The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year *(for example 2013-14)* | 2016-2017 |

1. Details of the Institution

1.1 Name of the Institution | SIES College of Commerce and Economics |

1.2 Address Line 1 | Plot No. 71/72, T.V. Chidambaran Marg |

Address Line 2 | Sion Telephone Exchange, Sion (E) |

City/Town | Mumbai |

State | Maharashtra |

Pin Code | 400 022 |

Institution e-mail address | siesce@sies.edu.in/ siesce_se@yahoo.co.in |

Contact Nos. | 022-24074944 |

Name of the Head of the Institution: | Dr. Kinnarry Thakkar |

Tel. No. with STD Code: | 022-24026130 |

Mobile: | 09867602725 |

Name of the IQAC Co-ordinator: | Mrs. Saraswathy Swaminathan |

Mobile: 9323795836

IQAC e-mail address:

saraswathys@sies.edu.in

sswaminathan@hotmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* MHCOGN 11591

OR

1.4 **NAAC Executive Committee No. & Date:** Ec(sc)/06/RAR/156

1.5 Website address: www.siesce.edu.in

Web-link of the AQAR: siesce.edu.in/iqac/aqar.php

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	83%	2004	Sep. 2009
2	2nd Cycle	A	3 .03	2009	Dec. 2014
3	3rd Cycle	A	3.02	2015	April 2020
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   24/04/2005

1.8 AQAR for the Year)   2016-17

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

  i. AQAR for 2015 – 16 submitted on 13/10/2016

1.10 Institutional Status

University   State [√]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [ ]   No [√]

Autonomous college of UGC   Yes [ ]   No [√]

Regulatory Agency approved Institution   Yes [√]   No [ ]

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

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

                     Urban [√]   Rural [ ]   Tribal [ ]

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

                Grant-in-aid + Self Financing [√]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [ ]   Science [ ]   Commerce [√]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others (Specify)   [.   BSC (IT) & MSC (IT)]

1.12 Name of the Affiliating University *(for the Colleges)*   [University of Mumbai]

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

Autonomy by State/Central Govt. / University   [-]

University with Potential for Excellence [-]   UGC-CPE [-]

DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (*Specify*)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers

11

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

7

2.4 No. of Management representatives

2

2.5 No. of Alumni

2

2. 6 No. of any other stakeholder and

   community representatives

-

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

-

2.9 Total No. of members

23

2.10 No. of IQAC meetings held   2 per term

2.11 No. of meetings with various stakeholders: No. [ ]   Faculty [4]

Non-Teaching Staff   2 Students [1]   [-]   Alumni [-]   Others

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

If yes, mention the amount [-]

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [ ]   International [-]   National [-]   State [-]   Institution Level [4]

(ii) Themes

Skill Development
1.Human Rights
2.Creative Writing
3.Communication skills
4.Personality Development

2.14 Significant Activities and contributions made by IQAC

1. Admission of students to various courses was coordinated by IQAC.

2. IQAC was involved in the preparation of academic calendar and Implementation of various curricular, co-curricular & extra-curricular activities

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Workshops and Seminars for skill development	Conducted workshops on 1.Human Rights 2.Creative Writing 3.Communication skills 4.Personality Development

Academic Calendar of the year / Annexure - 1

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

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Research culture was nurtured among students & staff.

Innovative Teaching methods were encouraged .

Skills of students were honed through various activities

ICT facilities were enhanced.

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01		01	-
PG	03		03	-
UG	06		05	-
PG Diploma	-			-
Advanced Diploma	-			-
Diploma	-			-
Certificate				-
Others	01		01	
Total	11		10	

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	09
Trimester	-
Annual	-

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [√]   Students [√]
   (On all aspects)

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

Analysis of the feedback Annexure - II

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

First year B.COM subjects were revised to make it relevant for the new system. First year self-financing courses syllabus and syllabus of Third year (BMS) were revised by the University of Mumbai.

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

-
-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
36	24	12	Nil	-

2.2 No. of permanent faculty with Ph.D.

7

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
3	-	-	-	-	-	10	-	13	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

23   56   10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	2	1	5
Presented papers	15	18	-
Resource Persons	-	1	22

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

Faculty members use innovative ideas to make teaching methods more effective and to stimulate their students' creativity. They commonly incorporate audio-visual materials in their sessions. The textbooks are supplemented with charts or collage presentations, info graphics, movie reviews or other brain mapping tools that help the students' imagination to thrive and grow. These methods not only develop their ability to listen, but also help them understand the concepts better. It improves their encoding and decoding skills.

Faculties with rich corporate/industry experience infuse real world experiences into their teaching to make it fresh and enrich the classroom environment. This also makes the content easy to understand and learn.

Some lessons are best learnt, when they are taught outside the classroom. Field trips are organized that are relevant to the curriculum.

Role play is used to make students step out of their comfort zone and develop their interpersonal skills. The role-playing approach helps the student understand how the academic material is relevant to his/her everyday tasks. It is a most popular technique used in subjects like Business communication, Principles of Management, Marketing, Consumer behaviour, HR and Organizational behaviour.

Students are made to do virtual trading in live stock market for better understanding of the subjects like Portfolio Management & Equity Market, Derivative Markets.

News discussion, debates and quiz are also some of the widely used techniques to amplify the teaching and learning process.
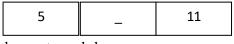
2.7 Total No. of actual teaching days during this academic year

| 180 |

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

University directives are followed for conduct of the examinations & declaration of the results.

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

| 5 | – | 11 |

2.10 Average percentage of attendance of students

| 60 |

2.11 Course/Programme wise

distribution of pass percentage :

FYBCOM - I SEM	512	356	11	40	137	12	156	69.53	
FYBCOM - II SEM	512	332	9	54	188	81	180	64.84	
SYBCOM - III SEM	454	337	4	65	249	9	117	74.23	
SYBCOM - IV SEM	454	361	6	60	265	30	93	79.52	
TYBCOM - V SEM	434	396	30	189	165	12	38	91.24	
TYBCOM - VI SEM	434	351	6	107	234	4	83	80.88	
FYBMS - I SEM	134	89	7	10	60	12	45	66.42	
FYBMS - II SEM	134	93	11	19	62	1	27	69.40	
SYBMS - III SEM	122	102	5	29	61	7	20	83.61	
SYBMS - IV SEM	120	109	16	42	51	0	10	90.83	
TYBMS - V SEM	115	100	7	43	50	0	13	86.96	
TYBMS - VI SEM	110	103	6	50	47	0	7	93.74	
FYBCOM (A&F)- I SEM	101	95	34	36	25	0	6	94.06	
FYBCOM (A&F)- II SEM	101	96	41	35	20	0	5	95.05	
SYBCOM (A&F)- III SEM	59	57	19	31	7	0	2	96.61	
SYBCOM(A&F) - IV SEM	59	57	33	20	3	0	2	96.61	
TYBCOM(A&F) - V SEM	60	58	16	34	8	0	2	96.67	
TYBCOM (A&F)- VI SEM	58	56	8	32	16	0	2	96.55	
FYBCOM (B&I)- I SEM	70	51	1	16	32	2	19	72.86	
FYBCOM (B&I)- II SEM	70	50	2	19	29	0	20	71.43	
SYBCOM (B&I)- III SEM	56	31	0	12	19	0	25	55.36	
SYBCOM(B&I) - IV SEM	56	31	4	6	21	0	25	55.36	
TYBCOM(B&I) - V SEM	57	54	2	27	24	1	3	94.74	

TYBCOM (B&I)- VI SEM	58	51	0	27	24	0	6	87.93
FYBCOM (FM)- I SEM	59	33	0	6	27	0	26	55.93
FYBCOM (FM)- II SEM	59	36	5	9	22	0	23	61.02
SYBCOM (FM)- III SEM	60	31	0	11	20	0	29	51.67
SYBCOM (FM) - IV SEM	60	53	3	20	21	1	8	88.33
TYBCOM(FM) - V SEM	54	41	1	16	23	1	13	75.93
TYBCOM (FM)- VI SEM	54	49	1	25	23	0	5	90.74
FYBSC(IT) - I SEM	60	30	3	12	15	0	30	50.00
FYBSC(IT) - II SEM	60	39	14	11	14	0	21	65.00
SYBSC(IT) - III SEM	59	35	6	10	19	0	24	59.32
SYBSC(IT) - IV SEM	59	47	11	17	19	0	12	79.66
TYBSC(IT) - V SEM	44	27	2	13	12	0	17	61.36
TYBSC(IT) - VI SEM	44	30	6	15	9	0	14	68.18
M.COM (Accts) - I SEM	57	48	2	12	33	1	9	84.21
M.COM (Accts) - II SEM	51	45	12	19	13	1	6	88.24
M.COM (Accts) - III SEM	48	42	1	23	18	0	6	87.50
M.COM (Accts) - IV SEM	48	44	5	25	14	0	4	91.67
M.COM (B&F) - I SEM	42	30	2	3	25	0	7	71.43
M.COM (B&F) - II SEM	40	35	2	13	20	0	9	87.50
M.COM (B&F) - III SEM	37	35	1	15	19	0	2	94.59
M.COM (B&F) - IV SEM	37	35	3	19	13	0	2	94.59
MSC(IT) - I SEM	14	8	0	3	5	0	6	57.14
MSC(IT) - II SEM	14	7	0	1	6	0	7	50.00
MSC(IT) - III SEM	19	10	0	2	8	0	9	52.63
MSC(IT) - IV SEM	19	11	0	2	9	0	8	57.89

* Results as on 30th November, 2017

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

IQAC strives to enhance overall quality of the institution through consistent efforts.

- It makes Annual Calendar of academic, co-curricular & extra-curricular activities for overall development of student & teacher community. These activities are organized with the help of various committees in the college.
- It initiates and executes the structured feedback from students for assessment of teaching methodology.
- It evaluates and assists teachers in making their Career Advancement Reports.

It plays an important role in motivating teachers to attend seminars, workshops & conferences and undertake various research activities.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	4
Faculty exchange programme	-
Staff training conducted by the university	3
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	16
Others	56

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	32	10	-	2
Technical Staff	1	2	-	1

Criterion – III

3. Research, Consultancy and Extension

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

Research culture is encouraged across the various sections of stakeholders in the institution.
1. Research Methodology workshops are organized on a regular basis.
2. Avishkaar the Mumbai University Research Convention 2016- Zonal level events were co- ordinated by IQAC in our college.
3. Faculty members are encouraged to participate actively in National and International Conferences, publish papers in peer reviewed journals.
4. The management is highly proactive in promoting research culture among the faculty members.
5. Registration fees are reimbursed for all participants in conferences-state level, national and international and duty leaves are granted .

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	5	-
Outlay in Rs. Lakhs			1.51	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	4	-	-
Non-Peer Review Journals	1	6	-
e-Journals	-	-	2
Conference proceedings	4	4	-

3.5 Details on Impact factor of publications:

Range [-]   Average [4]   h-index [-]   Nos. in SCOPUS [2]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	5	University of Mumbai UGC	1,51,000/-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No.   2   Chapters in Edited Books   10

ii) Without ISBN No.   -

3.8 No. of University Departments receiving funds from

UGC-SAP   -   CAS   -   DST-FIST   -

DPE   -   DBT Scheme/funds   -

3.9 For colleges   Autonomy   -   CPE   -   DBT Star Scheme   -

INSPIRE   -   CE   -   Any Other (specify)   -

-

3.10 Revenue generated through consultancy   NIL

3.11 No. of conferences

organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons | 15 |

3.13 No. of collaborations   International | - | National | - | Any other | 2 |

3.14 No. of linkages created during this year | - |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 1.51 | From Management of University/College | 0.75 |

Total | 2.26 |

3.16 No. of patents received this   year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	1*

*one of our faculties won the zonal competition at Avishkar 2016 - 2017

3.18 No. of faculty from the Institution
who are Ph. D. Guides | 4 |
and students registered under them | 10 |

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

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

JRF | - | SRF | - | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events:

University level | 44 | State level | - |

National level | -- | International level | - |

3.22 No. of students participated in NCC events:

University level	-
State level	-
National level	-
International level	-

3.23 No. of Awards won in NSS:

University level	4
State level	-
National level	-
International level	-

3.24 No. of Awards won in NCC:

University level	-
State level	-
National level	-
International level	-

3.25 No. of Extension activities organized

University forum	5
College forum	5
NCC	-
NSS	45
Any other	3

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

ISR Activities

A one day picnic was organised by the SIES C&E ISR team for 50 visually challenged students to Tikujini wadi Water Park.

An Eye camp was conducted in the adopted area of Jai Ambe Nagar for the residents who were provided with free eye testing facilities, free spectacles distributed, and also cataract surgery conducted for senior citizens absolutely free of cost. This project was done in collaboration with the Bacchubhai Eye hospital-Parel.

A medical camp was conducted in association with the SIES –DMLT Department, where the residents were tested for iron deficiencies and blood sugar and suggestive medications were prescribed.

NSS ACTIVITIES :

DATE	TIME	NAME OF THE ACTIVITIES	VENUE	ORGANISED BY	NO. OF STUDENTS
1st JULY, 2016	10am to 1pm	TREE PLANTATION	COLLEGE	ABP2	14
29th JULY, 2016	9am to 3pm	BLOOD DONATION DRIVE	COLLEGE	ABP2	25
6th AUG, 2016	11am to 12:30 pm	SWACHH BHARAT RALLY AND ANTI PLASTIC DRIVE	COLLEGE-SION CIRCLE-COLLEGE	ABP1	66
9th AUG, 2016	9am to 11am	SWATCHTA ABHIYAAN AT COLLEGE CAMPUS	COLLEGE	ABP1	55
16th AUG, 2016	9am to 1pm	RAKHI SELLING	COLLEGE	COLLEGE	5
16th SEPT, 2016	6:30am	UNIVERSITY EVENT [BEACH CLEAN UP DRIVE]	GIRGAON	UNIVERSITY	4
17th SEPT, 2016	6:30am	UNIVERSITY EVENT [BEACH CLEAN UP DRIVE]	JUHU CHOPWPATTY	UNIVERSITY	1
28th SEPT to 13th OCT ,2016	9am to 1pm	COLLEGE EVENT [VOTER ID REGISTRATION]	COLLEGE	COLLEGE	15
21st OCT, 2016	9am	AREA BASE PROJECT [DISASTER MANAGEMENT WORKSHOP]	COLLEGE	ABP2	47
22nd OCT, 2016	9am	AREA BASE PROJECT [DISASTER MANAGEMENT WORKSHOP]	COLLEGE	ABP2	44
31st OCT, 2016	7:30am to 9:30am	UNIVERSITY EVENT [RUN FOR UNITY]	NCPA NARIMAN POINT	UNIVERSITY	10
26th NOV, 2016	8am to 11am	UNIVERSITY EVENT [RASHTRA ABHIMAN RALLY]	GIRGAON CHOWPATTY TO AZAD MAIDAN	UNIVERSITY	5
17th to 23rd Dec, 2016	Full Day	NSS RESIDENTIAL CAMP	KAWTHE WADI, NERAL	COLLEGE	30

*ABP – AREA BASED PROJECT

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created April 16 to March 17	Source of Fund	Total
Campus area	2852.68 Sq.mtr			2852.68 Sq. mtr
Class rooms	22	-		22
Laboratories	4	-	-	4
Seminar Halls	2	-	-	2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	LCD Projectors, Computers, Laptop & Photocopying machine	Management	2
Value of the equipment purchased during the year (Rs. in Lakhs)	-	26.13	Management	26.13565
Others	-	Digital Camera Communication Systems for AV Room Router CCTV Camera Barcode Printer Sanitary Napkin Vending Machine Jet Printer Water Cooler	Management	-

4.2 Computerization of administration and library

Fee collection software and Attendance software have been installed
Library services are computerised.
Library provides the following facilities
- Online Public Access Catalogue
- Federated Searching Tools
- Subscription to N-list & J – Gate database

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	*		1109	143022		143022
Reference Books	*		839	369204		369204
e-Books	-	-	-	-	-	-
Journals	66	NA	-	98999		98999
e-Journals						
Digital Database	2		2	74750	2	74750
CD & Video						
Others (specify)	-	-	-	-	-	-

* Total no of books available in the library 38348.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	132	4	LAN FACILITY	2 (Staff Room & Library)	-	10		
Added	25Net Book 3 Laptops				-	-		
Total	160	4						

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

> Training for attendance software and online admission process was organized for faculty members

4.6 Amount spent on maintenance in lakhs :

i) ICT   2.376

ii) Campus Infrastructure and facilities   1,24,812

iii) Equipments   1.455

iv) Others   1.417

Total :   6.50

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation Programme For Students & Parents
- Prospectus.
- Website
- Notices
- Class to Class Campaign about special services & events
- Banners & Posters display in the campus
- Special kiosks for college events
- Information through committees head & professor – in – charge
- Committee meetings & briefing to students.
- Counselling Cell

5.2 Efforts made by the institution for tracking the progression

- Alumni Association
- Interaction with the past students.
- Transfer certificates and transcripts
- Social Networking
- Placement cell
- Remedial coaching, special coaching
- Guest lectures by ex-students
- Class tests, presentations
- Result Analysis
- Model & Chart Exhibitions by students
- Participation in other college & University in cultural, literacy, sports, research & extention events.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2500	237	5	-----

(b) No. of students outside the state

36

(c) No. of international students

-

Men   Women

No	%
1254	45.73

No	%
1488	54.27

Last Year - 2015-2016						This Year – 2016-2017					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2372	**120**	**05**	**147**	**19**	**2663**	**2456***	**118**	**02**	**165**	**01**	**2742**

- Includes 5 PHD Students and 45 NT A/B/D &SBC Students

Demand ratio   5.11:1   Dropout % negligible

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

Seminar on " How to prepare for aptitude test, GD & PI Interview techniques.
Seminar on Career Counselling on CAT/ CMAT/ CET exams
Workshops on various career options at Disha
Session on How to crack entrance exams and careers in Management
Competitive exam books at Library
Session on How to prepare for competitive exams.
Free Internet access
Support extended by teachers

No. of student beneficiaries   290

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT 3

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others 36

5.6 Details of student counselling and career guidance

> - Career Fair - Disha
> - Youth Employability Training Programme
> - Session on BPOS & KPOS Relevance for Indian Economy and their work culture
> - Know your rights workshop
> - Personality Development workshop focusing on communication, leadership &
>   interview skills

No. of students benefitted

270

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
6	306	79	-

5.8 Details of gender sensitization programmes

> - Competition 'Expressions' in collaboration with NGO Majlis.
> - Know your rights workshop in collaboration with NGO Majlis
> - Talk on Gender sensitization by Dr. Medha Tapiawala
> - Self Defence Training programme in collaboration with Rotract Club
> - Talk on Health & Hygiene for Girls

5.9 Students Activities

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

State/ University level   170   National level   -   International level   1

No. of students participated in cultural events

State/ University level   250   National level   -   International level   -

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

Sports : State/ University level   4   National level   1   International level   -

Cultural: State/ University level   43   National level   -   International level   -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	73	11,25,300/-
Financial support from government	70	Funds awaited from government
Financial support from other sources	10	1,00,000/-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level [---]   National level [   ]   International level [---]

Exhibition: State/ University level [---]   National level [   ]   International level [---]

5.12   No. of social initiatives undertaken by the students   [73]

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> "This society should sincerely serve the cause of education and educational needs of the common man of this cosmopolitan city".
>
> Vision:
> - To create socially committed and responsible citizens with high aptitude and the sense of ethics and equity
> - To use education as a tool of empowerment
>
> Mission:
>
> - To create a generation of globally competent learners.
> - To produce professionals and leaders who can be torch bearers of the new world
> - To impart value education
> - To nurture talent, innovation and entrepreneurship.

6.2 Does the Institution has a management Information System

> Yes. Details of monthly activities are recorded and reviewed.

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

6.3.1 Curriculum Development

- Our faculties are on the Board of Studies as well as the members of University Syllabus Committee
- Faculties have authored subject related textbooks, reference books and workbooks
- Faculties attended syllabus revision workshops and faculty development programs held by the University and other colleges

6.3.2 Teaching and Learning

- Teaching plans and session plans were prepared and closely followed
- Various guest lectures and workshops, syllabus related and otherwise were held.
- Skill development programs were conducted for the teachers as well as for the students
- ICT and e-learning methods were extensively used for the students along with innovative role plays and group discussion for participative teaching
- Newspaper clippings, advertisement, current policies are regularly displayed and analysed in the classroom by the relevant subject teachers
- Students' visits to various NGOs, RBI, SEBI were arranged to give them a first hand experience of the working of these organizations
- Students underwent corporate training and industrial visits for experiential learning
- Remedial and intensive training programs as well as aptitude tests were also conducted for the students

6.3.3 Examination and Evaluation

- Our faculties were appointed as Chairpersons, Moderators and Examiners at university level examination and evaluation
- Just like the previous years, masking of answer papers and coding of question papers were followed to protect privacy of the students and prevent any unfair means
- The examination audit was conducted
- Evaluation and moderation of the answer papers was done as per the University directive

6.3.4 Research and Development

- Our college was a centre for Avishkar research competition conducted by the university
- Research related workshops and seminars were conducted
- Teachers underwent a training on the use of statistical tools for research
- Students were encouraged to participate in seminars, workshops and project works to develop an inclination towards research. Teachers duly supported them in their project work
- Research was also encouraged amongst teachers and they were given duty leave for participating in research conventions, seminars and workshops

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library facilities : Online public access catalogue, Federated Searching Tools, Access to e-publications / e-resources, Subscription to N-List data base of INFLIBNET . New Koha software adopted
- ICT is extensively used in the teaching learning process
- LCD Projectors fitted in classrooms
- Laboratories were upgraded
- Additional mikes were provided to faculty
- Google hangout is used to enhance teaching learning
- Free internet facility is available
- Open access system is followed in library
- Four computer laboratories are available for college use

6.3.6 Human Resource Management

1. Service of Adhoc full time faculty continued on the basis of performance for self-financed courses

2. Leave & reimbursement given to attend orientation, refresher courses, seminars, workshops for aided and self-financed staff

3. Training programmes conducted for teaching and non-teaching staff through SIES central training programme

4. Group medical insurance, gratuity is provided to staff members

5. Management pays salary of staff till government sanctions funds

6. Staff is felicitated and honoured for academic and extra-curricular achievements

7. Staff is felicitated on completion of 25 years of service and on retirement

6.3.7 Faculty and Staff recruitment

- Ad hoc/CHB faculties were promptly appointed in place of retired faculties
- Demo lectures were conducted to select the right candidate
- Only the fully qualified faculties were selected in the aided and the self-financed sections as per the University norms
- Full time/Ad hoc administrative staff appointments were made to ensure smooth functioning

6.3.8 Industry Interaction / Collaboration

- Guest lectures were conducted for the students by the people from related industries
- People from the industries were appointed as guest/visiting faculties
- Project work in collaboration with banks and corporate was conducted
- Like the past years, the Placement Cell organized a recruitment program that received phenomenal response from the students
- Career fairs were organized for the students where they got guidance from the professionals from different industries
- Opportunity was given to the students to apply for short term pre-graduate internships to get first-hand experience and practical exposure of corporate work while still studying
- Industrial visits were organized for the students
- Faculty from industry as guest & visiting faculty were appointed

6.3.9 Admission of Students

- Admissions were given strictly on the basis of merit lists
- University and government rules for eligibility and reservation were followed
- Management quota seats were released only for the merit based admission
- Transparency is maintained throughout in the process of admission

6.4 Welfare Scheme for

Teaching	• Faculty members teaching in self-financed courses are given the facilities like mediclaim, pension and gratuity • Coupons are given to the teachers every month for availing free snacks / beverages at college canteen
Non teaching	• Health insurance and gratuity provided • Coupon system for availing free canteen facilities is provided to non teaching staff as well
Students	• Financial assistance in the form of reimbursement of fees was granted under SIES SEAT Scholarship and ESSAR endowment • Instalment facility for the payment of fees is available to the students. Free personal and career counselling is provided to the students on college campus by qualified personnel • Free books are made available through Book Bank to the needy and deserving students • Scholarship and Endowment prizes for the minorities, deserving and needy students are awarded • Government scholarships are distributed through college

6.5 Total corpus fund generated | -- |

6.6 Whether annual financial audit has been done   Yes | ✓ | No | |

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	---	Yes	College
Administrative	Yes	State Government	Yes	College

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

For UG Programmes   Yes [ ]   No [✓]

For PG Programmes   Yes [ ]   No [✓]

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

- Online question papers are delivered by the University to the college
- Successfully conducted online assessment of exam papers for all courses

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

- Seminar and workshops for helping college towards gaining autonomy were conducted
- College is encouraged to seek autonomy in the near future.

6.11 Activities and support from the Alumni Association

- Alumni regularly provide financial support to the college through endowment
- Alumni assist in placement of the faculty through reference.
- Often the well placed alumni are called as resource persons, guest and visiting faculties
- Alumni provide financial assistance to the needy students whenever necessary

6.12 Activities and support from the Parent – Teacher Association

- Parents and teachers interact with each other freely at Orientation Programs and frequently held Parent-Teacher meetings
- The college follows open door policy for the parents to meet Principal, Vice Principals and faculty members

6.13 Development programmes for support staff

- SIES Central Training Department organized programs for non-teaching staff

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

- Lectures were organized on e-waste disposal and the students created and maintained an e-waste disposal container in the college with the support of IT staff
- Students and staff were encouraged to bring the e-waste from their homes to the college so that they could be properly treated without harm to the environment
- The college has a facility to separate dry and wet waste
- The college celebrated Eco Friendly Ganesh Festival just like the previous years
- Tree plantation on the campus was organized
- Sustainability Live exhibition was organized
- Awareness towards saving water and electricity is created through regular lectures, billboards and posters.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

- Promoting skill development through entrepreneurship development cell
- Enhancing employability & placement
- Organize programmes on empowerment with NGO.

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

Conducted the following workshops and seminars for skill development
- Human Rights
- Creative Writing
- Communication skills
- Personality Development
- Curricular and co-curricular activities conducted as planned.

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

Empowerment of students through student-centric- activities

Skill development for employability

Annexure-3

7.4 Contribution to environmental awareness / protection

- Exhibition on environmental issues was organised
- Swacch Bharat campaign conducted
- Awareness created about water and electricity conservation.

7.5 Whether environmental audit was conducted?   Yes ☐   No ✓

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

- Feedback mechanism of teaching learning process was followed.
- Calendar of events maintained.
- Students participation and management of co- curricular and extra – curricular events

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

- To enhance skills related to productivity
- To enhance personality development
- To increase student placements.

Name   **_S. Sarasswathy_**   *Name* **_Dr. Nina Roy Choudhury_**

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

ANNEXURE - III

Best Practice-1

Title of the practice

Empowerment of students through student-centric activities

Goal

To develop leadership and interpersonal skills, while exposing students to social and political environments

Context

We strive to constantly create a learning environment for students to facilitate overall growth that encompasses their physical, intellectual, social, cultural and political acumen, to enable them to deal with real-world situations. We provide students with opportunities to enhance their skills, both interpersonal and functional to help them become job-ready.

In addition to this, in keeping with the mission and vision of our institution, our college encourages students to hone their leadership skills by providing them with necessary platforms. Developing citizens with an acute sense of their civic duty and social responsibility also remains an ongoing endeavor as we build avenues to do our own bit for society, with student participation.

Practice

We let students take centre-stage in the organization of college events, even as they are guided by teachers to ensure continuity and quality. College events act as platforms to highlight and hone specific skills. The organization of the events itself becomes a learning experience as students delve into the nitty-gritty of event management, and learn not only to take charge but to work with others in the service of a larger organizational goal. This helps them discover their own areas of strengths and expertise, as they are pushed to become better versions of their own selves.

EVIDENCE

- **Model United Nations**
  This event, modeled on the functioning of the international organization provides students with a platform to hone their speaking and debating skills while pushing them to gain awareness about political events across the globe. The inaugural SIES International Model United Nations was organised on 8th, 9th and 10th December. This three-day inter-collegiate event was organized entirely by students from across departments and attracted wide participation.

- **Disha**
  Disha is a three-day event which focuses on providing students with maximum industry exposure spanning across professions. This exposure is provided through information-based events such as seminars and talks which explain the conditions and requirements of specific industries; through workshops which try to provide for such requirements; and through interaction with industry leaders for knowledge sharing, networking and community-building. In addition, seminars on how to succeed in competitive exams are also organized to widen the net of careers students could consider.

- **Fantasies**
The inter-collegiate cultural festival of the college, Fantasies aims to showcase the multi-faceted personalities of our students as they participate in a plethora of activities ranging from dance, music, dramatics, games and the arts. This event fosters an environment that helps students recognize and harness their potential which may or may not be recognized in a classroom setting but is essential to full-round development of students as creative and social members of society.

- **Fiontraí**
Fiontraí is an exclusive, entrepreneurship-based event which aims to cultivate the spirit of business-mindedness among students. It provides students with a platform to set up a temporary business from scratch as they conceive of, test, and adapt a business plan.
Students either offer products such as perfumes on sale or they offer services such as *mehendi* for a fee.

- **Food Fest**
This event aims to capitalize on the excitement around food while providing a competitive environment to students to further explore their entrepreneurship spirit. Students set up food stalls aiming to make the most amount of profit. While the event helps students get a real taste of classroom concepts such as pricing strategies, it ensures that the students are made aware of these new lessons by making them write reports about their experiences.

- **Edit**
Edit is an IT-focused, one-day inter-collegiate event organized by our B.Sc (IT) department. Apart from trying to deliver knowledge-oriented events such as seminars and guest-lectures, some events are specifically designed to enhance participants' computer skills. These include games such as blind-typing, code debugging and PPT fiesta.

- **Finatix**
In keeping with our commitment to make learning fun and interactive, we also conduct co-curricular activities that help foster healthy competition. This accounting-focused quiz helps in improving student knowledge of accountancy-related subjects

- Every single event, without exception, has provided proven results as students emerge with a better understanding of how to participate in and lead teams. This is true of events across departments, which students pick depending on their own inclination and future aspirations. Departments provide specific learning experiences in fields such as marketing, administration, publicity, and finance.

SOCIAL OUTREACH

- **NSS**
  The extremely vibrant National Service Scheme unit of the college shapes student personality through activities rooted in community service. While the thrust here remains on a strong work ethic and discipline, students are encouraged to recognize their own position as members of a larger social community. Moreover, they are familiarized with productive ways of giving back to society. Projects undertaken cover those aimed at promoting environment-friendly practices, in which students distributed cloth bags that they had stitched themselves to discourage use of plastic. More direct interventions include blood donation camps which managed to deposit/ collect 208 units, securing the college unit the 3rd highest rank in the Mumbai City Zone for such an activity.

- **Pink Marathon**
  Carrying forward the spirit of doing good, Fantasies organised a Dream Run for the cause of Breast Cancer awareness on 11th December 2016. The route of the Dream Run was from Sion to Matunga, which was 4.55kms. Organised in collaboration with '*The Pink Initiative'*, the event saw participation across age groups and numbered around 250.

- Apart from providing a platform for projecting specific talents and skills, every event enables students to get a quasi-real world experience as they handle the logistical, financial and organizational intricacies for its successful completion. Conception, raising and managing funds, marketing, publicity, administration and security—every planning and execution stage has at its heart an enthusiastic student body.

ANNEXURE - III

Best Practice - 2

Title of the practice
Skill development for employability

Goal
To prepare students for future employability.

Context

In today's competitive and challenging job market, we recognize the need to go beyond the dictates of the curriculum, not just for ensuring employability but to provide value-addition as our students prepare themselves to become productive members of society. While our primary emphasis is on functional skills, we also provide opportunities for students to develop their soft-skills and gain knowledge of industry requirements.

Practice

We identify gaps between industry requirements and theoretical knowledge, and provide students with training programs and workshops to enhance their employability and job-preparedness. In addition, we try to provide a seamless learning experience by encouraging students to take up internships so that their experience improves their classroom learning and vice-versa.

Evidence

- **Barclays Training Program**
  This 80-hour workshop provided training in accountancy and financial management, apart from focusing on improvement of soft-skills through presentations and group discussions.

- **Syntel Training Program**
  In addition to honing functional- and soft-skills, this 40-hour workshop helped students participate in the recruitment drive of the company.

- **GDPI program and Resume Writing Workshop**

  While the college remains committed to development of skills and values that make students assets to their respective workplaces, it also makes an attempt to address the concerns that many students have as they seek to gain entry into various professions. Training is provided on how to best present and conduct themselves in recruitment-oriented testing such as interviews and group discussions. Training on resume writing is also made available.

- **Internships**
  In keeping with our emphasis on employability, our college is proactive in ensuring students take up internships in fields and disciplines that are aligned with their interests and coursework. Towards this end, the college has a tie-up with **AICTE's** *official internship partner* and India's largest internship portal, **Internshala** . Our students have been able to consolidate their

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classroom lessons in places as diverse **as Aditya Birla (financial services), The Times of India (Journalism), and Indian Oil Chemicals (Petrochemicals).**

- **Guidance Seminars for Competitive Exams**
  Mindful of the varied career needs of students, the college organizes sessions to train students in the most successful ways of approaching competitive exams, whether for jobs in the public sector or for seats in the best institutions for higher education.

- **Tally Add-On Course offered at the entry level**
  Aware of contemporary industry demands, the college offers training in software that competent accounting professionals are expected to be familiar with.