBCOM	672	--	16.53	67.74	9.15	93.42
TYBMS	189	--	33.86	50.79	12.17	96.83
TYBMM	136	--	16.18	52.94	19.12	88.24
TYBCOM(A&F)	135	7.41	66.67	19.26	2.22	95.56
TYBCOM(B&I)	65	--	27.69	64.62	1.54	93.85
TYBCOM(FM)	60	--	20	51.67	10	83.33

TYBSC(CS)	73	--	34.25	42.47	12.33	89.04
TYBSC(IT)	67	2.99	38.81	40.30	8.96	92.54
MA(ECO)	59	--	13.56	54.24	6.78	74.58
MACJ	10	30	40	20	10	100
MCOM(A/C)	70	5.71	51.43	40	--	97.14
MCOM(B&F)	50	8	70	16	--	94
MSC(CS)	18	--	5.56	33.33	27.78	66.67
MSC(IT)	45	8.89	51.11	33.33	--	93.33

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

The IQAC implemented the following measures to monitor/evalutate the teaching learning process:

- 1) Through online feedback system (for students) including TLP both terms and exist feedback from final year students.
- 2) Students grievance redressal system.
- 3) Collecting suggestions from students and arranging to implement them.
- 4) Planning board.
- 5) Term end reviews.
- 6) Parent Teacher meeting for knowing grievances and pooling suggestions for improving

## 2.13 Initiatives undertaken towards faculty development :

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	2
HRD programmes	Nil
Orientation programmes	2
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	10

## 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	45	02	01	--
Technical Staff	--	--	--	--

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Research enhancement through PhD centres. **Economics: received continuation of affiliation. Commerce:** The college has applied for continuation of affiliation of PhD Centre in Commerce.
- Participation & presentation of research papers/articles and PPT by students at seminars supported by research committee.
- Participation of students in inter-collegiate workshop & competition organized by E-cell of Ratnam college, Mumbai.
- Provided the training to the officers of Police Training Center, Marol, Mumbai under “Train of Trainer” program on basic grooming and use of language and “Google Apps for Investigation and document management” at Police Training Center, Mumbai, held on 20<sup>th</sup> July to 8<sup>th</sup> August 2016 (**Resource Persons :** Principal Dr. Sangeeta Kohli, Dr.Raji Ramesh, Dr.Sara Thomas, CA.Dhaval Bhatt, Mr.Rajendra B. Patil)

#### 3.2 Details regarding major projects

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

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	02	--	--	--
Outlay in Rs. Lakhs	340000	--	--	--

3.4 Details on research publications:

	International	National	Others
Peer Review Journals	10	04	Nil
Non-Peer Review Journals	Nil	2	Nil
e-Journals	--	--	--
Conference proceedings	05	01	--

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	02	UGC	340000	265000
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects (other than compulsory by the University)	--	--	--	--
Any other(Specify)	--	--	--	--
Total	02	--	340000	265000

3.7 No. of books published:

i) With ISBN No.  ii) Without ISBN No.

iii) Chapters in Edited Books

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	01		01	--
Sponsoring agencies	--	College	--	College	--

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

3.13 No. of collaborations      International       National       Any other

- University of Fraser Valley, British Columbia, Canada
- Weber State University, Weber, USA
- IIT, Mumbai for NPTEL courses & IIT Super resource centre
- KDG Technology for Information Technology related Industry based courses
- TCS for conducting C2C programmes

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency       From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	01
	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
--	--	--	--	--	--	--

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- WDC Organised Rubella vaccination programme for 100 girl students at the College, workshop for jewellery making & session on ‘Gender sensitization.
- Exhibition on Konkan-Maharashtra’s glory, held at S.K.Somaiya College on 11<sup>th</sup> February 2017.
- Aquarium Management, held at S.K.Somaiya College on 4<sup>th</sup> March 2017.
- Swachyata Abhiyaan week, in S.K.Somaiya College Campus and Vidyavihar Station, 1<sup>st</sup> – 6<sup>th</sup> August 2016, 350 students participated in the event.

#### Social Science Association

- Guest lecture on ‘Careers in Corporate Social Responsibility Hub’, Prof.Rohan Mishra, Head CSR Hub, held on 3<sup>rd</sup> August 2016.
- Guest lecture on ‘ Sociology and Careers in Management’, Dr. Sonam Mansukhani, Flame University, held on 4<sup>th</sup> February 2017
- Guest lecture on ‘Brain Gym’, Miss. Minal Karani, held on 5<sup>th</sup> Feb 2017.
- Field Trip to Saguna Baug, Neral, Raigad District, for students to learn about intricacies of agro farming and a learning experience for students on the new sustainable farming techniques that helped farmers especially in the light of farmer’s suicide, on 26<sup>th</sup> August 2016.

## 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 <i>(Entire Somaiya Campus)</i>	66 Acres	--	--	66 Acres
Class rooms	21	--	--	21
Laboratories <i>(Computer Lab)</i>	03	--	--	03
Seminar Halls	01	--		01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	04	85	UGC	85
Value of the equipment purchased during the year (Rs. in Lakhs)	82.59 lakhs	27.65 lakh	College	110.24 lakh
Others	2476.54 lakh			2476.54 lakh



#### 4.2 Computerization of administration and library

- The entire administrative staff work is computerised, separate computers are provided with internet for individual staff.
- The entire library administration system is computerised with Radio Frequency Identified (RFID) enabled for accessing, issuing books.
- In-house developed 'Bookwork' library software

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	41091	6356307	3499	526789	44590	6883096
Reference Books	10242	6114369	161	127558	10403	6241927
e-Books	-	-	-	-	-	-
Journals	51	146097	56	131387	107	277484
e-Journals	-	-	-	-	-	-
Digital Database			NLIST			
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	190	118	All computers	-	-	16	30	14*
Added	-	48	-	-	-	06	-	06
Total	238	166	230	-	-	22	30	20*

\* Library and Examination Committee Room

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

- Training to teachers on 'R' Tool for Research
- Students of our College developed College App, based on Android platform.
- Students developed Online Feedback System.
- Training on 'Preparing effective PPT' for teachers in April 2017

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	6.25 Lakh
ii) Campus Infrastructure and facilities	63.3 Lakh
iii) Equipments	24.58 Lakh
iv) Others	--
<b>Total :</b>	<b>94.13 Lakh</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has helped the students overcome economic, educational and social barriers to college education. They have motivated and supported students from disadvantaged backgrounds. The different programmes are:

- CBCGSS Information
- Exam information
- UFM awareness
- NSS & WDC posters
- Anti ragging cell posters
- Library information to students
- Orientation programmes
- PTM attendance information
- Guidance to differently abled students (e.g. slow learners) through mentoring system
- Student welfare notice
- Freeship/Scholarship to minority students

#### 5.2 Efforts made by the institution for tracking the progression

Academic:

- 1) Analysis and Discussion of results
- 2) Subject and department wise result data discussed
- 3) Remedial courses
- 4) Employability test and counseling
- 5) Mentor groups
- 6) Proficiency training and CS training and aptitude testing
- 7) Student feedback and exit forms
- 8) Mentor file including students academic, skills & achievements profiles
- 9) Courses feedback

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	5055	580	07	--

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	2237	39.70		3398	60.30

Last year 2015-2016							This Year 2016-2017						
General	SC	ST	OBC	Physically Challenged	DT/NT Others	Total	General	SC	ST	OBC	Physically Challenged	DT/NT Others	Total
4881	288	23	271	05	116	5584	5005	254	24	215	07	130	5635

Demand ratio 1:14      Dropout %

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="--"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="--"/>

5.6 Details of student counselling and career guidance

No. of students benefitted

1. Motivational quotes are put up on student & teacher notice boards twice in a week
2. Meditation and Yoga session.
3. A practice of 'Omkar Sadhana' for students of F.Y. and S.Y.B.Com throughout the year.
4. Exhibition on the need and resources for counselling in Mumbai, 17<sup>th</sup> September 2017.
5. A skit presentation on compliance technique in the Arts festival 'Innovision', 6<sup>th</sup> February 2017.
6. 'Careers in Economics' for UG & PG students by Prin. Dr. Vaidehi Daptardar, BOS in Economics, University of Mumbai on 25/2/2017.
7. Workshop on 'Jewellery making'

### 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
<b>68</b>	<b>1350</b>	<b>180 (Placement) 150 (Internship)</b>	<b>175 (Placement) 59 (Internship)</b>

### 5.8 Details of gender sensitization programmes

<p>Women Development Cell of the college conducted the following programs:</p> <ul style="list-style-type: none"> <li>• Guest lecture on Ageing Gracefully, Dr.Anita Kharat, for female teaching staff, 14<sup>th</sup> July 2016</li> <li>• A Workshop on Self Defence (for Girls), 1<sup>st</sup> October 2016.</li> <li>• A talk on 'Gender Sensitisation' , Dr. Swati Gadgil, 2<sup>nd</sup> February 2017</li> <li>• Rubella Vaccination Camp, Dr.Swati Gadgil, 2<sup>nd</sup> February 2017</li> </ul>
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### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	57	3,16,277/-
Financial support from government	251	25,00,000/-
Financial support from other sources	14	1,88,555/-
Number of students who received International/ National recognitions	--	--

### 5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="03"/>	National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>
Exhibition:	State/ University level	<input type="text" value="01"/>	National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

**At institutional level** various programs, events, competitions are carried out through different forums such as Students forum, Investor forum and fests like Zenith, SMAC, mediatheque, Roars, Stellar and Celestial.

5.12 No. of social initiatives undertaken by the students

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

- The College have a student grievances cell which looks into the complaints lodged by students regarding Eve teasing or any form of misbehaviour.
- Suggestion box installed in the college in which students put in writing their grievances.
- Ragging in any form is strictly prohibited.
- In 2016-17 one case of misconduct among a group of FY students was reported. An enquiry was conducted with all concerned students and their parents. All concerned students were counselled and strictly warned and one student faced suspension for a week.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### VISION STATEMENT

To be a proactive centre of learning, enabling acquisition of knowledge combined with skill building leading to excellence.

##### MISSION STATEMENT

The following mission strategies have been evolved in order to attain the goals of the College and to create a harmonious society.

- Disseminate contemporary knowledge and promote multiple branches of learning.
- Impart knowledge through value based student centric education.
- Promote and facilitate quality research amongst faculty and students.
- Provide a learning continuum and make pedagogy more skill oriented.

#### 6.2 Does the Institution has a management Information System

- Complete accounting/online admission procedures
- HR procedures are on central online platform hence enabling management to have access to the institutional functioning.
- Attendance defaulters monthly information uploaded
- Library resources
- Library LAN and Inflibnet system
- Orientation programme conducted by all self finance courses
- Course / department proformas submitted via email to IQAC
- Academic & admin work diary is maintained giving daily activity details of faculty.

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

##### 6.3.1 Curriculum Development

The College is following the syllabus of University of Mumbai

##### 6.3.2 Teaching and Learning

- Case Study
- Role Play
- Book Review
- Presentations
- Group Discussions
- Industrial visits

### 6.3.3 Examination and Evaluation

All procedures as per Government and University norms are diligently followed.

At the institutional level maximum examination procedures are online to enable convenience and transparency.

- **Digitalization of examination committee process:**

- New software for processing examination results purchased in the A.Y. 2015- 16. 16 named S3 SOFTTECH SOLUTIONS.
- From this year, bar coding on marksheets is introduced to ensure security through the above software.
- Additional examination forms for Internal are filled on-line by students through Brainstorm software.
- Online ATKT/ Failure forms introduced from this academic year. Students can fill their online ATKT/Failure forms from their Somaiya account. Processing is done through brainstorm software.
- Online ATKT/Failure forms upgraded to make it more student friendly throughout the year:
- Students are required to enter marks in the space provided. Apply field will get automatically ticked by software if the marks are below passing criteria.
- Print preview option given to students before submitting the forms to avoid errors in form filling.
- Students can fill the form for all the semesters in one form only.
- Software displays exact amount for the student including all the semester fees and late fee if any. It facilitates the accounts section of the college.
- We can link form filling record from brainstorm with our examination software with minimum efforts.
- From this academic Year onwards we have introduced Additional examination for External also. Both Internal and External additional examination forms are filled online by students from their Somaiya account through brainstorm software.
- Online Additional examination forms are provided with hall tickets of the students just like their regular/ATKT hall tickets to avoid anomalies in the examination process. i.e. in additional examination form Time table will be printed automatically while downloading the form. It will be preserved as their hall ticket.
- As per university circular, Semester-I ATKT hall tickets were generated with the respective seatno provided by the University of Mumbai and distributed to the students. Linking from MKCL university software to college examination software is done through MS-excel.
- Completely upgraded marksheet with PRN number provided by the university and separate Grades for internal, external and overall performance was generated by the college as per the latest guidelines by the University of Mumbai. Linking is done through MS-excel.
- In case of FYBA, According to University guidelines optional papers needs to be scheduled within 3 days allocated by the university. University will provide 3 different sets of question papers, for each optional subject for these 3 days. Accordingly hall tickets of students were prepared and printed as per their subject combinations in Microsoft Visual foxPro software (the software we were using earlier for result processing).
- From the academic year 2016-17 ATKT forms of Semester I and II need to be uploaded in MKCL Mumbai university website. The results of all the students of 16-17 were uploaded on the said website which enables to filter the data of ATKT students. Thus college strictly follows the university guidelines and uploads the ATKT forms. From this data university generates Hall tickets and student list for the respective examination.

#### 6.3.4 Research and Development

Idea club conducted Presentation based on Ideas from the interested students. Guest lectures were conducted by the Industry experts and Academicians.

An Idea Mela was organized, where students were invited to showcase their skills and innovations.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The library is centrally digitized at institution level the library is well stocked with more than 40000 books. The student can also borrow books from the central campus library with a collection of almost 4 lakh books. To enhance research abilities College has subscribed to EBSCO online library. The College also subscribed Nlist. 24 hours broadband internet facility and personal computer for each faculty to be able to facilitate research.

ICT facilities are provided for academic and administrative purposes. A language lab and computer lab provide an opportunity for hands on training.

Seminar hall, research room, meeting room, staff room, girls common room, gymkhana, recording studio and residential facilities are made available. The college is under CCTV surveillance. Fire extinguishers and sprinklers have been installed in the college.

Installed Multimedia board for some interactive sessions  
Mobile App for searching books from mobile device.

#### 6.3.6 Human Resource Management

HR policies as laid down by Government, UGC and University are diligently followed. At the College level centralised Human Resource Management system enable Management to have direct access and monitoring.

#### 6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment is down following the UGC, Government and University laid down norms. This year one administrative staff was appointed following laid down procedure.



### 6.3.8 Industry Interaction / Collaboration

- IIT, Mumbai for NPTEL courses
- IIT Super resource centre
- Brain soft consulting for conducting Laptop repairing course
- KDG Technology for Information Technology related Industry based courses
- TCS for conducting C2C programmes
- University of Fraser Valley, British Columbia, Canada
- Weber State University, Weber, USA

### 6.3.9 Admission of Students

- The College has an ONLINE admission procedure for the all the UG and PG courses at all level.
- Admission is purely on merit basis ensuring transparency.
- On the commencement of the college an orientation programme is conducted by several programme co-ordinators.

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated

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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				
Administrative			Yes	Yes

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

For UG Programmes      Yes  No

For PG Programmes      Yes  No

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

Examination Cell of the College has started online hall ticket which is very convenient for students

- Online hall tickets
- Confidential process
- Exams and results are within given period
- Moderation: Moderator's feedback on assessment & question paper pattern.
- Bar coding on marksheets to ensure security
- Information regarding choice-based credit system is made available to all students in their academic calendar.
- Online results

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

Application for autonomy submitted to University of Mumbai

6.11 Activities and support from the Alumni Association

- Participate as Guest speakers from industry
- Assist the college in placement activities
- Alumni Reunion

6.12 Activities and support from the Parent – Teacher Association

Parent Teacher Meeting through mentoring system

6.13 Development programmes for support staff

IT training by faculty for non-teaching staff.

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

Wildlife – Heritage Club programmes

- Swachh Bharat Abhiyaan ( Cleanliness of College premises), 1-6<sup>th</sup> August 2016
- Preparation and Distribution of bird feeders
- Demonstration of making of eco-friendly ganesh idol
- Exhibition on Konkan-Maharashtra's Glory, 11<sup>th</sup> Feb 2017
- Celebration of World sparrow day, 20<sup>th</sup> March 2017
- Aquarium Management, 4<sup>th</sup> March 2017
- World Wildlife Day – Interactive forum, 3<sup>rd</sup> March 2017

## 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.

Google classroom & select use of AV techniques for interactive teaching.  
Valuable quotes in the lift to motivate students  
Estello Forum to improve reading, writing and speaking skills

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

- 1) Conduction of Parent Teacher Meeting by each mentor teacher
- 2) Book review and assignment to each student by mentor teacher
- 3) Mentor file/kit
- 4) Teacher's academic diary
- 5) Review and suggestions on Department activities via planning boards
- 6) Extension of Introduction to flipped model in TLP
- 7) Conduction of employability test
- 8) Exit form with rating scale via student feedback committee & parents feedback via PTA
- 9) Entrepreneurship Development Cell sessions in collaboration with AIFMB.

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

- Initiatives by students in placement cell activities.
- USE of ICT in Library - E-mail reminders to every student for books, Online book renewal , Smart card (RFID enabled)

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Wildlife – Heritage Club programmes
- Swatch Bharat Abhiyaan ( Cleanliness of College premises), 1-6<sup>th</sup> August 2016
  - Preparation and Distribution of bird feeders
  - Demonstration of making of eco-friendly Ganesh idol
  - Exhibition on Konkan-Maharashtra's Glory, 11<sup>th</sup> Feb 2017
  - Celebration of World sparrow day, 20<sup>th</sup> March 2017
  - Aquarium Management, 4<sup>th</sup> March 2017
  - World Wildlife Day – Interactive forum, 3<sup>rd</sup> March 2017

7.5 Whether environmental audit was conducted? Yes  No

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

S - Young enthusiastic proactive teachers  
Well behaved meritorious disciplined students

W - Students with less exposure and English language proficiency is low

O - Simple students can be motivated and moulded

T - Students from humble economic background have difficulty in investing on personal development  
Teachers need more exposure and research acumen

**8. Plans of institution for next year**

- Mentor kit
- Flipped Class room teaching learning scope to be enhanced.
- Workshop on Research Methodology
- Workshop on E-content for curriculum delivery.
- Involvement & contribution of alumni and industry experts via guest lectures arranged by departments.
- You tube channel facilitated by the library
- Sessions under PTA

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\*\*\_\_\_\_\_

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

\*\*\*\*\*

## Goal: To pool in the resources & expertise of parents and facilitate interaction among students, parents and teachers

28/9/16	Session by Parent	To promote financial literacy	The first activity was a session on 'Basics in finance' conducted by a parent. The session was interactive.
Dec 2016	Session by TYBcom 'A' student Payal & parent	To impart hand skills & creativity	Various invitation cards. Students enjoyed the session.
11/2/17	Gathering	Counselor tips, interacting with parents & to mobilize parent feedback	Counseling-cum- interactive session conducted by Ms.Rachana Avatramani, a counseling psychologist and the founder of Insight Counselling Services. She addressed both the parents and the students during the session. The session was well received by all stakeholders present.##

## After the session parents interacted with teachers. Membership to PTA was mobilized and parents' feedback about the institution, teaching learning process, extra- curricular activities etc was also taken. Many parents gave a spontaneous response that such a session was useful and should be organized in the future. Most of the parents were satisfied with the institution. Some of them made suggestions regarding regularization of timings for self-financing courses, more effective conduct of add-on courses, the need for extending counselling services and better support required from the office.

\*\*The mentoring activities have been carried out during the last 5 years. They have been more organized and the minimum specifications regarding the activities to be carried out by the mentors were laid down. This included a Parent-teacher meeting in each term, inculcating reading habit by assigning book review/ news analysis/ article writing etc to the students and adopting a mentee student system. The report of activities carried out by the mentors is recorded in a structured manner in either student academic diaries (2015-16) or in a mentor file/kit (2016-17).

The following aspects are covered under the mentoring system:

1. Academic profile of the class.
2. Nomination of CR, LR and mentee students.
3. Focus on academically weak students and study groups were formed in most of the FY classes.
4. Career guidance/counselling especially in the TY classes.
5. Encouraging students to participate in extra-curricular activities such as literary events, participation in competitions, to be organizing members in various forums, participation in fests etc and curricular activities like workshops, add-on courses etc. A record is maintained by the mentor regarding membership and participation of students in their respective class in various forums, associations, fests and also the contribution to NSS, NCC and sports.
6. Inculcating reading habit among students by assigning them book reviews, article writing etc. TY class mentors also encourage students for placement and internships.
7. Few mentors used google class room wherein they pooled information about the participation of students in various activities, their achievements, assignment submissions and for uploading videos on socially relevant issues and asking students to comment or express their opinions. One of the mentor also introduced the students to 'Booklet App' through which few interested students were able to access audio readings of recent books and their summaries. Other unique activities encouraged by one of the mentors were geography exhibition, adoption of a plant/animal and awareness about rescue spots and helplines. Few mentors also conducted class presentations and GD. Presentation and writings on case laws and analysis of high court judgements were also conducted. Few mentors also either organized or encouraged their students to undertake field visits. Few mentors also facilitated internships.
8. One of the positive outcomes of the mentoring system was that mentor teachers guided their students to write and present research papers/articles at workshops and seminars.
9. In case the mentor identified a student requiring special help then the mentor refers the student to the Counselling Cell in the college.
10. The mentor file/kit contains academic profile of class, class/subject representative details, agenda and attendance of Parent-teacher meetings, record of submission of assignments, participation of the students in various activities. It also enables the mentor to record academic and other noteworthy achievements of the students.

*Parents feedback was taken across various courses during the session organized by Parent- Teacher Association (PTA) under IQAC.*

*Student feedback is taken online for all courses for all subjects & faculties in both the terms. It is ensured that students providing the feedback are regularly attending the class. The feedback in form of ratings on various aspects like concept clarity, different variety of teaching-learning modes, class interactions etc along with comments if any is collected. This is then referred to the department heads/ course coordinators and also to individual faculty/teacher. This forms an important tool for self improvement as well as incentive to continue good work.*

**STUDENT FEEDBACK REPORT 2016-17  
AVERAGE RATING**

M/S	MINIMUM	MAXIMUM
DEEPASHRI HADPADKAR	7.33 FYBC F	9.35 SYBC A
ANANT PHIRKE	7.86 FYCS	9.58 TYBc B
SMITA ANGANE	7.26 FYCS	9.11FYBC E
AARTI NAIK	8 FYBC E	9 FYBC A
EVS		
CHARLOTE BRIGANZA	7.89 FYBC B	9.39 FYBC C
KEVAL K.	7.4 FYBC A	9.21 FYBC E
FC		
MANALI LONDHE	6 FYBC B	9.56 SYBA
CHITRA KELKAR	PSYCHOLOGY 10 TYBA	10 TYBA
VARSHA BHOSALE	4.06 FYBC F	6.36 FYBC E
NITIN MOHOD	sybc d 8.7	10 fyba
BHARAVI SHINDE	7.13 SYBA	9.17 TYBA
A/C		
YOGESH PATEL	9.11 TYBC C	9.48 SYBC C
DHAVAL BHATT	8.1 TYBC F	9.43 FYBC A
DYANASHWAR KEMBULKAR	8.2 FYBC E	9.2 TYBC E
JIGAR VYAS	9.11 TYBC D	9.94 TYBC B
KIRAN TEMKAR	6 TYBC C	8.61 TYBC E
FAYEZA S.	8 FYBC F	9.14 TYBC A
ARUNA SINGHAM	8.7 FYBC D	9.51 FYBC E
HISTORY		
NEERAJ DEVI	7.43 SYBA	7.67 SYBA
HINDI		
SUNITA K	7.78 FYBA	
MARATHI		
VARSHA BHOSALE	6.5 FYBA	
ECONOMICS		



SUJATA KHADILKAR	8.36 TYBA	9.78 TYBA
HARISHCHANDRA SHARMA	6.48 FYBC B	8.22 FYBC A
RAJENDRA ICHALE	7.75 TYBC E	9.01 SYBC A
MUKTA POTE	5.7 TYBC F	8.07 TYBC D
SONALI RAJPUT	7.87 FYBC F	9.23 FYBC F
ENGLISH		
RAJI RAMESH	7.03 FYBC F	9.67 FYBC C
SINDHU SARA THOMAS	7.58 FYBC F	9.56 FYBC E
COMMERCE		
SANGEETA KOHLI	5.11 TYBC F	8.89 TYBC A
V. RAMAKIRAN	7.66 TYBC F	9.37 YFYBC C
NIGAR PATEL	8.52 TYBI A	9.78 FYBC C
RAVIKANT SANGURDE	7.54 SYBC D	9.5 SYBC C
SOCIOLOGY		
SUSSANAH MALKAN	9.15 SYBA	9.87 TYBA
LAW		
VAISHALI KHARAT	4.55 SYBC B	7.74 SYBC D

**STUDENT FEEDBACK REPORT 2016-17**  
**AVERAGE RATING**

	MINIMUM	MAXIMUM
SHRUTI CHAVARKAR	6.27 FYFM A	8.5 SYFM A
ARUN DUBEY	8.9 FYBMS B	9.31 FYBMS C
MONIKA JAIN	7.38 SYBMS C	9.17 FYMS A
DEEPAK CHAVAN	8.67 SYAF B	10 SYAF A
SHILPA A.	6.13 SYBMS C	9.56 SYBMS A
POONAM PANDEY	8.77 SYCS	9.19 FYCS
RAJENDRA PATIL	8.46 TYIT	8.94 TYIT
HEMALATHA	7.48 TYIT	8.65 FYIT
MARIELIA A.	7.41 TYIT	8.29 FYIT
SWATI MAURYA	6.85 SYCS	7.13 TYCS
NIZAM	8.5 SYCS	9.18 FYIT
APARNA	8.69 FYBMS B	9.84 FYBMS C
SANJAY RODE	6.88 TYBI A	9.23 SYAF A
MEERA RAJWAT	6.8 FYFM A	8.53 FYAF A
PRASHANT PIMPLE	6.19 TYAF A	8.3 SYAF A
RAVI KOSGI	6.69 SYBMS B	9.29 TYBMS B
PRATHAMESH TAWADE	7.89 SYFM A	9.92 TYBI A
MEGHANA VYAS	8.48 FYBMS C	FYBMS A 9.66
AMIT NAIK	8.44 SYBMS C	9.67 TYBMS B

RAJESH DHOTRE	8.44 SYAF B	8.89 SYAF A
POOJA DOSHI	7.26 TYAF A	9.78 SYAF A
RAKHEE YADAV	7.68 SYIT	8.61 FYIT
RICHA C.	9.7 FYFM	10 TYBMS B
AKSHAT S.	8.11 SYBA	10 SYAF A

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