YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SIES COLLEGE OF COMMERCE AND ECONOMICS
• Name of the Head of the institution	DR. NINA ROY CHOUDHURY
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	02224026130
• Alternate phone No.	02224074944
• Mobile No. (Principal)	9869080886
• Registered e-mail ID (Principal)	ninar@sies.edu.in
• Address	PLOT NO 71/72, T V CHIDAMBARAM MARG, SION EAST
• City/Town	MUMBAI
• State/UT	MAHARASHTRA
• Pin Code	400022
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	15/07/2020
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the IQAC Co-ordinator/Director	**MS. SANGEETA KORE**
• Phone No.	**02224074944**
• Mobile No:	**9867255533**
• IQAC e-mail ID	**siesceiqac@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://siesce.edu.in/iqac/aqar.php
4.Was the Academic Calendar prepared for that year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://siesce.edu.in/academics/academic_calender.php

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B++**	**83**	**2005**	**01/10/2004**	**30/09/2009**
Cycle 2	**A**	**3.03**	**2009**	**01/10/2009**	**31/12/2014**
Cycle 3	**A**	**3.02**	**2015**	**01/05/2015**	**31/12/2025**

6.Date of Establishment of IQAC	**30/04/2005**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
NA	**NA**	**NA**	**Nil**	**NA**

8.Provide details regarding the composition of the IQAC:

• Upload the latest notification regarding the composition of the IQAC by the HEI	[View File](#)

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

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

Conducted sessions to enhance academic maturity, preparedness and understanding of intricacies of autonomy amongst staff of the college
Collaborated with external bodies for value added courses and internships
Conducted several faculty training programs for implementation of new ERP system
Initiated Faculty Exchange Program
Collected feedback on syllabus from all stakeholders and conducted Student Satisfaction Survey

12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
Strengthening Employability and Value added Courses	5 Employability Skill Development courses and 8 Value added courses conducted
Monitoring Admissions , Teaching Learning , Administration and Examination	New ERP system implemented
Career Guidance	11 sessions conducted
Capacity Building	41 sessions conducted
Faculty Exchange Program	conducted for 2 programs
Collaboration with external bodies for value added courses and internships	Collaborated with 5 organisations

13.Was the AQAR placed before the statutory body?	Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
College Development Committee	28/05/2021

14.Was the institutional data submitted to AISHE ?	No

- Year

Year	Date of Submission
Nil	Nil

Extended Profile

1.Programme	
1.1 Number of programmes offered during the year:	**10**
2.Student	
2.1 Total number of students during the year:	**2848**
2.2 Number of outgoing / final year students during the year:	**967**
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	**1848**
3.Academic	
3.1 Number of courses in all programmes during the year:	**276**
3.2 Number of full-time teachers during the year:	**42**
3.3 Number of sanctioned posts for the year:	**29**
4.Institution	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	**52**
4.2 Total number of Classrooms and Seminar halls	**21 Classrooms 2 Seminar Halls**
4.3 Total number of computers on campus for academic purposes	**89**
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	**191.28**

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The college is committed to provide quality education to its students by offering various programmes taking into consideration the local, national and global developmental needs. The academic council invites experts from various fields and reviews the curriculum so that it meets the need of the service and financial sector. The BOS members are in constant touch with the developments

in the field to ensure the relevance of the subject matter and the present needs in the field.

Global strategies have been introduced in the curricula of most departments to keep track of the global trends so that the students can develop global competencies and achieve capability for employability, innovation and research. Projects and field work are incorporated in the curriculum. Students are introduced to professional and industrial training / internship to be acquainted with industry/business and prepare themselves accordingly

Every programme defines its outcomes and additionally, each course of any given programme carries *course objectives and course outcomes* which highlights and unfolds the learning outcome for that course. For PG the programme outcomes generally are mastery of the subject knowledge and its application in relevant contexts, while for UG it is understanding the course concepts and strengthening the basic knowledge.

File Description	Documents
Upload additional information, if any	**No File Uploaded**
Link for additional information	http://siesce.edu.in/academics/courses.php

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

09

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	**No File Uploaded**

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

47

File Description	Documents
Curriculum / Syllabus of such courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	[View File](#)
MoUs with relevant organizations for these courses, if any	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

0

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	**No File Uploaded**
Any additional information	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

9

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	[View File](#)
Any additional information	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

All programmes offered by the College have at least one course or topics in the syllabi which integrate the issues related to either

gender, or environment, or human values or professional ethics. The mandatory subject Foundation Course at UG level has topics related to gender issues. It aims to promote gender equality and focus on women empowerment. This subject also enlightens the students on Human values and ethics.

Issues related to the environment and its sustainability are integrated into the curricula. In UG, there is a mandatory paper titled 'Environmental Studies', which makes the students aware about environment issues and motivates them to promote environment protection. Every year the Department of Environmental Studies conducts an Exhibition cum Competition on Sustainability Live, where students display and discuss environmental issues and come up with ideas and suggestions.

The College gives utmost importance to human values and integrates courses and

topics that teach human values in its curriculum. College promotes and encourages

students to adhere to the principles of truth, justice, compassion. Almost all programmes integrate courses and topics that teach human values in curriculum. Almost all programmes are ingrained with a course or part or topic of course that teaches professional ethics.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	[View File]()
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

10

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	**No File Uploaded**

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

1276

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

1017

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

B. Any 3 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	http://siesce.edu.in/assets/pdf/courses/c1fd 4f0593b6188f3f6960e4246665a6SURVEY%20ON%20CU RRICULUM%20REPORT%202020-2021.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following   **B. Feedback collected, analysed and action taken**

File Description	Documents
Provide URL for stakeholders' feedback report	http://siesce.edu.in/assets/pdf/courses/c1fd 4f0593b6188f3f6960e4246665a6SURVEY%20ON%20CU RRICULUM%20REPORT%202020-2021.pdf
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

2848

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

164

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Each department has its own unique style of functioning to assess the learning levels of students and thus the planning process varies, as the nature of courses and programmes are different.

Planning for slow and advanced learners includes:

- **Identification of learning levels of students,**
- **Conducting Bridge courses and add-on courses,**
- **Planning of workshops and conferences,**
- **Intensive coaching,**
- **Planning of remedial courses,**
- **Providing learning resources like textbooks, reference books, and journals, and e- learning resources**
- **Learning resources through e-content such as: Slide share, Youtube video, itunes, Google docs etc. which is used for better understanding for slow and advanced learners.**
- **Online and social media is used for providing additional content and student interaction.**
- **Departments like English, Mathematics and Statistics develop workbooks and tutorial books. For Computer & IT-related subjects, faculty prepares and conducts practical examinations, giving guidelines for journal preparation and evaluation. During tutorials attention is paid to slow learners. During practicals, one-to-one guidance is given to slow learners.**

Programs for slow and advanced learners are made part of the Departmental plan.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
30/04/2021	2848	42

File Description	Documents
Upload any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

- Participative learning methodology envisages use of various techniques like group discussions, presentations, role plays, online polls, online quizzes, mock stock and case studies are used to make it participatory.
- The students are given exposure to experiential learning by guiding them in organizing departmental, college, national and international level online conferences, seminars and workshops, co-curricular and extra-curricular activities, and students' forum cultural activities.
- Problem solving methodologies include use of case studies, analysis of financial statements, analysis of salary slips, budget analysis, company annual report analysis, practicals, tutorials, presentations and group discussions.
- Across the curriculum, students' participation is through extension activities, projects, competitions, social internships, and membership of NSS, Rotaract & NCC.
- Diversified activities like Mock trading, Fantasies - Inter collegiate fest, EDIT - B.Sc IT Department intercollegiate competition, Buddhi - Literary festival with brainstorming events, organized by BMS Department, Disha- Inter collegiate career fest conducted by Commerce's Forum, conferences and seminars, are conducted to harness various skills of the students. All the events are jointly planned and organized by the students and faculties for the holistic growth of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

- **ICT Tools like Laptops/ Desktops/ Mobile apps, Wifi dongle, Application Software, Graphic tablet etc. are used by faculty as all the lectures were conducted online.**

- **YouTube / Itunes, Menti.com, Search Engine, Google docs, OERs, Google Scholar, Virtual Encyclopedia, Virtual Dictionary, Slide Share, Kahoot, E books and E journals, E- Notebook, Income Tax/GST Websites, AtoZmath, Excel Solver- all these online resources are used by faculties to enhance teaching learning. Personal YouTube channel has been created by some faculties for the benefit of the student community.**
- **Interactive Kahoot made the subject more engaging and relatable to students. Use of Leader boards encourages students to compete for top places in the class.**
- **Mock Stock competition conducted on moneybhai.com requires students to trade on current market prices of listed companies, thereby providing real-world experience of stock trading.**
- **FineAns Case Study Competition organized in collaboration with CIMA requires participative learning in teams. Students attempt to solve finance related business problems in the given case study.**
- **YouTube videos, short films, documentaries and Ted Talks related to the syllabus and beyond were shown during lectures followed by discussions.**
- **Revision tests were conducted using Google Forms, Kahoot, and Polly.**

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	http://siesce.edu.in/e_resources/download_notes.php
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

41

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Teaching Plans are prepared by all the faculties before the semester starts. Month-wise topics to be covered are decided beforehand for all courses. This helps in proper planning of the syllabus to be covered.

The Academic Calendar is prepared before the academic year starts. All the events to be conducted are proposed and accordingly preparations are done to accomplish the proposed events at the date mentioned. This helps in scheduling of the other events without any hassle.

Preparation of the Academic Calendar at the beginning of the year helps in managing all the events efficiently. All the committees and departments plan different activities in tandem with each other, which shows great teamwork among all the staff members.

Once the academic calendar is prepared all the committees adhere to the schedule. The Teaching Plan proposed is also followed religiously by all the faculties throughout the year for all courses.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

42

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	**No File Uploaded**

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

6

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	**No File Uploaded**

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

367

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	**No File Uploaded**

2.5 - Evaluation Process and Reforms

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

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

0

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The college undertakes reforms in all the activities of the examination system keeping the same at par with the reforms introduced by the UGC and University of Mumbai. Various reforms have been undertaken over the years, which have made a positive impact on examination management.

Significant reforms were affected in the Examination System.

- Credit based Semester system with Grades and Marks has been adopted for the benefit of the students.
- Quizzes / Test(s) /Project work/ Assignments/ Tutorials are made part of the continuous evaluation.
- Tools of information technology are utilized for most of the activities associated with the conduct of examinations, evaluation and declaration of results.
- Continuous Internal Assessment (CIA) includes Mid-term examinations – Internal Test is conducted in Online mode for courses along with periodical assignments/projects etc. to keep the students continuously and meaningfully engaged with the subject content throughout the semester.
- Using ERP system for examination and all related functions and complete automation of examination processes such as monitoring of examination fee payment, hall ticket generation etc.
- Conducting Internal Evaluation in form of Internal Test through online mode by Automated system of Question paper set generations through upload of Question banks, to reduce manual intervention and faster evaluation

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

OUTCOMES can be generally described as

Undergraduate Level

Learners will

- **have a strong foundational knowledge.**
- **acquire practical knowledge , training in professional skills and ethics to build competencies in the area of Business/Commerce/Accounting/Taxation /Finance /IT.**
- **develop their personalities along with commercial , communication , research , analytical and managerial skills required for work places and higher studies .**
- **be able to relate to global challenges in Trade , Commerce Business , Finance and IT sectors.**
- **be trained in leadership skills and demonstrate social responsibilities with sensitivity towards environment and sustainability.**

Post graduate Level

Learners will

- **acquire proficiency in the respective fields.**
- **upgrade and strengthen analytical and research skills.**
- **apply acquired knowledge in an ethical and professional manner .**
- **enhance future ready skills for Industry and Academics.**
- **be trained in leadership skills and demonstrate social responsibilities with sensitivity towards sustainability.**

POs and COs are displayed on College website. POs are enlisted in the College Prospectus and also conveyed to the students and parents in the orientation meeting. COs are communicated to the students by

respective subject teachers at the beginning of the term.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	**No File Uploaded**
Link for additional Information	http://siesce.edu.in/academics/courses.php

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Attainment of Program Outcomes and Course Outcomes is calculated by our ERP software automatically.

We follow the procedure given below :

- **Define Institute's Mission, Vision, Quality Policy and Long Term Goal**
- **Define Program's Mission, Vision, Quality Policy and Long Term Goal**
- **Define POs and Map with Bloom's Taxonomy**
- **Define PO's Grading Scale**
- **Define PEO and PSO**
- **Define the Contribution Of Direct, Contribution Of Indirect, method and Level of attainment**
- **Set the Level of attainment and CO Evaluator (With/Without Weightage)**
- **Define COs for a course**
- **Map CO with PO**
- **Create Evaluation Parameters**
- **Add Questionnaires and Map COs against Evaluation Parameters**
- **Map Topics to the Questions**
- **Upload Question wise Student Marks**
- **Freeze the Marks**
- **Calculate CO Attainment**
- **Generation of CO PO Attainment Report**

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://siesce.edu.in/academics/programs_outcomes.php

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

967

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	http://siesce.edu.in/assets/pdf/courses/af46 f780d841860dce3389495a572123ANNUAL%20REPORT% 202020-21.pdf

2.7 - Student Satisfaction Survey

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

http://siesce.edu.in/assets/pdf/courses/10b695d339984371ed94d7df46c3 85caSTUDENT%20SATISFACTION%20SURVEY%20REPORT%202020-2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The institution encourages the faculty and the students for research. The College is a recognized a Ph.D. Centre in the subject of Business Policy and Administration. The college has a Research Cell, Entrepreneurship Cell and Department of Life Long Learning and Extension where the faculty and the students are given opportunities to orient themselves in research. The research cell conducts workshops on research writing and research competitions where students undertake small research projects and make presentations. Students and research scholars are encouraged to take part in Avishkar - a State Level Inter- University Research Convention. Guidance is given to the students by their teacher mentors to enable them to present projects at the research Convention. The management encourages the faculty to present and publish papers in conferences

reputed journals. It bears the cost of publication and participation. Faculty is provided with necessary support from the institution in terms of infrastructure, computational facilities and library support for implementing research projects.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	http://siesce.edu.in/assets/pdf/courses/2a01 288f112a1f085ffec5399fc72e48Policy%20for%20p romotion%20of%20Research-converted.pdf
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	**No File Uploaded**
List of teachers and details of their international fellowship(s)	View File
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2.2 - Number of teachers having research projects during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

3

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	[View File](#)
Institutional data in Prescribed format	[View File](#)

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

File Description	Documents
Supporting document from Funding Agencies	[View File](#)
Paste link to funding agencies' website	**Nil**
Any additional information	**No File Uploaded**

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The institution is a recognized Ph.D. Centre in the subject of Business Policy and Administration and six students are registered as research scholars. The research cell of the college provides all the facilities to the teachers and students to take up research projects and publish papers in reputed journals and conferences. Workshop on research proposal writing was conducted to inculcate the research culture among the students and the teachers. Our college has always aimed to foster the spirit of innovation and entrepreneurship amongst our students through the activities of the Entrepreneurship Cell. In the year 2020-21, we took it a step further and introduced Envision- a National Level Business Plan Competition. Students from different parts of the country participated in the event and submitted their business plans. Some of the business plans were really innovative, with introduction of new products and services. The shortlisted candidates were mentored by one of the esteemed judges and the winners received attractive cash prizes. The NSS Cell, Rotaract Club and DLLE conduct various activities to sensitize the students about the social concerns.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	<u>View File</u>
List of workshops/seminars conducted during the year	<u>View File</u>
Any additional information	**No File Uploaded**

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software   **B. Any 3 of the above**

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	<u>View File</u>
Any additional information	**No File Uploaded**

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

4

File Description	Documents
URL to the research page on HEI website	http://siesce.edu.in/admin/research/add_research_student.php
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	**No File Uploaded**

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

0.21

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	**No File Uploaded**

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

1.09

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

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Bibliometrics of the publications during the year	**No File Uploaded**

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	[View File](#)
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The college has a Women's Development Cell (WDC), National Service Scheme (NSS), and Department of Lifelong Learning and Extension (DLLE) for sensitizing students towards community issues such as gender disparities, social inequity etc. Extension activities are conducted in order to create social awareness among the students. The WDC conducted two lectures on Gender Sensitization specifically emphasizing on gender issues. The Annual Self Defence programme for 30 hours was successfully organized, and a session on Women's Health and Menstrual Hygiene was conducted by the WDC. The college has a vibrant NSS unit which conducts a plethora of activities. These include health based activities like organizing blood donation drives, polio vaccination drives, health check-ups, stem cell registration, hepatitis vaccination to name a few. Environmental projects like awareness campaigns in the college and areas in the vicinity, beach clean-up drives, tree plantation drives and 'Swacch Bharat Abhiyaan' were conducted during the year. The students actively participated in mask making, paper bag making and other online webinars making them socially oriented. Thus, the students are truly committed towards the NSS motto of "Not me But You" by serving the community.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

0

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

16

File Description	Documents
Reports of the events organized	View File
Any additional information	**No File Uploaded**

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

970

File Description	Documents
Reports of the events	View File
Any additional information	**No File Uploaded**

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

208

File Description	Documents
Copies of documents highlighting collaboration	[View File](#)
Any additional information	**No File Uploaded**

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

4

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	[View File](#)
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	[View File](#)
Any additional information	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institute provides state of the art infrastructure and facilities for Teaching Learning process. All the classrooms are fitted with LCD projector, LAN connection in the computer, wi-fi for the participants. We also have a well equipped computer lab which is used by the students for lab-based classes. Institute provides J gate. N –list, PROWESS database, INDIA STAT and many other databases to the faculty members as well as students. It also provides ERP system and Tally computing softwares which are used by the students as well as faculty members for teaching, learning & research purpose. The campus is fully Wi-Fi enabled and students and teachers can access the internet from all parts of the campus. Though the institute has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments etc., due to COVID-19 pandemic, the faculty members used Microsoft Teams for conducting online lectures, guest lectures, orientations, quizzes, attendance, uploading course materials, assignments, Research projects etc. The ERP system is also used for

online examination.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

The institute has both indoor & outdoor sports facilities. Among the indoor games, the students enjoy playing carrom, table tennis, chess etc. Outdoor facilities for football, basketball, cricket, kho kho, kabaddi etc are provided. Training for sports and wellness is provided by well-trained coaches. Though the institution has adequate facilities for cultural activities, yoga, sports and games, due to COVID-19 pandemic, online coaching of martial arts, HIIT, self-defence, yoga, zumba was provided. International yoga day is celebrated every year. The institute has state of the art Auditorium with Video Conferencing Facility which is used by the Teachers and students for organizing different cultural & social activities.

File Description	Documents
Geotagged pictures	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

23

File Description	Documents
Upload any additional information	[View File](#)
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

7.02

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

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

College uses Koha, a globally recognized free software library automation package. It is a user friendly software which includes modules for acquisitions, circulation, cataloguing, serials management, authorities, flexible reporting, label printing, multi-format notices including offline circulation in case of internet availability.

Koha is being used since 2014.Whenever the new version is introduced , it is updated and implemented automatically. The acquisitions, circulation, cataloguing and serials management modules are widely used in the College. The book cover page images and location are also included in the catalogue to facilitate easy access to the users.

The software supports flexible report generation. The standard reports required in the library are available in the reports' directory. Additional reports can be generated with the help of SQL queries.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	[View File](#)
Upload any additional information	[View File](#)

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

2.44

File Description	Documents
Audited statements of accounts	[View File](#)
Any additional information	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

2

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

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

College has Wi-Fi facility available both for teachers as well as students. College has total 18 Tp link Wi-Fi spots available for staff access across all the classrooms, staffroom, laboratories, library, office, control room, auditorium etc. For students there is separate Airtel Wi-Fi available. College also has firewall facility which is helpful to block traffic to and from institute and to block unwanted content. Regular budget for updation & maintenance of IT

facilities is prepared.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2848	**89**

File Description	Documents
Upload any additional information	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	[View File](#)
Upload any additional information	**No File Uploaded**

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

C. Any two of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
List of facilities for e-content development (Data Template)	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

51.8

File Description	Documents
Audited statements of accounts	[View File](#)
Upload any additional information	No File Uploaded

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

The Institute has a well drafted policy for use and maintenance of all facilities provided on the Campus. Details of the academic and support facilities are provided to students through the prospectus available on the college website. Prospectus covers details about the courses, rules and regulations, scholarships, etc. Standard Operating Procedures are laid down for Admissions, Examinations, Placements and Extra-curricular activities.

A master chart for the classrooms and laboratories is prepared by the IQAC in the beginning of the academic year with the master timetable to ensure maximum utilization and smooth functioning. Changes, if any, are done only after the Vice Principal's approval. Separate register is maintained for use of auditorium.

Library provides user names and passwords for accessing the subscribed online databases and e-journals. Free internet access and Wi-Fi is provided.

Housekeeping activities are outsourced to keep the campus neat and clean.

Annual maintenance contracts are given to external agencies for computers, printers, scanners, etc.

Sports grounds are hired for outdoor sports activities. Separate coaches are appointed for different sports.

A review of all activities and available infrastructure is taken towards the end of the academic year and the budget for next academic year is prepared on that basis.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://siesce.edu.in/academics/policy_and_procedure.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

12

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

143

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	http://siesce.edu.in/activities/capacity.php
Details of capability development and schemes	View File
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

644

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**
Upload any additional information	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

74

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

250

File Description	Documents
Upload supporting data for students/alumni	**No File Uploaded**
Details of students who went for higher education	View File
Any additional information	**No File Uploaded**

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

62

File Description	Documents
Upload supporting data for students/alumni	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

1

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	[View File](#)

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The Students' Council is a 'Power House' of student activities, consisting of young emerging leaders, who are selected by various forums and associations, as per university norms. They play a vital role in successful conduct of various events. In view of Covid Pandemic, a provisional Students' Council was formed for academic year 2020-2021.

An extended Students' Council (Provisional) is formed with division/ class representatives, secretaries and joint secretaries of various forums and associations.

Students are also nominated as Students' Representatives to College Development Committee (CDC) and IQAC. In view of Covid 2019 restrictions, all the events were conducted online. The list of events organized is as below:

- **Annual Inter-collegiate Cultural Festival, FANTASIES**
- **DISHA: The annual Career Fair**
- **SIES Debate (covers both National and International Affairs)**
- **E Summit to kindle the entrepreneurial spirit**
- **EDIT the BScIT fest, Finova the BFM fest, Finatix the BAF fest, Buddhi of BMS and Nostrum of BBI**

- **Online event of "Round-table Budget Decoded Session" with**

experts from industry and academia

The feedback and responses of the judges and speakers played a pivotal role in training and inspiring our students to aim to excel.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

5.3.3 - Number of sports and cultural events / competitions organised by the institution

12

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Alumni Association, registered in 2009, has functioned actively since then. We proudly state that we have well placed and successful alumni in various sectors such as the corporate sector, education, professional bodies, NGOs and as entrepreneurs, in India and abroad.

They contribute to college for a number of activities such as guest lecturers, effective career counselling , academic guidance ,support for training students in cultural activities, sponsor fees for deserving students, sponsoring festivals, judging the events and as chief guests at various events.

The alumni representatives on Internal Quality Assurance Cell , Board of Studies and College Development Committee also make valuable contribution to academics and other activities.

Alumni in Board of Studies in different capacities

- **CA Varsha Lund**

- Ms.Ayman Imdad Palnaik
- CA CS Divya K. Naik
- Mr.Prashant Shivram
- Ms.Shikha Bafna
- Ms.Sreeparvathi
- Ms.Anagha Unni
- Ms.Aishwarya Pillai
- Mr.Sham Srinivas
- Mr.Srinath Iyer
- Ms.Pooja Sahitya & Ms.Josephine Mathews
- Mr.Ashutosh Athavale
- Dr.Preeta Menon
- Ms.Sunaina Kuknoor
- Mr.Sivramkrishnan
- Mr.Jacob Kurien
- Mr. Moorthy Konar
- Mr. Rajesh Vishwanathan
- CA Jatin Shah
- CS Suraj Subraman
- CS Jainy Shah

Alumni of CDC/IQAC

- Mr.Dipen Maroo
- CA Rajeev Mehta

Webinar and training by Alumni

- Ms. Anjali Nair for an online dance workshop
- Mr. Akshay Ridlan-Webinar for IT students
- Mr.Ramanujam Narayanan

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year   E. <2 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The institution facilitates student centric environment to foster holistic development. Curriculum design and evaluation is well synchronized with the desired outcome of the mission and vision of the institution. Decentralization and participative management are embedded in the structure of the different statutory bodies of college. CDC and IQAC together oversee and execute the perspective plans. Plans are drawn and incorporated in the academic calendar. The perspective plan consists of designing the curriculum for short-term and degree courses, evaluation and assessment patterns. Co-curricular and extra-curricular activities are given equal importance in the plan. HODs and faculty members together plan and implement these activities, in consultation with the IQAC. All statutory and non-statutory committees have teacher members who play an active role in governance of the college. The participative nature of these bodies is reflected in the fact that they have representation across the hierarchy, from management to student. Faculty, together with students plan a schedule of extra-curricular activities which encompass various objectives such as skill upgradation, building global competencies, ethical standards and developing a code of conduct amongst students. Our admission policy follows government directives and reservation policies. Financial support is provided to needy and deserving students to ensure educational access.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Case Study on Autonomy – Formation of Board of Studies

Decentralization and participative management are woven into the college fabric.

Before the grant of autonomy in 2020, the college had to follow a standardised university prescribed syllabus which posed challenges in aligning the course outcomes with our vision and mission apart from the following issues.

- **the need to prepare students for global competencies**
- **little scope for skill upgradation and value addition.**
- **not updated at speeds to match the dynamic external environment**
- **had limited potential to impart employability skills for industry readiness.**
- **hampered the efficacy of continuous evaluation**

The grant of Autonomy helped us to overcome these challenges. The college constituted course wise Board of Studies (BoS) led by the Chair Person and faculty members. Each team appointed eminent and experienced academicians from other universities, home university nominees, subject experts, industry experts and alumni. Each BoS was given a free hand in drafting the syllabus in line with the University norms. This helped to addresses the first four objectives. The fourth objective was addressed by allowing the faculty to choose appropriate evaluation mechanisms for internal assessment, as approved by the Board of Studies and Academic Council.

File Description	Documents
Upload strategic plan and deployment documents on the website	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Performance in examinations is a barometer of academic outcome. The college upholds the sanctity of examination process and timely declaration of results. Earlier, the college used to outsource result processing activity. There were multiple drawbacks observed in this process which led to delay in result declaration. To tackle this issue, one of the objectives of the perspective plan of the college during 2019-20 was a shift to in-house result processing. To achieve this, the college commissioned a pilot project during the year 2019-20, to understand the possibility, efficacy and underlying problems involved. Upon completion of one year, it was observed to be successful. Hence, the college conducted a series of meetings to collect faculty feedback related to the ease of use and access. The college, then, decided to implement a full-fledged result processing system through an ERP during the year 2020-21. The examination committee prepared a SoP and all faculty were trained in effective use of examination software. With this new ERP it has been observed that the entire process of evaluation and result processing has been effectively achieved with error free results.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The key components of organizational structure of the college are the managing council, Principal and IQAC. IQAC reviews the institutional strategic plan which in turn sets the academic aims and objectives of the institution and identifies the financial and recruitment needs. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through the involvement of external members in various Committees/ Boards. Various stakeholders of the institute are members of different committees constituted by the institution. The decision-making procedures are made at appropriate levels in the organizational hierarchy. All the activities are carried out through committees and forums. Coordination and cooperation between teachers, students and administrative staff ensure successful outcomes.

File Description	Documents
Paste link to Organogram on the institution webpage	http://siesce.edu.in/about/institution_administration.php
Upload any additional information	View File
Paste link for additional Information	Nil

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution appreciates and recognizes the efforts of both its teaching and non-teaching staff. The institution ensures that adequate attention is given to cater to the personal, academic and holistic development of the staff. Performance of the staff is evaluated every year through a performance appraisal mechanism and APIs which is recognized through annual increments. The institution encourages both teaching and non-teaching staff to participate and undergo various training programs to enhance their skills. It also encourages the teaching staff to apply for various research grants like minor research projects and other University and UGC approved programs.

Welfare Schemes for Teaching Staff/Non-Teaching Staff

- **Pay scales for Self Financing Course teachers**
- **Group Insurance/Mediclaim**
- **Gratuity**
- **Provident Fund**

Staff quota in admissions to SIES Institutions

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

5

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<u>View File</u>
Upload any additional information	**No File Uploaded**

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

13

File Description	Documents
Summary of the IQAC report	[View File](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	[View File](#)
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

All financial transactions are carried out under the supervision of the Principal. Each Department in the college prepares a budget and submits it to the IQAC. After collation and evaluation, the Principal, forwards the budget to the management, who approves the budget. Funds mobilized as sponsorships are submitted to the college which issues receipts. Purchases are routed through SIES Central purchase department. All transactions are duly recorded, irrespective of the volume of the transactions.

The external financial audit is carried out by a Statutory Auditor appointed by the college. Financial audits are conducted every year.

Internal Audit mechanism is carried out by individual faculty/committee/departmental heads as well as the college office. The main objective of internal audit is to ensure that the accounts are being properly maintained and the system provides adequate safeguards for detection and prevention of any frauds.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0.18

File Description	Documents
Annual statements of accounts	[View File]()
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	[View File]()
Any additional information	**No File Uploaded**

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The major sources of institutional receipts/funding are Grant-in-aid from the government and fees from students. Deficits are taken care of by the management. There are audited income and expenditure statements of all activities.

Mobilization of Funds

- **Fee Collection from University-affiliated courses as per the norms prescribed by the Government**
- **The college has tied up with various government/corporate organisations to offer Certificate, Diploma and Add-on Courses to the students on a revenue sharing basis with the certifying institution.**
- **The college receives sponsorship from corporates, small businesses and other institutions for conducting various events.**
- **Various philanthropic trusts and institutions provide endowments for our students. Some of these are Essar Foundation, Nischal Israni Foundation, Seth Bhojraj Hassomal Charitable Trust, etc.**

Utilization of Funds

- **Salary to staff and other expenses of Grant-in aid divisions are incurred out of Grant received from the Government, whereas the expenses of Unaided (Self-financing) section are incurred from the fees collected from students.**
- **Other operating expenses include repairs and maintenance, printing and stationery, books and periodicals, sports and cultural activities, electrical charges, water charges,**

insurance, telephone, travelling etc. All the financial transactions and related statements and books of accounts are duly audited at the end of the financial year.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Faculty Exchange Program and variety of Value Added courses and Employability Skill Enhancement programs are two practices that have been institutionalized as a result of IQAC initiatives

College undertook a pilot project of organising Faculty Exchange Program through on-line mode. The FEP was implemented in association with SIES (Nerul) College of Arts , Science and Commerce for two programs – B.Com. Financial Markets and M.Sc. IT .

Following faculty participated in FEP :

1. M. Sc. IT

- Ms. Sujata Ayyangar -Blockchain Technology.

1. B.Com (Financial Markets)

- Ms. Reema Castelino – Corporate Finance
- Mr. Abhijit Bhosale – Equity Markets

The lectures were conducted through MS TEAMS . Ingenious use of on-line mode enabled us to overcome travel and distance constraints in the pandemic. Effective resource management and positive feedback from teachers and students is an impetus for continuing and widening the scope of the program.

College identified and implemented need based short term courses focusing on life skills and employability. Due to Covid conditions on-line mode of delivery was selected. Emphasis was on offering free and reasonably priced programs in view of lock down induced economic hardships. This was possible due to collaboration with NGOs and CSR initiatives.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Feedback on teaching - learning process

Structured feedback on teaching - learning process based on following parameters is obtained for each semester:

- Completion of syllabus

- Communication Skills

- Class interaction

- Accessibility of the teacher

- Punctuality and Sincerity

- Effective delivery of subject knowledge

- Ability to generate and sustain interest

- Use and Effectiveness of E resources

- **Support for Examination preparation**

The feedback is analysed and meetings are conducted with individual teachers in which measures of improvements are discussed. Teaching learning process is evaluated twice by students. Second time in Students Satisfaction Survey , which is administered at the end of the academic year to understand the efficacy of teaching – learning process along with the support systems and facilities provided by the college.

Survey on Curriculum

Survey on curriculum is also conducted for all the stakeholders – students , parents , alumni and employers based on the following parameters :

- **Usage of teaching and**

- **Improvement in subject knowledge**

- **Depth of the course content**

- **subject coverage**

- **Employment orientation**

- **Relevance**

- **Value addition**

- **Participatory learning and student involvement**

- **Methods of assessment**

- **Research orientation**

- **Distribution of course content**

- **Availability of study material**

- **Transformation of a student.**

Outcomes are analysed and presented in CDC for discussion. Valid suggestions are considered for implementation

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	http://siesce.edu.in/assets/pdf/courses/af46 f780d841860dce3389495a572123ANNUAL%20REPORT% 202020-21.pdf
Upload e-copies of accreditations and certification	**No File Uploaded**
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college continuously strives to promote gender equity among its stakeholders and therefore, takes various initiatives. The college organises activities according to the action plan:

	Title of the programme	Period from	Period To	Speakers	Affilia
1.	Gender Sensitization	17/2/2021	–	Dr. Hema Mehta Ms. Urmila Salunkhe	Tolani College Akshara Foundat
2.	Importance of Cyber Safety	27/2/2021	–	Mr. Sreejith Joshi	BSNL, K
3.	Financial Literacy	3/3/2021	–	Mr. Manohar Puranik	ICICI w
4.	Greeting card making	6/3/2021	–	Ms. Vaishal Lund	–
5.	Self Defence	8/3/2021	3/5/2021	Mr. Prasad	HB well
6.	Health and Menstrual Hygiene	25/5/2021	–	Ms. Nitya Chaudhary	Unichar

The college collaborates with "Aspire for Her" (AFH) Foundation to provide employability skills for girl students.

- WDC regularly organises gender sensitization programs, gender equity programs, and sessions on health, hygiene and nutrition.
- A Sakhi box is installed to provide an anonymous platform for female students to report harassment and gender discrimination or bullying incidents.
- A part time counsellor has been appointed. Teachers have been given training to identify mental health red flags and based on their recommendation, students are sent to the counsellor. Students can also walk in directly and take appointment from the counsellor.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

D. Any 1of the above

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

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

College segregates dry and wet waste and follows the solid waste management directives issued by BMC. The college also has a compost pit however, due to COVID pandemic, the canteen facility was not functional and therefore, enough waste for compost was not generated. The college has tied up with an NGO for safe disposal of e-waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geotagged photographs of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

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

E. None of the above

File Description	Documents
Geotagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

C. Any 2 of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**

3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geotagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	<u>View File</u>
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

    D. Any 1 of the above

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions/awards**
5. **Beyond the campus environmental promotional activities**

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

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons

    D. Any 1of the above

**with disabilities: accessible website, screen-
reading software, mechanized equipment, etc.
Provision for enquiry and information:
Human assistance, reader, scribe, soft copies of
reading materials, screen reading, etc.**

File Description	Documents
Geotagged photographs / videos of facilities	<u>View File</u>
Policy documents and brochures on the support to be provided	**No File Uploaded**
Details of the software procured for providing assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Students and staff of our college belong to different religions, regions, castes and communities. To enhance and preserve the attribute of tolerance and inclusiveness, the college organizes different cultural events and activities and promotes an environment of harmony amongst the students and the staff.

The college observes different festivals. Satyanarayan Puja is performed every year. Marathi Bhasha Diwas, and Tamil Day were celebrated. National days like Republic Day, Independence Day and Gandhi Jayanti are regularly observed in the college. We pay homage to our freedom fighters and martyrs on these days. Students celebrate and pay respect to their teachers on Guru Purnima and Teachers' Day.

In 2020-2021 due to the COVID pandemic, most of the festivals were celebrated through online mode thus reaching out to all stakeholders irrespective of their background. Diversity of India and its underlying unity is brought to the fore when all the stakeholders participate, celebrate, understand and appreciate the uniqueness of Indian culture.

We believe that cultural activities that promote cultural values are absolutely necessary for the overall development of the students and for building a secular, strong and progressive India.

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

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

India is characterised by Unity in Diversity. All Indians are guided by the constitution. College too is a mini-India where we welcome students and staff from different socio-cultural backgrounds and provide effective and affordable learning environment.

We equip our students with skills, knowledge and values which are aligned to our democratic principles. Staff and students follow a code of conduct and ensure appropriate behaviour.

The College makes efforts to sensitize the students and staff about the values, rights, duties and responsibilities as a citizen of the country. As part of the curriculum values of secularism, equality, human rights, Fundamental Rights and Duties are reinforced during the lectures. To inculcate patriotism and nationalism the College observes Independence Day, Republic Day and the birth centenary of our great leaders

The College organises various programmes and activities aimed to promote awareness and sensitivity in the students toward the society. Students are encouraged to develop empathy by visiting orphanages, attending sessions on gender issues and concern towards differently abled and underprivileged children. Online sessions are organised to make students understand the sanctity of human life. Concerns towards environmental sustainability is fostered through PPT competitions and guest lectures.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts   **B. Any 3 of the above**

periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	**No File Uploaded**

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

Our College organises and celebrates national and international days. The faculty, staff and students of the institution all come together under one umbrella to celebrate these occasions and spread the message of unity, peace, love and brotherhood.

To develop the feeling of belongingness with the country, we salute our national heroes on the Independence Day, Republic Day, Kargil Vijay Diwas, Gandhi Smruti Diwas and Constitution Day. Many international days like International Tourism Day, International Yoga Day, International NGO Day, Human Rights day and International Women's Day are also celebrated by the students and staff with enthusiasm. Bank Nationalization Day is also celebrated to observe the nation's economic milestones.

The COVID pandemic curbed the number of events and celebrations All the events were celebrated through online mode.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	[View File](#)
Geotagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

BEST PRACTICE I

1. TITLE OF THE PRACTICE

Effective use of ICT in academics and administration.

1. OBJECTIVES OF THE PRACTICE

The college aims to digitalize the operational and functional aspects. Intended outcome is to promote efficiency, effectiveness and digital empowerment.

1. THE CONTEXT

Digitalization process was underway since few years, however the Covid-19 pandemic stimulated the institution towards faster implementation. This transformation which had to be done quickly and effectively was challenging.

1. THE PRACTICE

The academic and administrative process was shifted online using digital infrastructure. Initially there was a delay in declaration of results for the odd semester for first cycle due to technical glitches, however we successfully adapted to the digital practices and all subsequent results were declared timely.

1. EVIDENCE OF SUCCESS

- Compliance and targets for admission and examination were met.
- No student was deprived of learning & evaluations.
- Administration has become more streamlined and all timelines have been adhered to.

In this process immense support and cooperation was received from stakeholders.

1. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

- Challenges: Poor internet connectivity, access to electronic devices -for students and staff.
- Resources required- Strong WiFi and access to gadgets - which the institution noted and adequate facilities were installed.

1. NOTES (OPTIONAL)

REACH (Rural, Environment, Academic, Community Health) our Social Outreach Program was continued on a smaller scale owing to the lockdown. Students participated in beach clean-ups, polio drive and other events.

BEST PRACTICE II

1. **TITLE OF THE PRACTICE**

SWAYAM PRABHA, A Capacity Building and Skill Enhancement Initiative

1. **OBJECTIVES OF THE PRACTICE**

To upgrade as an institution and to further learning beyond the classroom, seminars, workshops, short-term courses, guest lectures are conducted.

1. **THE CONTEXT** To increase employability of students and to bridge industry-academia gap, college has designed courses, programs and workshops. Sessions are also conducted for staff to enhance teaching methodologies and professional competencies.

1. **THE PRACTICE**

The realization of the adverse impact of the pandemic reinforced us to pay more attention to upgrading employability skills of students. The college organized online programs for enhancement of financial, digital, social and cultural skills. Courses and programs on communication skills, soft skills, professional development and career guidance were conducted.

1. **EVIDENCE OF SUCCESS**

Many students got selected for internships and placements. Students

received a taste of several job opportunities available which helped them make an informed decision regarding their career paths. Many students were made eligible for admission for higher and professional studies.

1. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

Placements and recruitments were deferred owing to pandemic. Access to internet connectivity and smart devices is the need of the hour as those students who lacked access were disadvantaged.

1. NOTES (OPTIONAL)

Capacity building with "earn while you learn" scheme is needed. Collaboration for skill-based training and educating for financial planning will enable students to take responsibility for their education and career.

File Description	Documents
Best practices in the Institutional website	http://siesce.edu.in/iqac/best_practices.php
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

We believe in sincere, honest and committed relationships. The college continuously strives to work towards the best interest of students. The Principal and staff are always available and take personal interest in matters concerning student welfare. The college follows an open door policy for all its stakeholders. Academic and administrative staff is accessible to students and parents.

The Principal and college office actively follow up students' issues with the university to ensure speedy resolution.

Needy students are provided with financial assistance by the college by way of tie ups with charitable trusts to provide financial assistance in the form of scholarships to deserving students. Endowment prizes and scholarships (SEAT) are given by the management to deserving students.

The college believes in empowerment of students. In order to achieve this, students are conferred with autonomy to plan, organise and execute events with due supervision but minimal interference, thus promoting leadership, managerial and entrepreneurial quality among students.

The college also offers many add – on courses, by tying up with reputed organisations, with the purpose of skill development and job readiness for students.

Strong cultural and academic ethos of the college breeds an atmosphere of safety, security and belongingness.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The college is committed to provide quality education to its students by offering various programmes taking into consideration the local, national and global developmental needs. The academic council invites experts from various fields and reviews the curriculum so that it meets the need of the service and financial sector. The BOS members are in constant touch with the developments in the field to ensure the relevance of the subject matter and the present needs in the field.

Global strategies have been introduced in the curricula of most departments to keep track of the global trends so that the students can develop global competencies and achieve capability for employability, innovation and research. Projects and field work are incorporated in the curriculum. Students are introduced to professional and industrial training / internship to be acquainted with industry/business and prepare themselves accordingly

Every programme defines its outcomes and additionally, each course of any given programme carries *course objectives and course outcomes* which highlights and unfolds the learning outcome for that course. For PG the programme outcomes generally are mastery of the subject knowledge and its application in relevant contexts, while for UG it is understanding the course concepts and strengthening the basic knowledge.

File Description	Documents
Upload additional information, if any	**No File Uploaded**
Link for additional information	http://siesce.edu.in/academics/courses.php

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

09

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	[View File](#)
Details of syllabus revision during the year	[View File](#)
Any additional information	**No File Uploaded**

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

47

File Description	Documents
Curriculum / Syllabus of such courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	[View File](#)
MoUs with relevant organizations for these courses, if any	[View File](#)
Any additional information	[View File](#)

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

0

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	**No File Uploaded**
Any additional information	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

9

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	[View File](#)
Any additional information	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

All programmes offered by the College have at least one course or topics in the syllabi which integrate the issues related to either gender, or environment, or human values or professional ethics. The mandatory subject Foundation Course at UG level has topics related to gender issues. It aims to promote gender equality and focus on women empowerment. This subject also enlightens the students on Human values and ethics.

Issues related to the environment and its sustainability are integrated into the curricula. In UG, there is a mandatory paper titled 'Environmental Studies', which makes the students aware about environment issues and motivates them to promote environment protection. Every year the Department of Environmental Studies conducts an Exhibition cum Competition on Sustainability Live, where students display and discuss environmental issues and come up with ideas and suggestions.

The College gives utmost importance to human values and integrates courses and

topics that teach human values in its curriculum. College promotes and encourages

students to adhere to the principles of truth, justice, compassion. Almost all programmes integrate courses and topics that teach human values in curriculum. Almost all programmes are ingrained with a course or part or topic of course that teaches professional ethics.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	**No File Uploaded**

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

10

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	**No File Uploaded**

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

1276

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

1017

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Structured feedback and review of the	B. Any 3 of the above

syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

File Description	Documents
Provide the URL for stakeholders' feedback report	http://siesce.edu.in/assets/pdf/courses/c1fd4f0593b6188f3f6960e4246665a6SURVEY%20ON%20CURRICULUM%20REPORT%202020-2021.pdf
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

B. Feedback collected, analysed and action taken

File Description	Documents
Provide URL for stakeholders' feedback report	http://siesce.edu.in/assets/pdf/courses/c1fd4f0593b6188f3f6960e4246665a6SURVEY%20ON%20CURRICULUM%20REPORT%202020-2021.pdf
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

2848

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

164

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Each department has its own unique style of functioning to assess the learning levels of students and thus the planning process varies, as the nature of courses and programmes are different.

Planning for slow and advanced learners includes:

- **Identification of learning levels of students,**
- **Conducting Bridge courses and add-on courses,**
- **Planning of workshops and conferences,**
- **Intensive coaching,**
- **Planning of remedial courses,**
- **Providing learning resources like textbooks, reference books, and journals, and e- learning resources**
- **Learning resources through e-content such as: Slide share, Youtube video, itunes, Google docs etc. which is used for better understanding for slow and advanced learners.**
- **Online and social media is used for providing additional content and student interaction.**
- **Departments like English, Mathematics and Statistics develop workbooks and tutorial books. For Computer & IT- related subjects, faculty prepares and conducts practical examinations, giving guidelines for journal preparation and evaluation. During tutorials attention is paid to slow learners. During practicals, one-to-one guidance is given to slow learners.**

Programs for slow and advanced learners are made part of the Departmental plan.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
30/04/2021	**2848**	**42**

File Description	Documents
Upload any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

- **Participative learning methodology envisages use of various techniques like group discussions, presentations, role plays, online polls, online quizzes, mock stock and case studies are used to make it participatory.**
- **The students are given exposure to experiential learning by guiding them in organizing departmental, college, national and international level online conferences, seminars and workshops, co-curricular and extra-curricular activities, and students' forum cultural activities.**
- **Problem solving methodologies include use of case studies, analysis of financial statements, analysis of salary slips, budget analysis, company annual report analysis, practicals, tutorials, presentations and group discussions.**
- **Across the curriculum, students' participation is through extension activities, projects, competitions, social internships, and membership of NSS, Rotaract & NCC.**
- **Diversified activities like Mock trading, Fantasies - Inter collegiate fest, EDIT - B.Sc IT Department intercollegiate competition, Buddhi - Literary festival with brainstorming events, organized by BMS Department, Disha- Inter collegiate career fest conducted by Commerce's Forum, conferences and seminars, are conducted to harness various skills of the students. All the events are jointly planned and organized by the students and faculties for the**

holistic growth of the students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional Information	**Nil**

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

- **ICT Tools like Laptops/ Desktops/ Mobile apps, Wifi dongle, Application Software, Graphic tablet etc. are used by faculty as all the lectures were conducted online.**

- **YouTube / Itunes, Menti.com, Search Engine, Google docs, OERs, Google Scholar, Virtual Encyclopedia, Virtual Dictionary, Slide Share, Kahoot, E books and E journals, E-Notebook, Income Tax/GST Websites, AtoZmath, Excel Solver- all these online resources are used by faculties to enhance teaching learning. Personal YouTube channel has been created by some faculties for the benefit of the student community.**
- **Interactive Kahoot made the subject more engaging and relatable to students. Use of Leader boards encourages students to compete for top places in the class.**
- **Mock Stock competition conducted on moneybhai.com requires students to trade on current market prices of listed companies, thereby providing real-world experience of stock trading.**
- **FineAns Case Study Competition organized in collaboration with CIMA requires participative learning in teams. Students attempt to solve finance related business problems in the given case study.**
- **YouTube videos, short films, documentaries and Ted Talks related to the syllabus and beyond were shown during lectures followed by discussions.**
- **Revision tests were conducted using Google Forms, Kahoot, and Polly.**

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	http://siesce.edu.in/e_resources/download_notes.php
Upload any additional information	**No File Uploaded**

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

41

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Teaching Plans are prepared by all the faculties before the semester starts. Month-wise topics to be covered are decided beforehand for all courses. This helps in proper planning of the syllabus to be covered.

The Academic Calendar is prepared before the academic year starts. All the events to be conducted are proposed and accordingly preparations are done to accomplish the proposed events at the date mentioned. This helps in scheduling of the other events without any hassle.

Preparation of the Academic Calendar at the beginning of the year helps in managing all the events efficiently. All the committees and departments plan different activities in tandem with each other, which shows great teamwork among all the staff members.

Once the academic calendar is prepared all the committees adhere to the schedule. The Teaching Plan proposed is also followed religiously by all the faculties throughout the year for all courses.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	[View File](#)

2.4 - Teacher Profile and Quality

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

42

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

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

6

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	[View File](#)
Any additional information	**No File Uploaded**

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

367

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	[View File](#)
Any additional information	**No File Uploaded**

2.5 - Evaluation Process and Reforms

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

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	[View File]
Any additional information	[View File]

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

0

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	No File Uploaded
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

The college undertakes reforms in all the activities of the examination system keeping the same at par with the reforms introduced by the UGC and University of Mumbai. Various reforms have been undertaken over the years, which have made a positive impact on examination management.

Significant reforms were affected in the Examination System.

- Credit based Semester system with Grades and Marks has been adopted for the benefit of the students.
- Quizzes / Test(s) /Project work/ Assignments/ Tutorials are made part of the continuous evaluation.
- Tools of information technology are utilized for most of the activities associated with the conduct of examinations, evaluation and declaration of results.
- Continuous Internal Assessment (CIA) includes Mid-term

- examinations – Internal Test is conducted in Online mode for courses along with periodical assignments/projects etc. to keep the students continuously and meaningfully engaged with the subject content throughout the semester.
- Using ERP system for examination and all related functions and complete automation of examination processes such as monitoring of examination fee payment, hall ticket generation etc.
- Conducting Internal Evaluation in form of Internal Test through online mode by Automated system of Question paper set generations through upload of Question banks, to reduce manual intervention and faster evaluation

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

2.6 - Student Performance and Learning Outcomes

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

OUTCOMES can be generally described as

Undergraduate Level

Learners will

- have a strong foundational knowledge.
- acquire practical knowledge , training in professional skills and ethics to build competencies in the area of Business/Commerce/Accounting/Taxation /Finance /IT.
- develop their personalities along with commercial , communication , research , analytical and managerial skills required for work places and higher studies .
- be able to relate to global challenges in Trade , Commerce Business , Finance and IT sectors.
- be trained in leadership skills and demonstrate social responsibilities with sensitivity towards environment and sustainability.

Post graduate Level

Learners will

- **acquire proficiency in the respective fields.**
- **upgrade and strengthen analytical and research skills.**
- **apply acquired knowledge in an ethical and professional manner .**
- **enhance future ready skills for Industry and Academics.**
- **be trained in leadership skills and demonstrate social responsibilities with sensitivity towards sustainability.**

POs and COs are displayed on College website. POs are enlisted in the College Prospectus and also conveyed to the students and parents in the orientation meeting. COs are communicated to the students by respective subject teachers at the beginning of the term.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	[View File](#)
Upload any additional information	**No File Uploaded**
Link for additional Information	http://siesce.edu.in/academics/courses.php

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Attainment of Program Outcomes and Course Outcomes is calculated by our ERP software automatically.

We follow the procedure given below :

- **Define Institute's Mission, Vision, Quality Policy and Long Term Goal**
- **Define Program's Mission, Vision, Quality Policy and Long Term Goal**
- **Define POs and Map with Bloom's Taxonomy**
- **Define PO's Grading Scale**
- **Define PEO and PSO**
- **Define the Contribution Of Direct, Contribution Of Indirect, method and Level of attainment**
- **Set the Level of attainment and CO Evaluator (With/Without Weightage)**
- **Define COs for a course**
- **Map CO with PO**
- **Create Evaluation Parameters**
- **Add Questionnaires and Map COs against Evaluation Parameters**

- **Map Topics to the Questions**
- **Upload Question wise Student Marks**
- **Freeze the Marks**
- **Calculate CO Attainment**
- **Generation of CO PO Attainment Report**

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://siesce.edu.in/academics/programs_outcomes.php

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

967

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	http://siesce.edu.in/assets/pdf/courses/af46f780d841860dce3389495a572123ANNUAL%20REPORT%202020-21.pdf

2.7 - Student Satisfaction Survey

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

http://siesce.edu.in/assets/pdf/courses/10b695d339984371ed94d7df46c385caSTUDENT%20SATISFACTION%20SURVEY%20REPORT%202020-2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The institution encourages the faculty and the students for research. The College is a recognized a Ph.D. Centre in the subject of Business Policy and Administration. The college has a Research Cell, Entrepreneurship Cell and Department of Life Long Learning and Extension where the faculty and the students are given opportunities to orient themselves in research. The research cell conducts workshops on research writing and research competitions where students undertake small research projects and make presentations. Students and research scholars are encouraged to take part in Avishkar - a State Level Inter-University Research Convention. Guidance is given to the students by their teacher mentors to enable them to present projects at the research Convention. The management encourages the faculty to present and publish papers in conferences reputed journals. It bears the cost of publication and participation. Faculty is provided with necessary support from the institution in terms of infrastructure, computational facilities and library support for implementing research projects.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	http://siesce.edu.in/assets/pdf/courses/2a01288f112a1f085ffec5399fc72e48Policy%20for%20promotion%20of%20Research-converted.pdf
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	**No File Uploaded**
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<u>View File</u>
List of teachers receiving grant and details of grant received	**No File Uploaded**
Any additional information	**No File Uploaded**

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	**No File Uploaded**
List of teachers and details of their international fellowship(s)	<u>View File</u>
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	<u>View File</u>
List of projects and grant details	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2.2 - Number of teachers having research projects during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**
List of research projects during the year	[View File](#)

3.2.3 - Number of teachers recognised as research guides

3

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	[View File](#)
Institutional data in Prescribed format	[View File](#)

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

File Description	Documents
Supporting document from Funding Agencies	[View File](#)
Paste link to funding agencies' website	**Nil**
Any additional information	**No File Uploaded**

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The institution is a recognized Ph.D. Centre in the subject of Business Policy and Administration and six students are registered as research scholars. The research cell of the college provides all the facilities to the teachers and students to take up research projects and publish papers in reputed journals and conferences. Workshop on research proposal writing was conducted

to inculcate the research culture among the students and the teachers. Our college has always aimed to foster the spirit of innovation and entrepreneurship amongst our students through the activities of the Entrepreneurship Cell. In the year 2020-21, we took it a step further and introduced Envision- a National Level Business Plan Competition. Students from different parts of the country participated in the event and submitted their business plans. Some of the business plans were really innovative, with introduction of new products and services. The shortlisted candidates were mentored by one of the esteemed judges and the winners received attractive cash prizes. The NSS Cell, Rotaract Club and DLLE conduct various activities to sensitize the students about the social concerns.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software	B. Any 3 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	[View File](#)
Any additional information	**No File Uploaded**

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

4

File Description	Documents
URL to the research page on HEI website	http://siesce.edu.in/admin/research/add_research_student.php
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	[View File](#)
Any additional information	**No File Uploaded**

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

0.21

File Description	Documents
List of research papers by title, author, department, and year of publication	[View File](#)
Any additional information	**No File Uploaded**

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

1.09

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

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Bibliometrics of the publications during the year	**No File Uploaded**

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The college has a Women's Development Cell (WDC), National Service Scheme (NSS), and Department of Lifelong Learning and Extension (DLLE) for sensitizing students towards community issues such as gender disparities, social inequity etc. Extension activities are conducted in order to create social awareness among the students. The WDC conducted two lectures on Gender Sensitization specifically emphasizing on gender issues. The Annual Self Defence programme for 30 hours was successfully organized, and a session on Women's Health and Menstrual Hygiene was conducted by the WDC. The college has a vibrant NSS unit which conducts a plethora of activities. These include health

based activities like organizing blood donation drives, polio vaccination drives, health check-ups, stem cell registration, hepatitis vaccination to name a few. Environmental projects like awareness campaigns in the college and areas in the vicinity, beach clean-up drives, tree plantation drives and 'Swacch Bharat Abhiyaan' were conducted during the year. The students actively participated in mask making, paper bag making and other online webinars making them socially oriented. Thus, the students are truly committed towards the NSS motto of "Not me But You" by serving the community.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

0

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

16

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

970

File Description	Documents
Reports of the events	View File
Any additional information	**No File Uploaded**

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

208

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	**No File Uploaded**

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

4

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institute provides state of the art infrastructure and facilities for Teaching Learning process. All the classrooms are fitted with LCD projector, LAN connection in the computer, wi-fi for the participants. We also have a well equipped computer lab which is used by the students for lab-based classes. Institute

provides J gate. N –list, PROWESS database, INDIA STAT and many other databases to the faculty members as well as students. It also provides ERP system and Tally computing softwares which are used by the students as well as faculty members for teaching, learning & research purpose. The campus is fully Wi-Fi enabled and students and teachers can access the internet from all parts of the campus. Though the institute has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments etc., due to COVID-19 pandemic, the faculty members used Microsoft Teams for conducting online lectures, guest lectures, orientations, quizzes, attendance, uploading course materials, assignments, Research projects etc. The ERP system is also used for online examination.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The institute has both indoor & outdoor sports facilities. Among the indoor games, the students enjoy playing carrom, table tennis, chess etc. Outdoor facilities for football, basketball, cricket, kho kho, kabaddi etc are provided. Training for sports and wellness is provided by well-trained coaches. Though the institution has adequate facilities for cultural activities, yoga, sports and games, due to COVID-19 pandemic, online coaching of martial arts, HIIT, self-defence, yoga, zumba was provided. International yoga day is celebrated every year. The institute has state of the art Auditorium with Video Conferencing Facility which is used by the Teachers and students for organizing different cultural & social activities.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

23

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

7.02

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

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

College uses Koha, a globally recognized free software library automation package. It is a user friendly software which includes modules for acquisitions, circulation, cataloguing, serials management, authorities, flexible reporting, label printing, multi-format notices including offline circulation in case of internet availability.

Koha is being used since 2014.Whenever the new version is introduced , it is updated and implemented automatically. The acquisitions, circulation, cataloguing and serials management modules are widely used in the College. The book cover page images and location are also included in the catalogue to facilitate easy access to the users.

The software supports flexible report generation. The standard reports required in the library are available in the reports'

directory. Additional reports can be generated with the help of SQL queries.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	**A. Any 4 or more of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

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

2.44

File Description	Documents
Audited statements of accounts	View File
Any additional information	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

2

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

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

College has Wi-Fi facility available both for teachers as well as students. College has total 18 Tp link Wi-Fi spots available for staff access across all the classrooms, staffroom, laboratories, library, office, control room, auditorium etc. For students there is separate Airtel Wi-Fi available. College also has firewall facility which is helpful to block traffic to and from institute and to block unwanted content. Regular budget for updation & maintenance of IT facilities is prepared.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
2848	**89**

File Description	Documents
Upload any additional information	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	[View File](#)
Upload any additional information	**No File Uploaded**

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing	C. Any two of the above

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

51.8

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	No File Uploaded

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

The Institute has a well drafted policy for use and maintenance of all facilities provided on the Campus. Details of the academic and support facilities are provided to students through the prospectus available on the college website. Prospectus covers details about the courses, rules and regulations, scholarships, etc. Standard Operating Procedures are laid down for Admissions, Examinations, Placements and Extra-curricular activities.

A master chart for the classrooms and laboratories is prepared by the IQAC in the beginning of the academic year with the master timetable to ensure maximum utilization and smooth functioning. Changes, if any, are done only after the Vice Principal's

approval. Separate register is maintained for use of auditorium.

Library provides user names and passwords for accessing the subscribed online databases and e-journals. Free internet access and Wi-Fi is provided.

Housekeeping activities are outsourced to keep the campus neat and clean.

Annual maintenance contracts are given to external agencies for computers, printers, scanners, etc.

Sports grounds are hired for outdoor sports activities. Separate coaches are appointed for different sports.

A review of all activities and available infrastructure is taken towards the end of the academic year and the budget for next academic year is prepared on that basis.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://siesce.edu.in/academics/policy_and_procedure.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

12

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

143

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology	**A. All of the above**

File Description	Documents
Link to Institutional website	http://siesce.edu.in/activities/capacity.php
Details of capability development and schemes	View File
Any additional information	**No File Uploaded**

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

644

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**
Upload any additional information	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

74

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

250

File Description	Documents
Upload supporting data for students/alumni	**No File Uploaded**
Details of students who went for higher education	View File
Any additional information	**No File Uploaded**

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

62

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The Students' Council is a 'Power House' of student activities, consisting of young emerging leaders, who are selected by various forums and associations, as per university norms. They play a vital role in successful conduct of various events. In view of Covid Pandemic, a provisional Students' Council was formed for

academic year 2020-2021.

An extended Students' Council (Provisional) is formed with division/ class representatives, secretaries and joint secretaries of various forums and associations.

Students are also nominated as Students' Representatives to College Development Committee (CDC) and IQAC. In view of Covid 2019 restrictions, all the events were conducted online. The list of events organized is as below:

- Annual Inter-collegiate Cultural Festival, FANTASIES
- DISHA: The annual Career Fair
- SIES Debate (covers both National and International Affairs)
- E Summit to kindle the entrepreneurial spirit
- EDIT the BScIT fest, Finova the BFM fest, Finatix the BAF fest, Buddhi of BMS and Nostrum of BBI

- Online event of "Round-table Budget Decoded Session" with experts from industry and academia

The feedback and responses of the judges and speakers played a pivotal role in training and inspiring our students to aim to excel.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

5.3.3 - Number of sports and cultural events / competitions organised by the institution

12

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Alumni Association, registered in 2009, has functioned actively since then. We proudly state that we have well placed and successful alumni in various sectors such as the corporate sector, education, professional bodies, NGOs and as entrepreneurs, in India and abroad.

They contribute to college for a number of activities such as guest lecturers, effective career counselling , academic guidance ,support for training students in cultural activities, sponsor fees for deserving students, sponsoring festivals, judging the events and as chief guests at various events.

The alumni representatives on Internal Quality Assurance Cell , Board of Studies and College Development Committee also make valuable contribution to academics and other activities.

 Alumni in Board of Studies in different capacities

- CA Varsha Lund
- Ms.Ayman Imdad Palnaik
- CA CS Divya K. Naik
- Mr.Prashant Shivram
- Ms.Shikha Bafna
- Ms.Sreeparvathi
- Ms.Anagha Unni
- Ms.Aishwarya Pillai
- Mr.Sham Srinivas
- Mr.Srinath Iyer
- Ms.Pooja Sahitya & Ms.Josephine Mathews
- Mr.Ashutosh Athavale
- Dr.Preeta Menon
- Ms.Sunaina Kuknoor
- Mr.Sivramkrishnan
- Mr.Jacob Kurien
- Mr. Moorthy Konar
- Mr. Rajesh Vishwanathan
- CA Jatin Shah
- CS Suraj Subraman
- CS Jainy Shah

Alumni of CDC/IQAC

- Mr.Dipen Maroo
- CA Rajeev Mehta

Webinar and training by Alumni

- Ms. Anjali Nair for an online dance workshop
- Mr. Akshay Ridlan-Webinar for IT students
- Mr.Ramanujam Narayanan

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year — E. <2 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The institution facilitates student centric environment to foster holistic development. Curriculum design and evaluation is well synchronized with the desired outcome of the mission and vision of the institution. Decentralization and participative management are embedded in the structure of the different statutory bodies of college. CDC and IQAC together oversee and execute the perspective plans. Plans are drawn and incorporated in the academic calendar. The perspective plan consists of designing the curriculum for short-term and degree courses, evaluation and assessment patterns. Co-curricular and extra-curricular activities are given equal importance in the plan. HODs and faculty members together plan and implement these activities, in consultation with the IQAC. All statutory and non-statutory

committees have teacher members who play an active role in governance of the college. The participative nature of these bodies is reflected in the fact that they have representation across the hierarchy, from management to student. Faculty, together with students plan a schedule of extra-curricular activities which encompass various objectives such as skill upgradation, building global competencies, ethical standards and developing a code of conduct amongst students. Our admission policy follows government directives and reservation policies. Financial support is provided to needy and deserving students to ensure educational access.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Case Study on Autonomy – Formation of Board of Studies

Decentralization and participative management are woven into the college fabric.

Before the grant of autonomy in 2020, the college had to follow a standardised university prescribed syllabus which posed challenges in aligning the course outcomes with our vision and mission apart from the following issues.

- the need to prepare students for global competencies
- little scope for skill upgradation and value addition.
- not updated at speeds to match the dynamic external environment
- had limited potential to impart employability skills for industry readiness.
- hampered the efficacy of continuous evaluation

The grant of Autonomy helped us to overcome these challenges. The college constituted course wise Board of Studies (BoS) led by the

Chair Person and faculty members. Each team appointed eminent and experienced academicians from other universities, home university nominees, subject experts, industry experts and alumni. Each BoS was given a free hand in drafting the syllabus in line with the University norms. This helped to addresses the first four objectives. The fourth objective was addressed by allowing the faculty to choose appropriate evaluation mechanisms for internal assessment, as approved by the Board of Studies and Academic Council.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

Performance in examinations is a barometer of academic outcome. The college upholds the sanctity of examination process and timely declaration of results. Earlier, the college used to outsource result processing activity. There were multiple drawbacks observed in this process which led to delay in result declaration. To tackle this issue, one of the objectives of the perspective plan of the college during 2019-20 was a shift to in-house result processing. To achieve this, the college commissioned a pilot project during the year 2019-20, to understand the possibility, efficacy and underlying problems involved. Upon completion of one year, it was observed to be successful. Hence, the college conducted a series of meetings to collect faculty feedback related to the ease of use and access. The college, then, decided to implement a full-fledged result processing system through an ERP during the year 2020-21. The examination committee prepared a SoP and all faculty were trained in effective use of examination software. With this new ERP it has been observed that the entire process of evaluation and result processing has been effectively achieved with error free results.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The key components of organizational structure of the college are the managing council, Principal and IQAC. IQAC reviews the institutional strategic plan which in turn sets the academic aims and objectives of the institution and identifies the financial and recruitment needs. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through the involvement of external members in various Committees/ Boards. Various stakeholders of the institute are members of different committees constituted by the institution. The decision-making procedures are made at appropriate levels in the organizational hierarchy. All the activities are carried out through committees and forums. Coordination and cooperation between teachers, students and administrative staff ensure successful outcomes.

File Description	Documents
Paste link to Organogram on the institution webpage	http://siesce.edu.in/about/institution_administration.php
Upload any additional information	View File
Paste link for additional Information	Nil

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

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The institution appreciates and recognizes the efforts of both its teaching and non-teaching staff. The institution ensures that adequate attention is given to cater to the personal, academic and holistic development of the staff. Performance of the staff is evaluated every year through a performance appraisal mechanism and APIs which is recognized through annual increments. The institution encourages both teaching and non-teaching staff to participate and undergo various training programs to enhance their skills. It also encourages the teaching staff to apply for various research grants like minor research projects and other University and UGC approved programs.

Welfare Schemes for Teaching Staff/Non-Teaching Staff

  - Pay scales for Self Financing Course teachers
  - Group Insurance/Mediclaim
  - Gratuity
  - Provident Fund

Staff quota in admissions to SIES Institutions

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

5

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	**No File Uploaded**

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

13

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

All financial transactions are carried out under the supervision

of the Principal. Each Department in the college prepares a budget and submits it to the IQAC. After collation and evaluation, the Principal, forwards the budget to the management, who approves the budget. Funds mobilized as sponsorships are submitted to the college which issues receipts. Purchases are routed through SIES Central purchase department. All transactions are duly recorded, irrespective of the volume of the transactions.

The external financial audit is carried out by a Statutory Auditor appointed by the college. Financial audits are conducted every year.

Internal Audit mechanism is carried out by individual faculty/committee/departmental heads as well as the college office. The main objective of internal audit is to ensure that the accounts are being properly maintained and the system provides adequate safeguards for detection and prevention of any frauds.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0.18

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The major sources of institutional receipts/funding are Grant-in-aid from the government and fees from students. Deficits are taken care of by the management. There are audited income and expenditure statements of all activities.

Mobilization of Funds

- Fee Collection from University-affiliated courses as per the norms prescribed by the Government
- The college has tied up with various government/corporate organisations to offer Certificate, Diploma and Add-on Courses to the students on a revenue sharing basis with the certifying institution.
- The college receives sponsorship from corporates, small businesses and other institutions for conducting various events.
- Various philanthropic trusts and institutions provide endowments for our students. Some of these are Essar Foundation, Nischal Israni Foundation, Seth Bhojraj Hassomal Charitable Trust, etc.

Utilization of Funds

- Salary to staff and other expenses of Grant-in aid divisions are incurred out of Grant received from the Government, whereas the expenses of Unaided (Self-financing) section are incurred from the fees collected from students.
- Other operating expenses include repairs and maintenance, printing and stationery, books and periodicals, sports and cultural activities, electrical charges, water charges, insurance, telephone, travelling etc. All the financial transactions and related statements and books of accounts are duly audited at the end of the financial year.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.5 - Internal Quality Assurance System
6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Faculty Exchange Program and variety of Value Added courses and Employability Skill Enhancement programs are two practices that have been institutionalized as a result of IQAC initiatives

College undertook a pilot project of organising Faculty Exchange Program through on-line mode. The FEP was implemented in association with SIES (Nerul) College of Arts , Science and Commerce for two programs – B.Com. Financial Markets and M.Sc. IT .

Following faculty participated in FEP :

1. **M. Sc. IT**

- **Ms. Sujata Ayyangar -Blockchain Technology.**

1. **B.Com (Financial Markets)**

- **Ms. Reema Castelino – Corporate Finance**
- **Mr. Abhijit Bhosale – Equity Markets**

The lectures were conducted through MS TEAMS . Ingenious use of on-line mode enabled us to overcome travel and distance constraints in the pandemic. Effective resource management and positive feedback from teachers and students is an impetus for continuing and widening the scope of the program.

College identified and implemented need based short term courses

focusing on life skills and employability. Due to Covid conditions on-line mode of delivery was selected. Emphasis was on offering free and reasonably priced programs in view of lock down induced economic hardships. This was possible due to collaboration with NGOs and CSR initiatives.

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

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Feedback on teaching – learning process

Structured feedback on teaching – learning process based on following parameters is obtained for each semester:

- Completion of syllabus

- Communication Skills

- Class interaction

- Accessibility of the teacher

- Punctuality and Sincerity

- Effective delivery of subject knowledge

- Ability to generate and sustain interest

- Use and Effectiveness of E resources

- Support for Examination preparation

The feedback is analysed and meetings are conducted with individual teachers in which measures of improvements are discussed. Teaching learning process is evaluated twice by students. Second time in Students Satisfaction Survey , which is administered at the end of the academic year to understand the

efficacy of teaching – learning process along with the support systems and facilities provided by the college.

Survey on Curriculum

Survey on curriculum is also conducted for all the stakeholders – students , parents , alumni and employers based on the following parameters :

- Usage of teaching and

- Improvement in subject knowledge

- Depth of the course content

- subject coverage

- Employment orientation

- Relevance

- Value addition

- Participatory learning and student involvement

- Methods of assessment

- Research orientation

- Distribution of course content

- Availability of study material

- Transformation of a student.

Outcomes are analysed and presented in CDC for discussion. Valid suggestions are considered for implementation

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)	A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	http://siesce.edu.in/assets/pdf/courses/af46f780d841860dce3389495a572123ANNUAL%20REPORT%202020-21.pdf
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college continuously strives to promote gender equity among its stakeholders and therefore, takes various initiatives. The college organises activities according to the action plan:

	Title of the programme	Period from	Period To	Speakers	Affilia
1.	Gender Sensitization	17/2/2021	-	Dr. Hema Mehta Ms. Urmila Salunkhe	Tolani College Akshara Foundat
2.	Importance of Cyber Safety	27/2/2021	-	Mr. Sreejith Joshi	BSNL,
3.	Financial Literacy	3/3/2021	-	Mr. Manohar	ICICI

				Puranik	
4.	Greeting card making	6/3/2021	–	Ms. Vaishal Lund	–
5.	Self Defence	8/3/2021	3/5/2021	Mr. Prasad	HB wel
6.	Health and Menstrual Hygiene	25/5/2021	–	Ms. Nitya Chaudhary	Unicha

The college collaborates with "Aspire for Her" (AFH) Foundation to provide employability skills for girl students.

- WDC regularly organises gender sensitization programs, gender equity programs, and sessions on health, hygiene and nutrition.
- A Sakhi box is installed to provide an anonymous platform for female students to report harassment and gender discrimination or bullying incidents.
- A part time counsellor has been appointed. Teachers have been given training to identify mental health red flags and based on their recommendation, students are sent to the counsellor. Students can also walk in directly and take appointment from the counsellor.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy   Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment | D. Any 1of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

College segregates dry and wet waste and follows the solid waste

management directives issued by BMC. The college also has a compost pit however, due to COVID pandemic, the canteen facility was not functional and therefore, enough waste for compost was not generated. The college has tied up with an NGO for safe disposal of e-waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus — E. None of the above

File Description	Documents
Geotagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: — C. Any 2 of the above

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

File Description	Documents
Geotagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	<u>View File</u>
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following: 1. **Green audit** 2. **Energy audit** 3. **Environment audit** 4. **Clean and green campus recognitions/awards** 5. **Beyond the campus environmental promotional activities**	**D. Any 1 of the above**

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

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance,	**D. Any 1of the above**

reader, scribe, soft copies of reading materials, screen reading, etc.	

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Students and staff of our college belong to different religions, regions, castes and communities. To enhance and preserve the attribute of tolerance and inclusiveness, the college organizes different cultural events and activities and promotes an environment of harmony amongst the students and the staff.

The college observes different festivals. Satyanarayan Puja is performed every year. Marathi Bhasha Diwas, and Tamil Day were celebrated. National days like Republic Day, Independence Day and Gandhi Jayanti are regularly observed in the college. We pay homage to our freedom fighters and martyrs on these days. Students celebrate and pay respect to their teachers on Guru Purnima and Teachers' Day.

In 2020-2021 due to the COVID pandemic, most of the festivals were celebrated through online mode thus reaching out to all stakeholders irrespective of their background. Diversity of India and its underlying unity is brought to the fore when all the stakeholders participate, celebrate, understand and appreciate the uniqueness of Indian culture.

We believe that cultural activities that promote cultural values are absolutely necessary for the overall development of the students and for building a secular, strong and progressive India.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

India is characterised by Unity in Diversity. All Indians are guided by the constitution. College too is a mini-India where we welcome students and staff from different socio-cultural backgrounds and provide effective and affordable learning environment.

We equip our students with skills, knowledge and values which are aligned to our democratic principles. Staff and students follow a code of conduct and ensure appropriate behaviour.

The College makes efforts to sensitize the students and staff about the values, rights, duties and responsibilities as a citizen of the country. As part of the curriculum values of secularism, equality, human rights, Fundamental Rights and Duties are reinforced during the lectures. To inculcate patriotism and nationalism the College observes Independence Day, Republic Day and the birth centenary of our great leaders

The College organises various programmes and activities aimed to promote awareness and sensitivity in the students toward the society. Students are encouraged to develop empathy by visiting orphanages, attending sessions on gender issues and concern towards differently abled and underprivileged children. Online sessions are organised to make students understand the sanctity of human life. Concerns towards environmental sustainability is fostered through PPT competitions and guest lectures.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	No File Uploaded

| 7.1.10 - The institution has a prescribed code | B. Any 3 of the above |

of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	View File
Any other relevant information	No File Uploaded

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

Our College organises and celebrates national and international days. The faculty, staff and students of the institution all come together under one umbrella to celebrate these occasions and spread the message of unity, peace, love and brotherhood.

To develop the feeling of belongingness with the country, we salute our national heroes on the Independence Day, Republic Day, Kargil Vijay Diwas, Gandhi Smruti Diwas and Constitution Day. Many international days like International Tourism Day, International Yoga Day, International NGO Day, Human Rights day and International Women's Day are also celebrated by the students and staff with enthusiasm. Bank Nationalization Day is also celebrated to observe the nation's economic milestones.

The COVID pandemic curbed the number of events and celebrations All the events were celebrated through online mode.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

BEST PRACTICE I

   1. **TITLE OF THE PRACTICE**

Effective use of ICT in academics and administration.

   1. **OBJECTIVES OF THE PRACTICE**

The college aims to digitalize the operational and functional aspects. Intended outcome is to promote efficiency, effectiveness and digital empowerment.

   1. **THE CONTEXT**

Digitalization process was underway since few years, however the Covid-19 pandemic stimulated the institution towards faster implementation. This transformation which had to be done quickly and effectively was challenging.

   1. **THE PRACTICE**

The academic and administrative process was shifted online using digital infrastructure. Initially there was a delay in declaration of results for the odd semester for first cycle due to technical glitches, however we successfully adapted to the digital practices and all subsequent results were declared timely.

1. EVIDENCE OF SUCCESS

- Compliance and targets for admission and examination were met.
- No student was deprived of learning & evaluations.
- Administration has become more streamlined and all timelines have been adhered to.

In this process immense support and cooperation was received from stakeholders.

1. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

- Challenges: Poor internet connectivity, access to electronic devices -for students and staff.
- Resources required- Strong WiFi and access to gadgets - which the institution noted and adequate facilities were installed.

1. NOTES (OPTIONAL)

REACH (Rural, Environment, Academic, Community Health) our Social Outreach Program was continued on a smaller scale owing to the lockdown. Students participated in beach clean-ups, polio drive and other events.

BEST PRACTICE II

1. TITLE OF THE PRACTICE

SWAYAM PRABHA, A Capacity Building and Skill Enhancement Initiative

1. OBJECTIVES OF THE PRACTICE

To upgrade as an institution and to further learning beyond the classroom, seminars, workshops, short-term courses, guest lectures are conducted.

1. THE CONTEXT To increase employability of students and to bridge industry-academia gap, college has designed courses, programs and workshops. Sessions are also conducted for staff to enhance teaching methodologies and professional competencies.

1. THE PRACTICE

The realization of the adverse impact of the pandemic reinforced us to pay more attention to upgrading employability skills of students. The college organized online programs for enhancement of financial, digital, social and cultural skills. Courses and programs on communication skills, soft skills, professional development and career guidance were conducted.

1. **EVIDENCE OF SUCCESS**

Many students got selected for internships and placements. Students received a taste of several job opportunities available which helped them make an informed decision regarding their career paths. Many students were made eligible for admission for higher and professional studies.

1. **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

Placements and recruitments were deferred owing to pandemic. Access to internet connectivity and smart devices is the need of the hour as those students who lacked access were disadvantaged.

1. **NOTES (OPTIONAL)**

Capacity building with "earn while you learn" scheme is needed. Collaboration for skill-based training and educating for financial planning will enable students to take responsibility for their education and career.

File Description	Documents
Best practices in the Institutional website	http://siesce.edu.in/iqac/best_practices.php
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

We believe in sincere, honest and committed relationships. The college continuously strives to work towards the best interest of students. The Principal and staff are always available and take personal interest in matters concerning student welfare. The college follows an open door policy for all its stakeholders. Academic and administrative staff is accessible to students and parents.

The Principal and college office actively follow up students' issues with the university to ensure speedy resolution.

Needy students are provided with financial assistance by the college by way of tie ups with charitable trusts to provide financial assistance in the form of scholarships to deserving students. Endowment prizes and scholarships (SEAT) are given by the management to deserving students.

The college believes in empowerment of students. In order to achieve this, students are conferred with autonomy to plan, organise and execute events with due supervision but minimal interference, thus promoting leadership, managerial and entrepreneurial quality among students.

The college also offers many add - on courses, by tying up with reputed organisations, with the purpose of skill development and job readiness for students.

Strong cultural and academic ethos of the college breeds an atmosphere of safety, security and belongingness.

File Description	Documents
Appropriate link in the institutional website	http://siesce.edu.in/iqac/institutional_distinctiveness.php
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Plan of Action (2021-22)

- To collaborate with institutions and organisations for capacity enhancement.
- Encourage faculty development programmes for faculty upgradation.
- To strengthen faculty exchange programmes.

- **Focus on structured mentoring system**
- **To address challenges in digital teaching - learning and administration.**
- **Increasing the scope of digitalisation in college activities.**
- **Improving infrastructure for hybrid teaching.**
- **Increasing financial assistance to needy and deserving students.**
- **Strengthening employability and entrepreneurship skills through placements and internships.**
- **Expand the scope of outreach programmes.**