

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year (for example 2013-14)

2015-2016

I. 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_se@yahoo.co.in
/siesce@sies.edu.in

Contact Nos.

022-24074944

Name of the Head of the Institution:

Dr. Kinnarry Thakkar

Tel. No. with STD Code:

022-24026130

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

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

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

1.8 AQAR for the Year(for example 2010-2011) 2015-16

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

- i. AQAR 1/8/2012 (DD/MM/YYYY)
- ii. AQAR 10/9/2013 (DD/MM/YYYY)
- iii. AQAR 24/9/2014 (DD/MM/YYYY)
- iv. AQAR 22/1/2015 (DD/MM/YYYY)

1.10 Institutional Status

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

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

Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

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	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="7"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="2"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="23"/>
2.10 No. of IQAC meetings held	2 per term

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

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. IQAC was involved in the preparation of academic calendar and calendar of co-curricular and extracurricular activities.
2. Admission of students to various courses was coordinated by IQAC
3. IQAC was actively involved in the organisation of various programmes of the college and the Management.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1).Calendar of events planned	Implemented
2). Various outreach programmes planned	IQAC coordinated with NSS, WDC, DLLE and Students Council to conduct the various programmes
3). Aid to underprivileged section	Through scholarship initiatives

* Attach the Academic Calendar of the year as Annexure – 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

The following actions were taken to enhance quality

- Encouraging students to excel in academics, co-curricular and extra-curricular activities.
- Motivating faculty members to pursue research
- Strengthening infrastructure for a conducive environment for effective Teaching – Learning.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01		01	-
PG	-		03	-
UG	06		05	-
PG Diploma	-			-
Advanced Diploma	-			-
Diploma	-			-
Certificate				-
Others	01			
Total	07+1		09	
Interdisciplinary				
Innovative				

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

(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)

**Please provide an analysis of the feedback in the Annexure*

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

Yes.1 Business Law for SYBCOM has been revised to make it relevant for changes in law..2.Syllabus of subjects in Second year Bachelor of Management Studies & Third year BCOM(Accounting and Finance) has been revised to make it contemporary.

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

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-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
18	4	12	Nil	2

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
2	-	-	-	-	-	8	-	10	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

24 55 9

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	1	-
Presented papers	17	25	0
Resource Persons	9	13	0

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

The faculty adopt variety of innovative teaching aids in order to enhance the quality of teaching. Teaching learning activity employs use of OHP, LCD, VCD players and other audio visual aids in class rooms to augment teaching learning process. The faculty also administer various appealing and convincing techniques like Presentation, Seminars, Group discussions, Role play, Case studies etc.

Students are given open book test at times to make them aware of the content of the syllabus and improve their deduction skills. They are encouraged to read newspapers, journals, magazines and other material to improve general awareness. The subjects such as Equity Markets, Debt Markets, Foreign Exchange Markets and Derivative Markets are taught by live market shows and mock trading. Students are encouraged to use ICT extensively for preparation of their projects and presentations.

Teachers regularly update students about subject related books, magazines & journals which they are encouraged to refer. Guest lectures by eminent speakers are organised on curriculum related topics and contemporary issues to help staff & students keep abreast of the latest development in the various fields. Experts from industry and alumni are invited to deliver lectures on various topics to share their practical experience and provide deeper understanding of dynamics of the industry.

The college organises industrial visits which provide exposure to on the job situations.

The college collaborates with various organisations such as Tally Academy and Microsoft ATS to provide various value added courses.

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)

- Coding of question papers.
- Masking & Coding of answer papers.
- Audit of Internal assessment and semester examinations.

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

2

2.10 Average percentage of attendance of students

60

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
FYBCOM – 1	478	14	103	149	12	58.16
FYBCOM – II	478	14	141	180	14	73.01
SYBCOM- III	461	7	55	251	19	72.02
SYBCOM – IV	461	12	76	264	32	83.30
TYBCOM – V	437	37	188	159	5	89.02
TYBCOM – VI	431	8	109	261	4	88.63
FYBMS – I	119	14	22	36	4	63.87
FYBMS – II	119	8	24	35	3	58.82
SYBMS – III	116	3	24	59	6	79.31
SYBMS – IV	116	18	38	44	2	87.93
TYBMS –V	115	3	43	59	-	91.30
TYBMS - VI	115	9	55	43	-	93.04
FYBCOM (A&F) –I	59	26	27	4	-	96.61
FYBCOM (A&F) –II	59	20	34	4	-	98.31
SYBCOM (A&F) –III	59	23	31	3	-	96.61
SYBCOM (A&F) –IV	59	20	24	14	-	98.31
TYBCOM (A&F) –V	60	32	20	7	-	98.33
TYBCOM (A&F) –VI	60	24	26	8	-	96.67
FYBCOM (B&I) –I	60	3	18	18	-	65.00
FYBCOM (B&I) –II	60	1	17	23	4	75.00
SYBCOM (B&I) –III	60	13	19	20	1	88.33
SYBCOM (B&I) –IV	60	7	24	16	-	78.33
TYBCOM (B&I) –V	56	2	23	27	-	92.86
TYBCOM (B&I) –VI	56	2	21	27	-	89.29

FYBCOM (FM) –I	59	2	8	20	1	52.54
FYBCOM (FM) –II	59	1	13	22	2	64.41
SYBCOM (FM) –III	53	2	8	16	-	49.06
SYBCOM (FM) –IV	53	3	19	19	-	77.36
TYBCOM (FM) –V	56	8	28	19	-	98.21
TYBCOM (FM) –VI	56	5	31	15	-	91.07
FYB.Sc (IT) – I	59	2	27	19	-	81.36
FYB.Sc (IT) – II	58	7	18	16	1	72.41
SYB.Sc (IT) – III	52	10	20	8	-	73.08
SYB.Sc (IT) – IV	52	6	13	14	-	63.46
TYB.Sc (IT) – V	56	1	13	5	-	33.93
TYB.Sc (IT) – VI	56	5	16	10	-	55.36
M.COM (A/C) - I	58	3	25	18	-	79.31
M.COM (A/C) – II	56	5	11	26	-	75.00
M.COM (A/C) – III	45	1	18	26	-	100
M.COM (A/C) - IV	41	-	19	19	-	92.68
M.COM (B&F) - I	51	4	8	31	-	84.31
M.COM (B&F) – II	48	1	10	25	-	75.00
M.COM (B&F) – III	56	7	19	27	-	94.64
M.COM (B&F) - IV	56	11	29	14	-	96.43
M.Sc (IT) – I	22	-	-	10	1	50.00
M.Sc (IT) – II	19	-	2	6	-	42.11
M.Sc (IT) – III	17	-	2	11	-	76.47
M.Sc (IT) – IV	10	-	3	4	-	70.00

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

The entire process of teaching & learning is monitored by IQAC. It makes annual calendar consisting of details of all academic, co-curricular & extracurricular activities. The IQAC plans for all activities of the college and implements with the help of other committees and forums. At the beginning of every academic year each lecturer submits semester wise teaching plan & month wise session plan. These plans are reviewed by HODs & Co-ordinators and Vice Principals. IQAC plays an important role in motivating teachers to apply for minor/ major research projects. It also encourages faculty members to attend various seminars, workshops to update their knowledge. It also works towards collaboration with other organisations to provide value added courses to the students

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	3
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	23
Others	75

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	-	1
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 through the research cell by organizing various programmes. Research Methodology workshops are organized. Wide publicity is given to create awareness about seminars, workshops and conferences conducted externally. Lecturers are encouraged to attend and present papers in state, national and international level seminars and conferences. Awareness is created about duty leave and reimbursement of registration fees.

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	1	2	3	-
Outlay in Rs. Lakhs	0.68	0.90	1.17	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	4	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	2
Conference proceedings	4	14	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2 1	University of Mumbai UGC	52000 65000	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-

Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this 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

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

4

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 - 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	51	Any other	1

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

- 1). Outreach programmes were organised at Kawthewadi village adopted by the college management.
- 2). Sarees were distributed to the villagers in the drought prone areas of Marathwada region by the college management.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing Upto Mar – 13	Newly created April 15 to March 16	Source of Fund	Total
Campus area	2852.68 Sq.mtr	Construction of stage	Management	2852.68 Sq. mtr
Class rooms	22	-	Management	22
Laboratories	4	-	-	4
Seminar Halls	1+1	-	-	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	LCD Projector Audio Visual Systems	Management	2
Value of the equipment purchased during the year (Rs. in Lakhs)	-	108578+(LCD+AV)	Management	108578
Others	-	LED TV Camera Mikes Microwave Coller Mikes Currency Counting Machine Chairs Benches Speaker Amplifier	Management	-

4.2 Computerization of administration and library

Library services are computerised.
 Library provides the following facilities

- Online Public Access Catalogue
- Federated Searching Tools
- Access to E-publications / E-resources through password
- Subscription to N-list database of INFLIBNET

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	*		995	120907		120907
Reference Books	*		470	298294		
e-Books	-	-	-	-	-	-
Journals	66	NA	66			103193
e-Journals						
Digital Database	1	5000			1	5000
CD & Video						
Others (specify)	-	-	-	-	-	-

* Total no of books available in the library 37357.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	116	4	LAN FACILITY	2 (Staff Room & Library)	-	10		
Added					-	-	14 Net Book	
Total								

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

KOHA Library software training programme was organised for the library staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT	16397
ii) Campus Infrastructure and facilities	362575
iii) Equipments	126553
iv) Others	233284
Total :	738809

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation Programme
- Prospectus.
- Website
- Notices
- Class to Class Campaign about special services & events
- Banners & Posters display in the campus
- Special kiosks for college events

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2412	246	5	-----

(b) No. of students outside the state

36

(c) No. of international students

-

Men	No	%	Women	No	%
	1205	45.25		1458	54.75

Last Year - 2014-2015						This Year – 2015-2016					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2467	92	06	107	15	2687	2372	120	05	147	19	2663

Demand ratio 5.11:1

Dropout % negligible

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

- Aptitude sessions & interview techniques
- Library has competitive exam books
- Free internet access.

No. of student beneficiaries

150

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text" value="3"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text" value="36"/>

5.6 Details of student counselling and career guidance

- Aptitude test for M.com students
- Strategic IT for Business Enterprise
- Skill Development program
- Career options in IT

No. of students benefitted

588

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12		37	

5.8 Details of gender sensitization programmes

- ‘Violence behind closed doors’ workshop in collaboration with ‘Majlis’.
- Session on ‘Acid attacks , burns - Women as victims.
- Workshop with Akshara Foundation – Gender Issues

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	74	11,28,179/-
Financial support from government	80	Funds awaited from government
Financial support from other sources	85	82950
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

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 educational needs of the common man of this cosmopolitan city”. So in a spirit of sincerity we stress on high standards of academic, professional & societal performance, respond in a creative manner to a continuously changing cosmopolitan society, support cultural and ethnic diversity in the community.

6.2 Does the Institution has a management Information System

Monthly Management Reporting system is followed to manage, measure, record and review the events of the institution.

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

6.3.1 Curriculum Development

- Faculty are on the Board of Studies.
- Faculty are members of University Syllabus committee.
- Reference and workbooks are authored by teachers.
- Faculty attend syllabus revision workshops and faculty development programmes organized by the University and constituent colleges.

6.3.2 Teaching and Learning

- Session and teaching plans were prepared updated and followed.
- Guest lectures and workshops were conducted.
- Skill development programmes were conducted.
- Aptitude test and awareness programmes were held.
- Remedial and intensive teaching programmes were conducted.
- Use of ICT, interactive teaching and project work was promoted. Data collection, visits to NGOs and corporates along with industrial visit were organized to encourage experiential learning.
- Use of ICT and e-learning methods.
- Role play, group discussions.
- Newspaper clippings displayed with analysis in classroom.

6.3.3 Examination and Evaluation

- Examination audit was conducted. Evaluation and moderation of answer papers were done as per University directives.
- Additionally masking of answer papers and coding of question papers was also done.
- Chairpersons, Moderators, Examiners at University level examination & evaluation were appointed from faculty.

6.3.4 Research and Development

- Research paper competition was conducted.
- Workshops and seminars were organised.
- Training was given for use of statistical tools for research.
- Students were encouraged to participate in seminars, workshop and research conventions and project work.
- Duty leave granted to attend seminars and workshops.
- Students are encouraged and supported in their project work.

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 provided to faculty.
- Google hangout used to enhance teaching learning.
- Free internet facility is available.
- Open access system is followed.
- 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. Training programmes conducted for teaching and non –teaching staff through SIES Central Training programme.
5. Group medical insurance, gratuity is provided to staff members.
6. Management pays salary of staff till government sanctions funds.
7. Staff is felicitated and honoured for academic and extracurricular achievements.
8. Staff felicitated on completion of 25 years of service and on retirement.

6.3.7 Faculty and Staff recruitment

1. Though college is a minority institution, fully qualified faculty in aided & self finance courses are selected and appointed as per University norms.
2. Appointments of adhoc full time and part time faculty and administrative staff made to ensure smooth functions.
3. Demo lectures are conducted to shortlist /select suitable candidates.

6.3.8 Industry Interaction / Collaboration

- Guest lectures were conducted.
- Placement Cell conducted recruitment programmes.
- Project work in collaboration with banks and corporates was organised.

6.3.9 Admission of Students

- University and Government rules for eligibility and reservation are followed.
- Transparency is maintained throughout.
- Management Quota seats are released for merit based admission.
- Admissions given on the basis of merit lists.

6.4 Welfare Scheme for

Teaching	Faculty members of self financed courses are given the benefits of mediclaim, pension and gratuity. Free tea service is provided to teachers.
Non teaching	Health insurance facility and gratuity provided. Free tea service is provided to non teaching staff.
Students	Scholarships and Endowment prizes for meritorious, deserving & needy students are awarded. Government scholarships are disbursed through the college. Financial assistance in the form of reimbursement of fees was granted under SEAT and ESSAR endowment. Instalment facility for fee payment given to students. Free personal and career counselling provided by Niramaya Guidance Clinic.

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.
Online assessment for some courses takes place on experimental basis.

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

Seminars/ workshops related to autonomy were conducted. Colleges are encouraged to apply for autonomy.

6.11 Activities and support from the Alumni Association

- Providing financial support through endowment.
- Assistance in placements.
- As resource persons, guest and visiting faculty.

6.12 Activities and support from the Parent – Teacher Association

- Parent – Teacher Association has not yet been formed. However Parents and Teachers interact at Orientation Programme and Parent Teacher meetings.
- Open door policy to meet Principal, Vice Principals & faculty is followed.

6.13 Development programmes for support staff

SIES Central Training Department organized programmes for teaching and non-teaching staff.

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

- Separation of wet & dry waste.
- Lecture organised on e-waste disposal.
- Awareness created for saving water and electricity.
- Sustainability Live exhibition organized.
- Participation of students and faculty in Van Mahotsav organized by SIES.
- Eco-friendly Ganesh Festival Celebration.

Criterion – VII

7. Innovations and Best Practices

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

- Setting up of Entrepreneurship Development Cell.
- Saree Distribution in Marathwada as part of ISR

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

- Conducted e-learning programmes in keeping with 'Year of E-Learning' theme
- Transparent admissions process.
- Expert lectures undertaken for result improvement.
- SEAT and Government Scholarship distributed to large number of deserving students.
- 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*)

- Dynamic time table – Time table adjusted to ensure letter management in case of leave taken by faculty.
- Facility for part payment of fees to needy students.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii) –Annexure-3***

7.4 Contribution to environmental awareness / protection

- Exhibition on environmental issues was organised.
- Soak pits were prepared as part of Kawathewadi project.
- Awareness was 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.
- Grievance redressal measures regularly undertaken.

8. Plans of institution for next year

- To conduct skill development workshops and programmes.
- To enhance employability of students.
- To upscale research initiatives.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____ *** _____

ANNEXURE - III

Best Practice-1

Title of the practice : Institutional scholarship and facility for part payment of fees to needy students.

Goal : To motivate poor and deserving students to pursue higher education.

Context : Our student demographic is heterogeneous with a significant member coming from economically weak families. A number of them are also first generation learners whose parents have struggled to ensure academic inclusion.

In keeping with the mission and vision of our institution the college reaches out to fulfil the educational and professional needs of the common man by allowing students to pay their admission fees in instalments and by providing substantial relief through South Indian Education Assistance Trust (SEAT) scholarship.

Practice : Merit listed students with financial problems apply to the principal and vice-principals and permission for part payment as well as extension is granted on a case to case basis. For SEAT scholarship, students are informed through prospectus and notice, and application with relevant documents are sought. After scrutiny and interviews students are selected for financial assistance upto 80% of the fees for the course.

Evidence : SEAT scholarship awarded in the academic year 2015-2016.

Total no of students : 74

Amount disbursed : Rs. 11,28,179/-

Part payment / extension facility was given to all the students who applied for it.

ANNEXURE - III

Best Practice

Title of the practice : Dynamic time table

Goal : To make optimum use of existing infrastructure and effective time management.

Context : Space is a constraint in Mumbai. The time table is prepared to accommodate a number of courses which conduct classes in shifts.

Students travel long distances to our college which is a preferred institution for commerce education in Mumbai. Many students also pursue professional and other courses for career advancement. Some economically backward students are also employed. College organises programmes and workshops on a regular basis for teaching and learning. This requires adjustment in timetable to make rooms available for scheduling these activities. At the same time lecturers are permitted short as well as long leave for personal and professional reasons. This leads to gaps, in the daily time table. To ensure that students are not adversely affected by these gaps and use their time productively instead of loitering in the college campus, the time table is adjusted and rearranged.

Practice : The time table committee of B. Com and co-ordinators of self-financed courses prepare a master time table. Using this as a basis, time table changes are made based on availability of teachers and rooms. It is a practice to inform the time table committee in advance if professors are on leave and if rooms are required for special programmes. The committee allocates rooms by combining the classes thereby making rooms available. Lectures are rescheduled to fill up the gaps and ensure a compact time table.

Evidence : Records are maintained by Time Table Committee. Attendance records and updated session plans are also maintained.