Yearly Status Report - 2018-2019

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 own campus	**Yes**
Phone no/Alternate Phone no.	**02224026130**
Mobile no.	**9869080886**
Registered Email	**ninar@sies.edu.in**
Alternate Email	**royninac@yahoo.co.in**
Address	**Plot No 71/72, T V Chidambaram Marg, Sion East, Mumbai**
City/Town	**Mumbai**
State/UT	**Maharashtra**
Pincode	**400022**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Ms. Sangeeta Kore**
Phone no/Alternate Phone no.	**02224074944**
Mobile no.	**9867255533**
Registered Email	**sangeetak@sies.edu.in**
Alternate Email	**siesceiqac@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://siesce.edu.in/iqac/aqar.php

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://siesce.edu.in/iqac/aqar.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B++**	**83**	**2005**	**01-Oct-2004**	**30-Sep-2009**
2	**A**	**3.03**	**2009**	**01-Oct-2009**	**31-Dec-2014**
3	**A**	**3.02**	**2015**	**01-May-2015**	**30-Apr-2020**

6. Date of Establishment of IQAC	**24-Apr-2005**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

No Data Entered/Not Applicable!!!
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2019 0	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

No Data Entered/Not Applicable!!!

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

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
COLLEGE DEVELOPMENT COMMITTEE	30-Apr-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	17-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The institution does have a Management Information system which has been taking care of the processes. The areas where an MIS is in place can be listed as under: 1. Planning and development: The College has a dynamic website which is regularly updated with information important to students and other stakeholders. The website is created and maintained centrally by SIES Management. 2. Administration : a. The biometric system takes care of the attendance of staff. This actively aids in timekeeping and HR related functions. b. A library management system named KOHA facilitates the effective functioning of the library such as stock keeping, issue and return, cataloguing, periodical entry, generation of purchase order, stock taking report, OPAC search function. c. The college uses electronic devices to capture the attendance and a software to process the attendance of students. d. Admissions of students are done online. e. Bulk messages are sent to parent with crucial information. f. 3. Finance and Accounts: The office is equipped with an ERP system that facilitates the entire accounting function. a. Fees are collected online. b. Financial reports are generated using Tally software. c. Application software is used for salary calculations. d. The college encourages online payments. 4. Examination: The

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college follows 'Teaching Plan & Session Plan' system in which every teacher maintains a record of monthly as well as daily record of curriculum delivery. 'Teaching Plans & Session Plans' are maintained in the format prescribed by the IQAC. The Teaching Plan is a monthly record of topics to be covered by each of the faculty in their respective subjects. Whereas a Session Plan is a daily record of the lectures taken by each of the faculty member in their respective subject in each of the classes taught. Every department prepares a teaching plan jointly with its department members at the end of the academic year for its implementation in the subsequent academic year. The plan prepared by every department is submitted to IQAC who in turn prepare the consolidated academic calendar and teaching plan for the college After finalization the consolidated plan is distributed to all heads of the department for implementation. The important details of plan are given publicity in the prospectus, on the website, also through publicity rounds in the classes, banners and through messages in class what's app groups. The teaching plan takes into account the dates of terms declared by the university, tentative schedules of university examinations, major events of the college and university like the rounds of cultural ,sports and Avishkar research competitions Various aspects of planning include identification of learning levels of students, planning of remedial, bridge and add-on courses , planning of workshops and conferences, ordering for text books, reference books and journals, dates and methods of teaching and internal evaluation, allocation of workload ,appropriate field activities, guest lectures, project work, internship, departmental events, learning resource mobilization including the e-contents, etc. The planning process is varied for each department as the nature of courses and programmes vary a lot. Departments like English and Mathematics and Statistics develop work books and tutorial books and Computer departments prepare Journals while some other subjects like Accountancy and other theoretical subjects upload their subject content on the college website. Many teachers also have their blogs/Facebook pages /Google Classrooms where additional content is uploaded so that students can learn any time and at any place. Field visits are planned meticulously taking into consideration the local environment. Departments like B.Com & Accounting Finance, Commerce, BMS, carry out filed visits. Field component is vital for subjects like Foundation Course. Field visits are planned meticulously taking into consideration the local environment. Departments like BAF, BBI, BFM, BMS & BSC (IT) also carry out industrial visits. The Departments also plan their add-on courses as per the needs like skill development, content addition, employability enhancement and global competence. Activities with MoU colleges like joint field visits, festivals and lecture series also find place in curriculum planning. As a practice mid semester review is taken at departmental level and semester end reporting of curriculum delivery is taken at faculty level Thus, the institution's process of curriculum delivery is well planned and well documented which is evident and reflected in its results.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of	Duration	Focus on employ	Skill

		Introduction		ability/entreprene urship	Development
Career ready Employabilit y skills training by Anatarang Foundation	CRES181	16/07/2018	32	Employabilit y	Skill Development
Certificate course in Life Skills and Advance Excel by Hope foundation	LSAE182	21/12/2018	8	Employabilit y	Skill Development
Guidance for UPSC Exam by SIES Pravah	UPSC183	20/12/2018	60	Employabilit y	-
Self Defence Training program for girls	SDTP184	01/02/2019	10	-	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Accountancy	18/06/2018
BCom	Management Studies	18/06/2018
BSc	Information Technology	18/06/2018
BCom	Accounting and Finance	18/06/2018
BCom	Banking and Insurance	18/06/2018
BCom	Financial Markets	18/06/2018
MCom	Accountancy	16/07/2018
MCom	Banking & Finance	16/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	132	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled

Tally ERP 9	20/08/2018	793
Self Defence Training Program for Girls	01/02/2019	27
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Foundation Course -sensitising students	1395
BCom	Internship On job training	187
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The institution collects feedback on curriculum and courses, infrastructure, support facilities, administration from different stakeholders such as students, parents, teachers, employers and alumni. IQAC designs feedback forms to collect the data from each stakeholder. The feedback obtained are analysed and the valid suggestions given are considered to enhance the institutional quality. Feedback on Syllabus is taken from student, parents, teachers, employers and analysed. They provide insight to understand the current scenario of the curriculum, its validity and usefulness in the industry and also helps to identify industry academia gap. In all 177 responses were obtained. Findings : Students expressed that the course has to stimulate student's interest and thought on the subject area and should contain more practical applications. Faculty also felt that syllabi need to be made more practical oriented as per the requirement of labour market. Certain recent topics need to be added and students should be given hands on training . Parents also had same point of view. Employers suggested that the curriculum should reach the industry requirement and to reduce the gap between industry requirement and curriculum implementation. Where as Alumni pointed out that syllabus should be updated as per industry expectation and should be useful for subject domain skill enhancement. Action taken : The short term , skill enhancement courses and guest lectures are conducted to bridge the gap between industry and academia. Issues of social relevance are introduced in the curriculum through FC projects. College will be applying for Autonomy which would give some flexibility in the syllabus and credits to the value added courses. Feedback on Teaching Learning Process is obtained to make teaching learning process relevant , student centric and effective. Responses :708 Findings : Majority of respondents felt that teachers have effective communication skills , good teaching approach and fair evaluation system . Few students felt need for

enhancing internship , field visits and student exchange programs. They expressed that the college makes good effort in providing soft skills , life skills and employability skills to prepare them to outside working environment. Action taken: Teachers are encouraged to attend Faculty Development programs , workshops , seminars and conferences. We have intensified internship and placement training . Feedback on the college library is taken with the objective to develop and manage the library resources effectively • Responses :708 • Findings: The students are satisfied with the availability of books , journals , periodicals ,magazines , classics ,novels etc. Library services and facilities are satisfying Action taken : Planned for expansion of the college library for seating capacity and research area Feedback on Infrastructure is taken to get suggestions for infrastructure augmentation : • Responses :733 • Students are very much satisfied by the administrative office services and housekeeping services., however need for improving canteen facility was expressed. They suggested to that the canteen should offer more food items with good quality and at a reasonable rate. Action taken: The management was requested to wave off rent to be paid by

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
[View File](#)				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2599	218	33	0	9

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
41	41	5	22	6	12
[View File of ICT Tools and resources](#)					
[View File of E-resources and techniques used](#)					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Every teacher is a mentor. Teachers help students to resolve their academic personal problems. Principal follows open door policy and is accessible to both students and teachers. She connects with parents as well as students on issues related to career , discipline, health and mental health issues . Students and parents are referred to the college counsellor on case to case basis. Teachers guide students to select the appropriate electives , prepare for various competitive examinations and careers . Each class is assigned a teacher mentor. These teacher

mentors meet the students to understand their problems. We also have a buddy system , wherein mentor teacher selects a group of buddies with good attendance , mature and with leadership qualities. Generally a buddy is given a group of peers. At times students are able to connect to these buddies more than mentor teachers. The problems are resolved through discussions and co-operation. The buddies report to the teacher mentors. The students whose issues can not be resolved by the buddies or mentors are referred to the counsellor at the college .

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2817	41	1:69

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
31	42	0	0	6

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Ms. Jinal Shah	Assistant Professor	Gold medal for securing First rank in all the six semesters of Masters in Marketing Management from K J Somaiya Institute of Management Studies Research
2019	Ms. Jinal Shah	Assistant Professor	Best research paper in an international conference for the paper titled "Social Innovation in Education"
2018	Ms. Jinal Shah	Assistant Professor	Best research paper in an international conference for the paper titled "Education in the Digital World"
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

We follow the evaluation pattern framed by the University. To measure student achievements, the University of Mumbai has introduced the Choice Based Grading System which includes 25 marks for internal evaluation and 75 marks for external evaluation. The college conducts an internal test of 20 marks per semester for all subjects across the courses , though not mandatory for B.Com. This is done over and above the class tests, assignments, group discussions, case studies, presentations which the subject teachers conduct for their respective subjects. Internal assessment in FC consists of 20 marks assignments/project and 5 marks for class participation/attendance. We use FC projects to Initiate community outreach programs through student – NGO association. This sensitizes students about various social issues. In 2018-19 , 1395 students participated in the outreach programs in association various NGOs . Academic audit for examination process is conducted and verification of answer books and mark-lists is done on regular basis. As the evaluation is as per the norms prescribed by the affiliating university, there is little scope for radical reforms. However, the institution has tried its best to bring in reforms with regard to the conduct and modes of evaluation wherever there is a scope for it. In addition, many departments carry out internal evaluation using different modes and modern means. There is a dedicated and secure examination control room. During practical exams, the students are given access to the relevant updated software in our fully equipped computer laboratories.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college follows the academic calendar of the University. For the regular under-graduate course under CBCGS, external examination is conducted by the University. However, the Internal Examination is planned and conducted by the college, which ensures that it does not clash with any University Examination. The affiliating university declares the term dates in the beginning of the academic year. The college prepares its academic calendar thereafter and uploaded on website. Students are also made aware of the schedules by way of notices and classroom announcements. College ensures that syllabus revisions are incorporated and linked to practical sessions /assignments /internals. Principal, IQAC coordinator, Vice Principals and members of examination committee work together meticulously to prepare the calendar by taking into account the instructional days/long breaks/short breaks/holidays/youth festivals/schedules of university examinations and major annual co-curricular and extracurricular activities viz. NSS/NCC camps. There is seldom any difficulty in adhering to the calendar for the conduct of CIE. The examination committee prepares and displays the time-tables well in advance. The departments prepare their teaching plans according to the prepared schedules of internal exams and the term dates given by University. The internal test papers are assessed within the given period and the answers are discussed with the students. For university examination, the mark-lists are kept ready at the department level and are submitted online to the university. The CIE System is time-bound and adheres to the academic calendar. The college completes the curriculum and conducts examination on time as per University and college schedule.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://siesce.edu.in/iqac/aqar.php

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
National Seminar on IPR	IQAC	07/03/2019
IPR and its relevance today by Dr. Bindu Variath	Staff and Students Research Cell	25/01/2019
IPR Protection in software	B.Sc. IT	16/03/2019
Careers in Restaurant Industry by Sae Khandekar, Author and Food Consultant	Entrepreneurship Cell	03/01/2019
Food Blogging and Food Photography by Mr. Akshay Vichare , Food Blogger	Entrepreneurship Cell	04/01/2019
GD-PI sessions by Akaash S, IMS Learning Resources Ltd .	BMS	20/07/2018
Money Management for startups" by Mr Shashank Udupa, COO and Co-founder at Avalon Labs	BFM	01/12/2018
"Learning investment and life lessons from the	BFM	01/12/2018

masters: by Mr. Rishi Ghosalia, Money Manager at SF Value Capital, LLC.		
"Careers in Securities Markets" by Jitendra Kumar, NISM faculty.	BFM	01/12/2018
"If not CA then What?" for FYBCOM and FYBAF students by Mr. Zaheer Sayyad from Financial Planing Academy	BAF	15/09/2018
Business opportunities abroad – Mr Peter Stevens, Executive Driector - University of South Australia	Commerce Forum - Disha	26/09/2018
Careers in Hospitality – Ms. Shraddha Masatana, Pacific Institute of Hotel Management	Commerce Forum - Disha	27/09/2018
Careers in the animation vfx and crowd situation – Mr. Ashish Garg, MAAC Institute	Commerce Forum - Disha	28/09/2018
Careers in digital marketing – Mr. Faiyaz Khairaz, Compufield	Commerce Forum - Disha	27/09/2018
Careers in Banking - Ms. Shruti S, SSB Institute of Banking Personnel	Commerce Forum - Disha	27/09/2018
Seminar on Importance of mental health - Ms. Arushi Sethi, Trijog	Commerce Forum - Disha	27/09/2018
Careers in Fitness industry – Mr. Vineeth Shetty, World Gym	Commerce Forum - Disha	28/09/2018
Careers in actuarial science - Mr. Nishit Doshi, Finstat Academy	Commerce Forum - Disha	28/09/2018
Careers in PR and Communications, Ms. Priyanka Bhatt, Equations PR and Media	Commerce Forum - Disha	28/09/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement

No Data Entered/Not Applicable !!!
View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
PhD Centre	2

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	NA	NA	2019	0	NA	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	NA	NA	2019	0	0	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	9	14	6
Presented papers	5	8	0	2
Resource persons	4	6	1	6

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Personality Development and teaching sessions	Letter of recognition	Principal, Karmvir Bhaurao Patil School	52
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
26.54	26.89

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Fully	18.05.01.000	2014

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existin	177	4	177	2	0	20	0	26	0

g									
Added	0	0	0	0	0	0	0	24	0
Total	177	4	177	2	0	20	0	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Computer Lab / Laptop	http://siesce.edu.in/notes/Barriers%20to%20communication_33598.pptx
Computer Lab / Laptop	http://siesce.edu.in/notes/Business%20etiquette_23035.ppt
Computer Lab / Laptop	http://siesce.edu.in/notes/models%20of%20communication_67851.pptx
Computer Lab / Laptop	http://siesce.edu.in/notes/The%20process%20of%20communication_59627.pptx
Computer Lab / Laptop	http://siesce.edu.in/notes/Boolean%20Algebra%20Examples_57553.docx
Computer Lab / Laptop	http://siesce.edu.in/notes/CH%202%20AUDIT%20PLANNING_82537.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/CH%202%20AUDIT%20PLANNING%20-%20pre%20audit%20check%20list_91611.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/organizational%20change%20and%20stress%20management%20MCQs_77549.docx
Computer Lab / Laptop	http://siesce.edu.in/notes/NOTICE%20REGARDING%20ONLINE%20TESTS%20IN%20T.Y.B_30195.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Organisational%20change%20and%20stress%20management_84199.pptx
Computer Lab / Laptop	http://siesce.edu.in/notes/EMOTIONS%20AND%20MOODS_25564.ppt
Computer Lab / Laptop	http://siesce.edu.in/notes/conflict%20and%20negotiation%20questions_19732.docx
Computer Lab / Laptop	http://siesce.edu.in/notes/CONFLICT%20AND%20NEGOTIATION_73154.ppt
Computer Lab / Laptop	http://siesce.edu.in/notes/work%20teams-%20important%20essays_61533.docx
Computer Lab / Laptop	http://siesce.edu.in/notes/Arduino%20Uno%20practice%20programs_88680.docx
Computer Lab / Laptop	http://siesce.edu.in/notes/WORK%20TEAMS_83635.ppt
Computer Lab / Laptop	http://siesce.edu.in/notes/emotions%20and%20moods-important%20questions_85266.docx

Computer Lab / Laptop	http://siesce.edu.in/notes/Accounting%20for%20Foreign%20Currency%20Transactions%20as%20per%20AS%2011%20(revised)_86104.pptx
Computer Lab / Laptop	http://siesce.edu.in/notes/DM%20Scilab%20Programs_86719.pdf
Scanner (to scan handwritten notes)	http://siesce.edu.in/notes/4_97125.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/models%20of%20communication_30280.pptx
Scanner (to scan handwritten notes)	http://siesce.edu.in/notes/4.2%20and%204_71202.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/interviews%20-%20types%20and%20techniques_16355.pptx
Computer Lab / Laptop	http://siesce.edu.in/notes/public%20relations_92787.pptx
Computer Lab / Laptop	http://siesce.edu.in/notes/Mobile%20Programming%20Document_29400.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/R%20Programming_93505.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/AWT%20Event%20handling%20Programs_99998.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/NSM%20Practical%20Journal%20Document_87974.docx
Computer Lab / Laptop	http://siesce.edu.in/notes/COST%20Practical%20Journal%20Document_21931.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Python%20database%20programs%20for%20Practice_52312.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Structure%20of%20Financial%20system_86537.pptx
Computer Lab / Laptop	http://siesce.edu.in/notes/Functions%20of%20the%20Foreign%20exchange%20markets_51359.docx
Computer Lab / Laptop	http://siesce.edu.in/notes/Evolution%20of%20Financial%20System_86385.pptx
Computer Lab / Laptop	http://siesce.edu.in/notes/Financial%20Regulators_59284.pptx
Computer Lab / Laptop	http://siesce.edu.in/notes/introduction%20of%20Business%20Environment_99002.pptx
Computer Lab / Laptop	http://siesce.edu.in/notes/Carbon%20Credit_91710.pptx
Computer Lab / Laptop	http://siesce.edu.in/notes/World%20Trade%20Organisation_92636.pptx
Computer Lab / Laptop	http://siesce.edu.in/notes/Case%20Study%20on%20Ethical%20Dilemma_86532.docx
Computer Lab / Laptop	http://siesce.edu.in/notes/Role%20of%20

	[Entrepreneur%20in%20Economic%20Development_77515.docx](http://siesce.edu.in/notes/Entrepreneur%20in%20Economic%20Development_77515.docx)
Computer Lab / Laptop	http://siesce.edu.in/notes/Structure%20of%20Mutual%20Funds_44396.docx
Computer Lab / Laptop	http://siesce.edu.in/notes/Accounting%20standards%20and%20Capital,%20revenue%20expenses_29158.pdf
Scanner (to scan handwritten notes)	http://siesce.edu.in/notes/COST%20Remedial%20Lectures%20Notes%202_44105.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Python%20GUI%20Program%20for%20Practice_36274.pdf
Scanner (to scan handwritten notes)	http://siesce.edu.in/notes/COST%20Remedial%20Lectures%20Notes%203_87485.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/IFA%20-%20Journal,%20subsidiary%20books_53977.docx
Computer Lab / Laptop	http://siesce.edu.in/notes/Sums%20Sheet%203%20-%20Cash%20Book,%20Ledger,%20Depreciation,%20Trial%20Balance_52922.docx
Scanner (to scan handwritten notes)	http://siesce.edu.in/notes/COST%20Remedial%20Lectures%20Notes%201_90871.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Money%20Market%20Instruments_20385.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Capital,%20revenue%20expenses%20and%20receipts_52674.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Consignment%20accounts_67283.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Consignment%20accounts%20Ledgers_37097.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Capital%20Market_26830.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Regulatory%20Framework%20of%20Money%20Market_30250.pptx
Computer Lab / Laptop	http://siesce.edu.in/notes/Accounting%20for%20Investments_10468.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Investments%20Accounting_52994.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Product%20Life%20Cycle_83133.docx
Computer Lab / Laptop	http://siesce.edu.in/notes/Case%20Study%20on%20Branding_80438.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Case%20Study%20on%20Service%20Gap%20Model_11242.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Jay%20Customers_32806.docx
Computer Lab / Laptop	http://siesce.edu.in/notes/Final%20accounts%20of%20companies_68500.pdf

Computer Lab / Laptop	http://siesce.edu.in/notes/Types%20of%20CRM_53131.docx
Computer Lab / Laptop	http://siesce.edu.in/notes/Final%20accounts%20of%20companies%20-%20selected%20solutions_44974.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Amalgamation%20of%20Companies_31457.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Amalgamation%20of%20Companies%20-%20accounting%20entries_32531.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Accounts%20of%20Limited%20Liability%20Partnerships_66831.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Underwriting%20of%20Securities_24516.pdf
Computer Lab / Laptop	http://siesce.edu.in/notes/Online%20Tests%20in%20AFM%20SEM%20II_90335.pdf
Computer Lab / Laptop	http://www.siesce.edu.in/notes/Cash%20Flow%20Statement-Concepts%20and%20Working_82778.docx
Computer Lab / Laptop	http://www.siesce.edu.in/notes/FDI_84172.pptx
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Computer Lab / Laptop	http://www.siesce.edu.in/notes/Economic%20Integration_45189.pptx
Computer Lab / Laptop	http://siesce.edu.in/notes/Revision%20Module%20I_28745.docx
Computer Lab / Laptop	http://www.siesce.edu.in/notes/Balance%20of%20Payments_89358.pptx
Computer Lab / Laptop	http://siesce.edu.in/notes/Revision%20Module%20IV_47539.docx
Computer Lab / Laptop	http://siesce.edu.in/notes/Revision%20Module%20III_38378.docx
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Computer Lab / Laptop	http://siesce.edu.in/notes/Revision%20Module%20I_37751.docx
Computer Lab / Laptop	http://www.siesce.edu.in/notes/revision%20for%20unit%202_10762.docx
Computer Lab / Laptop	http://siesce.edu.in/notes/Revision%20Module%20III_66905.docx
Computer Lab / Laptop	http://www.siesce.edu.in/notes/Revision%20for%20unit%204_65094.docx
Computer Lab / Laptop	http://siesce.edu.in/notes/Maths%20Tutorial%20Semester%20I_38264.pdf

Computer Lab / Laptop	http://siesce.edu.in/notes/Maths%20Tutorial%20Semester%20Ii_12007.pdf
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Computer Lab / Laptop	http://siesce.edu.in/notes/SEM%20VI%20EXCEL%20PRACTICAL%20DOCUMENT_53805.pdf
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Computer Lab / Laptop	http://siesce.edu.in/notes/Statistics%20Semester%20I_73420.pdf
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Computer Lab / Laptop	http://siesce.edu.in/notes/Hash%20techniques_49999.pptx

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
91.9	**68.65**	**58.17**	**51.65**

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Institute has a well drafted policy for the use and maintenance of all facilities provided on the Campus. Details of the academic and support facilities are provided to the students through the Prospectus which is given to all the first year students at the time of admission. The 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. Academic facilities: 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 utilisation 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. Computers: Annual maintenance contracts are given for computers, printers, scanners, etc. Anti-virus softwares are installed in all machines. Only Licensed versions of software are used. All equipments are under maintenance contracts with external agencies. Sports grounds are hired whenever necessary for outdoor sports activities. Separate coaches are appointed for different sports. Different committees organise co-curricular and extra-curricular activities and encourage

http://siesce.edu.in/academics/policy_and_procedure.php

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to

No Data Entered/Not Applicable !!!
[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
GMAT	75
CAT	121
TOFEL	162

No file uploaded.

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
[View File](#)		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Nil	National	0	0	0	NA

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Council • The secretaries and the joint secretaries for various associations and forums were selected by the respective committees. Ad-Hoc Students' Council was formed with class representatives of all classes, secretaries of Cultural Association , NSS, Gymkhana, DLLE, NCC and the teachers. • Members are also nominated as Students' representatives on College Development Committee and IQAC. FANTASIES The Inter Collegiate cultural festival "FANTASIES – 2019" was conducted on 21st and 22nd January, 2019. Many events were organized prior to this for social causes. Large number of students participated in various events. The events were judged by well-known personalities from the Media and Entertainment industry. A brief Report is as below. The fresh face competition was conducted very smoothly with the presence of popular singer Shibani Kashyap. The comicon day was a big hit. Various games were conducted based on comic book characters. Like every year , a marathon was organized to promote inclusion. The theme for the Marathon was "LGBTQ" in association with the Humsafar Trust. PR Day is the CSR activity of the fest. The cause this year was "Women Empowerment - The future is female" in association with an NGO CORO. Ladies from the NGO spent some quality time playing games, dancing and entertaining. At the end of the day, ladies interacted with the TV stars like Nimisha Vakharia, Shilpa Mehta Nassar Abdulla. The Rose Day crowns the most eligible guy and girl of our college popularly known as Casanova and Diva. On the basis of a talent round and a question answer round the participants were judged by the celebrities. For this event actors models like Paulomi Polo Das, Nisha Yadav Parichay Sharma graced the event. SIES conducted its 20th year of FANTASIES, the intercollegiate

cultural festival . There were various events conducted in the categories of fine arts, sports and performing arts. Performing arts events which were very well received were as follows- RAMP (Fashion Show) , Drop Stop Groove (Street Dance), Spotlight (Redbull Rap Competition). Bellento (Belly Dance), Looney Tunes (Band Competition), Incredibeat (Beat Boxing) and The Versatile (Talent Hunt). The event was graced by film/media industry celebrities like Ananya Birla, Koustuv Ghosh, Rajeev Raja, Vaibhav Ghuge , Shivam Patil, Santoshi Shetty, Mahir Pandhi, Ayesha Adlakha, RJ Jman and Sudeepa Singh.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association was registered in 2009. Our Alumni are well placed in India and abroad in various sectors such as the corporate sector, in education, as professional and entrepreneurs and with NGOs. They connect with the college for a number of activities on a regular basis. Alumni are invited to conduct guest lectures and seminars to add value to the existing syllabus of different courses. Alumni interact with students for career counseling. This interaction, with peers is well received by our students. Alumni, who are University rank holders are introduced to forthcoming batches to share their learning curve and journey to success. Valuable tips provided by academic achievers act as a morale booster for our students. Qualified alumni are recruited as full time as well as visiting faculty across courses. They provide valuable support for training students in music, dance and fashion shows. Successful alumni sponsor fees of deserving students to ensure that they are nor deprived of education due to lack of finances. Alumni is a valuable resource for the organization and conduct of different college festivals. Talented alumni provide orientation to the next generation of student festival organizers. They also provide liaison support as well as being sponsors themselves. Alumni who have carved a niche for themselves in the art, culture and entertainment and corporate fields are invited to judge cultural and literary festivals launch the college magazine and even be chief guest at the annual convocation ceremony. On such occasions they are projected as role models worthy of emulation.

5.4.2 – No. of enrolled Alumni:

826

5.4.3 – Alumni contribution during the year (in Rupees) :

25650

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni association of the college registered with the charity commissioner is a formal association. It meets on periodic intervals and contributes to the functioning CA Phil Mehta, CS Suraj S., CA Akhil Seshadri and Mr. Vinayak Krishnan , provided financial assistance for festival Buddhi in 2018-19. They also judged the event along with Shikha Bafna Soniya Lokhande , both alumni. Inter-collegiate festival Fantasies invited Melwyn Louis and Sandhya Shetty to judge the events. Finova had organized a lecture on Start Ups by Shashank Udupa. The college magazine Spectrum was launched by Arun Iyer. Sriram Iyer was invited as a Chief Guest for Convocation Function. Malav Thakkar Govind Nair were invited to be a part of Model United Nations event. Alumni members are also a part of College Development Committee Alumni members provided guidance to B.Sc. IT students for preparation of projects.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institutional administration ensures that the culture followed is participatory and decentralized. The governance and management of the college is done through the College Development Committee (CDC) and Internal Quality Assurance Cell (IQAC). Both of these comprise representation of the management, Principal, teaching staff, administrative staff and students. All deliberations are done at meetings conducted and noted for future actions. IQAC plans theme for the year, overall academic and activity calendar in consultation with co-ordinators and heads of the departments. To manage the day to functioning and activity planning for the academic year, the college has more than 30 committees - statutory and non statutory. The committees comprise of teachers-chairperson and members. They plan and conduct extra curricular activities in accordance with UGC, Government and University mandate. Every committee selects a student secretary and joint secretary to understand students' perspective and to build a network for timely and efficient conduct of the activity. For college events such as career fests, annual day, cultural fest etc, students participation is evoked. The teacher committee head elects a student representative, who is given the post of a Chair person for the respective event. The student then creates an entire organizational structure and designs a hierarchy structure to further decentralize the duty allocations to ensure that the fest happens on time, with a good response and meets its objectives for which the event was planned. Right from financial planning of the event, raising funds, allocation of funds, and utilization of funds, preparing budget (estimated and actual) and submission of the final accounts to the College at the end of the event, is entirely done by the student's organization committee in close cohesion with the teachers in the committee. In administrative office of the college , registrar is in- charge ,who assigns the portfolios such as Accounts , Salary , University / Government communication , Transcripts , Concessions. Examples of decentralisation and participative management is observed at following levels: Departments : HOD or co-ordinator takes responsibility of preparation of the time table, allocation of workload and subjects , monitoring teaching and learning , selection of visiting faculty, examinations and result processing and also the departmental festival. The staff members are given charge of activities such as placement and internships , website and IT support , Field visits and Industrial visits, value / on line courses and scholarships. They organise the activities in consultation with co-ordinator. Committees : NSS- The program officer chalks out yearly plan of the activities and enrol students across the courses . The committee also comprises of faculty across the courses. The committee members take responsibility of specific activities e.g. Blood donation , Community service , Swachatta Abhiyan , Environment etc. and also acitivities at the residential camp.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The syllabi prescribed by the University of Mumbai is revised and upgraded at periodic intervals. The college has designed mechanisms for effective delivery of the curriculum ensuring optimal satisfaction of the stakeholders . The college takes active

		initiatives to organize syllabus revision workshops, and faculty members participate actively in syllabus revision workshops organized by the university. A good number of faculty members officiate as members on the board of studies which helps is getting a better perspective to the subjects being taught.
	Teaching and Learning	Workshops, seminars, regular use of ICT in classrooms contributed to enhancement of Teaching-Learning. Guest Lectures by eminent professionals add value and practicality to the subjects taught. Innovative pedagogy like Story Telling, gamification amplifies the learning experience. Field visits bring a sense of reality and complements class room teaching. Simulation and role play strengthen the understanding of concepts and enhances participation and interaction in class. The class rooms sometimes are converted into quiz rooms where the faculty uses digital platforms for online quizzes. Subjects like advertising with role plays and creative outbursts of thematic presentation makes teaching and learning truly engaging.
	Examination and Evaluation	The college follows the semester pattern of evaluation. Students performance is continuously evaluated in tutorials in Mathematics and Statistics and Business Communication. Internal evaluation through class tests aids better performance. Internal examination is conducted for all the courses including B.Com. Audits and verification at every level ensures fair assessment. The college practices the masking of answer papers for unbiased assessment. The committee prepares an annual calendar that schedules all examination sand communicates it to the faculty and students. A good number of our faculties are invited to be part of the university examination process functioning as chairpersons, moderators, and examiners.
	Research and Development	The Research Cell holds regular programs, organizes seminars to promote research culture among faculty and students. Staff is encouraged to write papers, participate in conferences. The college grants reimbursements and duty leave for attending research

	conferences. Some of our faculty members are invited to be on the board of research advisory committees of reputed institutions and publications and also as external referees for PhD. The college has been steadily increasing the number of full time research qualified faculty. The college has PhD center in Business Policy and Administration with 3 students in 2018-19 and has yielded 2 PhD's.
Library, ICT and Physical Infrastructure / Instrumentation	Library functions as the resource base for teachers and students. Classrooms are equipped with audio visual devices. Computer labs are upgraded from time to time. An auditorium facilitates conducting several programs. Faculty members are provided with net books for personal use .Online resources have been subscribed for and these are made available to the faculty members, and students. It also facilitates online resource sharing with sister institutions. The campus is wifi enabled so as to facilitate digital access
Human Resource Management	The institutions HR practices aim at overall development of faculty and students. Frequent training programs are conducted for faculty both on and off campus. Faculty members are motivated with appreciation and awards for their achievements. Scales and remunerations are given as per university norms. Several measures such as insurance, maternity benefits, study leave are in place for the staff.
Industry Interaction / Collaboration	The College regularly organizes industrial visits. Eminent professionals are invited for interaction during seminars, convocation, and budget sessions. A host of curricular and co-curricular activities are planned with the objective of enhancing industry interaction. Large number of students either intern or take up CA article-ships during their graduation years. Our alumni contributes to the interaction by actively engaging in the programs hosted by the college. Sponsorships to a large number of programs comes from industry associates, who find it highly beneficial interacting with the young minds on the campus.

Admission of Students	Admissions to all classes are done online and merit based. Our college has been granted a linguistic minority institution status , hence we follow all the rules of the State Government regarding linguistic minority institutions. Fifteen percent of the total seats are reserved for management quota. The balance seats are distributed equally between Tamil minority and open category. Open category includes physically handicapped (3), students showing proficiency in Sports , Cultural etc. (3). Management seats are released in Tamil Open categories purely on merit basis. The admission schedule is prepared in line with that given by University of Mumbai.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The College has a dynamic website which is regularly updated with information important to students and other stakeholders. The website is created and maintained centrally by SIES Management.
Administration	a. The biometric system takes care of the attendance of staff. This actively aids in timekeeping and HR related functions. b. A library management system named KOHA facilitates the effective functioning of the library such as stock keeping, issue and return, cataloguing, periodical entry, generation of purchase order, stock taking report, OPAC search function. c. The college uses electronic devices to capture the attendance and a software to process the attendance of students. d. Admissions of students are done online. e. Bulk messages are sent to parent with crucial information.
Finance and Accounts	The office is equipped with an ERP system that facilitates the entire accounting function. a. Fees are collected online. b. Financial reports are generated using Tally software. c. Application software is used for salary calculations. d. The college encourages online payments
Examination	The result processing is done using a software
Student Admission and Support	a. Admissions of students are done

	online. b. The college uses electronic devices to capture the attendance and a software to process the attendance of students c. Library collection is available online through KOHA OPAC. d. Online databases are subscribed.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
31	11	31	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Pay scales for self financing teachers, Group Insurance, Gratuity, Admission policy for wards of staff, Interim payment of salary for newly appointed staff	Group Insurance , Admission policy forwards of staff, Interim payment of salary for newly appointed staff	Group Insurance , Scholarships from SIES Trust, Endowment prizes

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Every committee/ Department prepares a budget and submits it to IQAC . Considering these ,IQAC prepares the overall budget for forthcoming academic year. It is then forwarded to the management for approval. Once the budget is approved , revenue and capital purchases are routed through the purchase department . Quotes are accepted , scrutinized and orders are placed thereafter. The external financial audit is carried out by a Statutory Auditor appointed by the college. Financial audits are conducted every year. Funds are also mobilized for various extra curricular activities through sponsorships for which receipts are issued. All committees and departments have to submit and close accounts on completion of the activities, which are scrutinized by the college accountants. For example, when a college event is conducted, students procure funds through sponsorships (cash/Cheque or online transfer) which are submitted to the college in the presence of the faculty committee head. The college issues receipts for each such transaction. All payments to vendors, related to the event, are made by the college. The faculty head approves such payments, which are then verified by the Principal, before any such payment is processed. At the end of the event, the students along with the faculty heads prepare the final accounts, where all expenses and incomes have to be shown along with proofs such as bills and letters. Thus every income and expenditure has to be validated with substantial proof. Once prepared, any surplus shown in the final accounts is transferred to the college. The accounts are then submitted to the accounts head, who after verification, closes the account. All transactions are duly recorded, irrespective of the volume of the transactions.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated

2256534

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Retired Vice Principal from a reputed College	Yes	Vice Principals/ Co-ordinators / Heads of the Departments
Administrative	Yes	V. Sankar Aiyar Co.	No	-

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• Parent representative is included as a member of IQAC • Mr. Ajay Karande is a Parent representative on IQAC, provided suggestions quality enhancement initiatives • Dr. dnyannendra G. Ande VP UTI AMC has delivered guest lecture on Financial Instruments. He also arranged for sponsorship from UTI for National

Seminar on 'Diversity and Inclusion – A Roadmap of 21st Century. • Mr. V. Gangadharan Nair has given financial contribution as sponsorship for activities of SIESMIC , the Cultural Forum

6.5.3 – Development programmes for support staff (at least three)

• Workshop on Personality Development -Personal Grooming on by Dr. Preeti Shirodkar on 6th March 2018 • Workshop on Personality Devlopment- Spoken English by Dr. Preeti Shirodkar on 22nd March 2018 • Workshop on Personality Devlopment- English Language by Dr. Preeti Shirodkar on 28th March 2018 • Workshop on Personality Devlopment- English Language by Dr. Preeti Shirodkar on 12th April 2018 • Workshop on Effective Written Communication by Dr. Preeti Shirodkar on 26th March 2019 • Workshop on First Aid and Safety measures by Dr. Deepak Dalvi on 31st July , 2019

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Strengthened the Placement Cell • Initiated Internship fair • Organised certificate courses for capacity building • Initiated out reach programs as a part of FC project

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
[View File](#)					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Sensitisation Lecture	13/08/2018	13/08/2018	40	36
Expression 2018	21/09/2018	21/09/2018	44	13
Women's Health	29/11/2018	29/11/2018	29	0
Women's safety in the cyber world	23/01/2019	23/01/2019	53	14
Yuvak Yuvati Mela	04/02/2019	04/02/2019	126	60
Self Defence training	01/02/2019	15/02/2019	25	2

| Women Empowerment Week | 14/02/2019 | 16/02/2019 | 55 | 8 |
| Lecture on 'Gender Sensitisation' | 25/03/2019 | 25/03/2019 | 34 | 9 |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Situated in the busy suburb of Sion, the college strives to make the campus eco-friendly by undertaking strategic initiatives: 1. Sensitizing the student community 2. Working towards reducing the carbon footprints by adopting energy conservation devises. I. The nature club of the college plays a lead role in sensitizing the student community, in the following ways: 1. Organizing Sustainability Live exhibitions- e projects prepared by students on various environmental issues. 2. Collaborating with NGO working on environment for safe disposal of E- waste. 3. Guest lectures on environment awareness. 4. Nature trails 5. Ensuring paper free programs –by resorting to E banners, e invitees, e-registrations, e-certifications etc. 6. The nature club has also initiated making of a compost pit for disposal of wet garbage. 7. Tree plantation drive is organized annually by NSS 8. The college is certified "Green Campus "for its initiative by Stree Mukhti Sanghatana. 9. Several programs are organized by various forums on Anti-plastic campaigns, ecofriendly bag making etc. 10. The college magazine has reduced the print copies substantially as the magazine is now being offered as an e magazine. 11. DLLE won the first prize at the University of Mumbai UDAAN fest ion the theme of environment.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	Yes	2
Ramp/Rails	Yes	2
Scribes for examination	Yes	0
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus for students	10/04/2018	Awareness is created during orientation and Induction programs.

		Parent teacher meeting about code of conduct , Examination , Unfair means Rules , Anti Ragging , Sexual Harassment is conducted
Code of conduct for teachers as prescribed by UGC Notification No. F.3-1/2009	**01/06/2018**	**New entrants are informed by Heads of the Departments/ Co-ordinators , Registrar , Librarian about rules , regulation and service benefits.**

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
[View File](#)			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

We maintain a comprehensive approach towards having environment friendly campus. It constantly promotes responsible learning activities keeping in mind the ecological picture. The college strives in reducing the individual carbon print of its staff and teachers by adopting small and every day practices and behaviors that help protect the environment and preserve natural resources for current and future generations. The college is working towards implementing Green campus. We are aiming for renewed environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind. Following are some of the green initiatives: 1. The college promotes eco friendly approach for learning by using study material in soft copy format and reduces the usage of hard copy for classroom teaching and learning. Faculties and staff are encouraged to Use more of e-mail for officially communicating the information needed amongst themselves or for communicating to various stakeholders. Also, for organizing, promoting and conducting various college events and activities, there is electronic correspondence with students, resource persons and companies. Most of the committees resort to e-banners and e-certificates for the college activities.One of the Flagship event of the college that promotes paperless drive is Buddhi. For various subjects like Foundation course across all courses, projects are accepted in E-Format. The college has considerably reduced the printed copies of college magazine as it also available on the college website. 2. To prevent wastage of valuable electricity, there is Use of LED or compact fluorescent bulbs. The lights are kept off in conference rooms, classrooms, and lecture halls when they are not in use. Fans AC are used only when required. The college doesn't use decorative lighting. Installing LED lights for energy conservation is one such step in this direction. Signage to switch all electronic devices are mentioned in all the classrooms, labs, conference room, Auditorium and office space. The institute also purchases energy star compliant computers and equipments. 3. To create consciousness amongst students about various issues of green conservation, E waste awareness and collection drives are held in the campus and its neighboring vicinity. The overwhelming response from staff and students and persistent efforts of volunteers has made the E-waste drive successful. The college has also acquired Green Certification from Ecorox. 4. The college takes active steps in sensitizing students on eco-friendly campus. The Nature Club conducts Sustainability Live PPT competition on various environmental issues and

organizes guest lectures on environmental awareness. 5. The college takes conscious efforts in segregating dry and wet waste and has created Compost Pit for wet waste management.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Industry 4.0 which symbolizes the rise of digital technologies has posed several benefits as well as challenges that need to be fulfilled in today's Knowledge Economy. To make our learner's competitive and industry ready, SIES College of Commerce Economics adopts a multi-dimensional approach for the holistic development of its learners. With a strong emphasis on innovative teaching pedagogy, the institution ensures that students participate in academic, cultural, sports, social and skill building activities. This helps in creating a roadmap for building and nurturing their all-round personality. This contributes to building the 21st century skills which are in the form of Learning, Literacy and Life Skills. The eco system at college ensures that students develop Critical thinking, Creativity, Communication and Collaborative skills. These skills are intended to help students keep up with the lightning-pace of today's global economy. To thrive in a rapidly evolving, technology-mediated world, the institution offers varying opportunities to students to develop and nurture their talents. Our two best practices Campus to Corporate Connect (Swayam Prabha), a Capacity Building and Skill Enhancement Initiative and REACH (Rural, Environment, Academic, Community Health) our Social Outreach Program. Employment and career growth requires a focus on employability skills as well as all round personality development of students and staff. Hence, various programs, seminars, workshops, guest lectures and short term courses are envisaged to fulfill the objective of capacity and skill enhancement. In order to align with the national mission of skills development, the college organizes several programs in the areas of enhancement of financial, digital, social and cultural skills: 1. Mentoring: Faculty-student and peer-peer mentoring is implemented across the courses where exchange of thoughts, ideas and support is extended for career and mental health issues. 2. Professional Development – Add on Courses: Certificate course in GST, Training students for Competitive Examinations like UPSC MPSC, Siddhika – Training programme on Mutual Funds for girl students, Advanced Excel and Life Skills, Tally Training, etc. 3. Employability based programs: Placement training program, Career ready employment program by Antarang, Soft Skills Development CV writing sessions, Session on Digital Financial Literacy by NPCI (National Payments Corporation of India), Internship Fair, workshops on interview skills, etc. 4. Career Guidance sessions: Annual Inter collegiate Career Fest – Disha 2018 which covered 12 career based seminars on alternative careers like Law, Aviation, Image Management, Food Photography, Food Blogging, Pre-requisites for MCA, Budget Analysis, Supply Chain Management, etc. 5. Soft Skills programs: Sessions on Multi-Tasking, Time Management, Interpersonal Communication, Confidence Building, etc. 6. Student driven Initiatives: College festivals organized across courses are student led and student driven. To enhance leadership, management and organizational skills and harness their talents, the fests provide practical exposure, experiential learning, resource financial management, public relations, administrative skills, digital skills, leadership skills, negotiation skills, conflict resolution skills and potentialities, students are mentored by the faculty to organize various co-curricular and extra-curricular activities like SIES Debate, Model United Naitons, Buddhi, Disha, Fantasies, Finova, Finatix, Fiontrai, Food Festival and a variety of cultural programmes. The college encourages students to participate in various programmes with the aim of sensitizing the future generations towards those who are deprived of basic needs. The students and teaching staff are actively involved in academic as well as social outreach activities both inside as well

as outside the college. A good number of our staff and students are involved in student association guiding them in organizing various events both within and outside the campus. The Outreach Program was constituted with the objectives of reaching out to the larger society and bringing about a positive change in the lives of the people. As an educational institution, a major component of our outreach activities is education along with raising awareness in environment, health, hygiene, women empowerment, national integration and community infrastructure support . Our outreach activities are directed to bridge the gap in services provided by official/governmental sources and non-profit organizations. Apart from motivating the various departments, clubs and committees of the college to periodically undertake social outreach programs and documenting them, the college itself initiates various outreach activities as part of Foundation Course projects. The students volunteer to assist and work for various NGOs with enthusiasm. Following are the various activities being led by NSS, WDC, DLLE, Rotaract and by students across courses: Environment Tree Plantation Drive, making and distribution of eco- friendly cloth bags, enacting Street plays to create environment awareness and building check dams. Health Hygiene Administration of Hepatitis Polio Vaccination, Stem Cell Registration, Blood donation drive, Platelets donation drive, Awareness of Leprosy, rally on Diabetes awareness, Diabetes Checkup camp menstrual hygiene workshop, Beach Clean-up and Station clean up Drive Women Empowerment Talk on gender sensitization, lecture on PCOD, Cyber Ethics, Yuvak Yuvati Mela, self-defense training program, training on zumba, jewellery making and brownie baking. National Integration Celebration of Independence day and Republic day, tree plantation drive to promote green India, celebration of International Peace Day Community Infrastructure support Acting as Friends of Police and handling traffic during Ganpati Visarjan, Painting at Sion Railway station with social messages thereby creating awareness on Rail Safety, Conducting Voter ID Awareness and Registration for students and people in the vicinity, Construction of small check dams in the village Painting of the community hall of the village at Shivansai Ambe village, Panvel Inclusive practices Tie up with National Association of Disabled Enterprise (NADE) for distribution of food grains for blind and disabled persons, assisting in sale of diyas made by autistic children, teaching sessions at Karamvir Baburao Patil Vidyalaya, a local municipal school. The college envisages to build social, cultural and ethical values through its ongoing programs for skill development, employability and personality and character development. It is proposed to forge collaborations and tie-ups with leading institutions of educational and social importance for a symbiotic relationship. The college will continue its journey for providing learners with opportunities to build their IQ (Intelligence Quotient), EQ (Emotional Quotient) and SQ (Spiritual Quotient). Skill-based experiential learning and community service will be the corner stones on which SIES College of Commerce Economics build the future citizens of the country.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://siesce.edu.in/iqac/aqar.php

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

MENTAL HEALTH INITITATIVES The college provides counselling services to students, teachers and non-teaching staff. Students and parents are briefed about the counselling services during orientation/ induction process. Teachers are given an orientation to identify and report emotional and learning difficulties of students to the counsellor. At the beginning of the academic

year, a session on 'psychological education' is held for faculty by the counsellor. A detailed discussion on the common psychological problems faced by students takes place along with red flags to look for. The psychology faculty addresses students in their respective classes about emotional health and remedial measures available through college counsellor. Free counselling service is provided for students, staff and parents. Regular follow ups are also conducted. Referrals by staff and Principal are routed to the counsellor. Students are also given certain pointers to identify red flags of mental health, so in case of need they can directly approach the psychology faculty or the counsellor and present the problem. This buddy system has helped the college to identify psychological issues in the beginning without them going unnoticed. Different programmes are conducted for students such as 'Sway the stress away', music and mental health in collaboration with M Power an Aditya Birla initiative. Students are often consulted before organising the programs so as to check their needs and problems. In-house counsellor's services were also utilised for workshops such as communication for healthy relationships, anger management etc. A special intra-collegiate interactive program on mental health and well-being was initiated through 'Antarman'. Various events were held such as poster making, elocution and essay writing on the themes: mental health and social media, status of mental health in India, substance abuse etc. Students are encouraged to participate. These activities help to senstitize students towards mental health issues. Mental health professionals who come as the judges of Antarman events share their valuable expertise with students. All these activities create increased awareness in the students.

Provide the weblink of the institution
http://siesce.edu.in/iqac/aqar.php

8.Future Plans of Actions for Next Academic Year

Short term courses : To provide a range of short term courses in soft skills , life skills and employability. Since our institution offers courses in Commerce, short term courses or Faculty Development Programs in Commerce and Accountancy will be given priority. We wish to conduct Faculty Development Programs or Refresher Course in Commerce in association with UGC, HRDC. The current certificate courses on GST and Guidance for UPSC Examination will be taken to diploma level. Few of our faculty have passed NISM Series V A for Mutual Fund Distributors Certification Examination and are qualified to teach the same , it is decided to conduct a short term (30 hours) course in Financial Literacy so that the students get insight for preparation for NISM Examination. Applying for Autonomy : As our surveys indicated the need for enrichment of the syllabus and making it industry compatible , the need for Autonomy was felt. This would grant us additional resources and scope for flexibility in syllabus and examination pattern. Also it was decided to undertake printing of the question papers and result processing in house. This will ensure security and timely declaration of results. We will also be moving towards digitalisation of Internal Examinations for better time management. Infrastructure Augmentation : Taking into consideration the demand for IT services , conducting short term courses , seminars and workshops , placement programs, Faculty Development Programs , it was decided to augment the infrastructure to provide for a server room , dedicated Examination Control Room , Store room , Auditorium , Research Room for teachers , Students Internet Laboratory and Counselling Room. Increased capacity of Computer laboratories and library was also planned. Skill enhancement for teaching and non-teaching staff It has been decided to conduct various skill enhancement programs for teaching staff with special focus on research , E – content development and counselling. Teachers will be encouraged to undertake research – Minor Research Projects , publications in reputed journals. Efforts will be taken to move towards Digitalisation and paperless office. The workshops to create awareness about First Aid and Safety measures and Prevention of Sexual

Harassment at workplace will be organised for non teaching staff. Environment Awareness Yearly activity of Sustainability PPT competition will be taken to intercollegiate level. National level seminar can be organised for the same. E-waste management will be intensified. Social messages for No Plastic , Save Water , Road safety, Segregation of dry and wet waste and Swachh Bharat will conveyed to the masses through Street plays , Rallies and Posters.