



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	<b>S.I.W.S. N.R. SWAMY COLLEGE OF COMMERCE AND ECONOMICS AND SMT. THIRUMALAI COLLEGE OF SCIENCE</b>
Name of the head of the Institution	<b>Dr. Usha Sukumar Iyer</b>
Designation	<b>Principal</b>
Does the Institution function from own campus	<b>Yes</b>
Phone no/Alternate Phone no.	<b>02224118658</b>
Mobile no.	<b>9819181010</b>
Registered Email	<b>iqac.sivs@gmail.com</b>
Alternate Email	<b>sivs@siwscollege.edu.in</b>

Address	Plot No. 337, Sewree - Wadala Estate, Major R. Parameshwaran Marg, Seweree Wadala Estate, Wadala West
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400031
<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Mr. Vaibhav Banjan
Phone no/Alternate Phone no.	02224180390
Mobile no.	9820163287
Registered Email	vnbanjan@gmail.com
Alternate Email	iqac.sivs@gmail.com
<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic	<a href="http://siwscollege.edu.in/IQAC/AQAR2017-18.pdf">http://siwscollege.edu.in/IQAC/AQAR2017-18.pdf</a>

Year)	
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="http://www.siwscollege.edu.in/pdf/SIWS%20DC%20Prospectos%202018%20All%20Pages(1)-ilovepdf-compressed.pdf">http://www.siwscollege.edu.in/pdf/SIWS%20DC%20Prospectos%202018%20All%20Pages(1)-ilovepdf-compressed.pdf</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B	2.86	2013	23-Mar-2013	22-Mar-2018

**6. Date of Establishment of IQAC**

04-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
One day seminar on Consumer Rights Awareness & Financial Literacy	23-Jan-2019 1	150
Workshop on Digital Payment	05-Sep-	53

	2018 1	
Seminar on Investor Education Program	23- Aug- 2018 1	51
Leadership Training Camp	20- Aug- 2018 2	45
Tally Workshop	18- Aug- 2018 1	42
Work Shop on Digital Agreement & Cyber Crime	28- Jul- 2018 1	200
One Day Workshop For Revised T.Y.B.M.S. Syllabus	21- Jul- 2018 1	20
One Day Revised Syllabus Workshop for T.Y.B.Com. in the subject of Business Economics	20- Jul- 2018 1	12
Seminar on Communication Strategy of Direct and Indirect Taxes by IQAC in collaboration with Income Tax Department, Mumbai	08- Aug- 2018 1	57
Guest lecture series by IQAC in collaboration with SIWS School Alumnii - Time management and Leadership	08- Oct- 2018 1	29

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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

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**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 :**

2

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)

1) Fifteen week Academic plan syllabus completion report 2) Feedback of teachers, students and parents initiated and analysed by IQAC. 3) Scrutiny and evaluation of Academic Performance Indicators of teachers eligible for placement. 4) Staff encouraged to pursue higher education, research and skill development 5) Maintain statistics of students' attendance and results 6) Student centric seminars organized for overall development of students.

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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
Refer Annexure	Refer Annexure

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC	13-Oct-2018

15. Whether NAAC/or

No

any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	20-Aug-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management Information System is a very strong tool available in the Institution to assist administration for planning, organizing, executing, monitoring, control and evaluation of the process efficiently. Computer acts as a repository of all the data. Internet and Websites are the powerhouse of information sharing.</p> <p>Management Information System is implemented in the following areas 1) Administrative Procedures including Finance 2) Admission Examination Fees collection 3) Student Records 4) Evaluation and examination procedures 5) College Library Management Information System is extensively used for the purpose of examination. Since the launch of Credit based grading system, it is important to maintain the student's database and college level examination records of all the candidates. The Management Information System extensively helps in the same.</p> <p>Management Information System also helps for generation of reports required to be submitted to University, result summary, consolidation of result, examination form generation, seating arrangement report, hall ticket generation, result processing, moderation, revaluation, etc. Management Information System is also useful in admission process. All the information regarding admission procedure, course fees, scholarships and freeships, college facilities, college level</p>

committees, brief outline of syllabus and academic calendar is printed in college prospectus. The prospectus copy is provided to all the students when they purchase admission form. The same prospectus is also uploaded on college website. College provides internet facility to the students to fill online admission form. Software generate reports regarding number and list of applications received, merit lists, number and list of students admitted, fees collection in online mode, receipt generation and confirmation of admission. The same data is also useful for enrolment of students to University online portal. College library also makes widespread use of Management Information System. All the library books are barcoded and arranged systematically. In addition, the library also has subscription of NList and Web OPAC. Faculty members are given access to online journals and ebooks. This helps in faster search of books, journals and eresources of interest. Newspapers and Research Journals' subscriptions are renewed. The college has Information Cell in place. Each month, all the departments associations submit the reports and captioned photographs to the information cell. Student as well as staff achievements are also sent the information cell. The cell then compiles all this information and submits it to the Principal. The college management is keen on college activities and takes a review of the activities in their monthly meetings. The Principal presents the monthly report to the management. The same information with photographs gets uploaded on the college website. Reports regarding scholarships, free ships endowment prizes, financial support to students available from office. Biometric system is used for recording faculty attendance and maintaining Leave Records.

## 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

1) A time table committee is constituted which prepares the time table for all the courses and classes. A copy of it is displayed in the notice board and also given to the students through the class teachers 2) A fifteen-week academic plan is prepared for all courses and classes. Efforts are made to strictly adhere to the same 3) The Academic calendar given by the University of Mumbai is strictly followed and dates of examinations and results are maintained as per schedule 4) For first year learners, an orientation lecture is conducted. Principal, vice principals and senior



teachers guide students about curriculum, facilities available in the college and general rules and regulations. The college librarian or her representative also gives library orientation. 5) Two revised syllabus workshops, in B.Com. Third year in the subject of Business Economics (dated 20th July, 2018) and Third Year B.M.S. (21st July, 2018) were organized in association with respective Board of studies, University of Mumbai. 6) The reference books prescribed in the syllabus are procured and are made available in the library to read in the reading room. Sufficient number of textbooks are also purchased for home circulation to students. Digital ID card cum library card is issued to each student against which books are issued to the students. Some departments also have departmental library for the use of staff members and students. 7) The science laboratory requirements are planned well in advance and ordered accordingly. A purchase committee lead by Principal and constituted by HODs of departments handles all these affairs. Procuring of new chemicals and equipment, calibration or maintenance of existing equipment, renewal of software license, servicing, etc. are all done before start of the semester. 8) Staff members are encouraged to make use of innovative teaching methods along with the chalk and talk method. Teachers also make use of youtube videos, multimedia images, presentations, transparencies for better curriculum delivery. 9) Industrial visits are planned for providing better subject exposure. 10) Seminars, conferences, guest lectures, etc. are organized to provide current job market trend and updating of knowledge. 11) Defaulter meetings are organized each month end. Student performance and attendance is communicated to the parents. The students are counselled in front of their parents. This task is assigned to class teacher appointed for each class. 12) Students are also encouraged to participate in intra as well as inter-collegiate co-curricular and extra-curricular activities. This helps for their all-around development. 13) A lecture monitoring committee supervises the delivery of lectures and reports to the vice principals on daily basis. 14) A syllabus completion report is presented by the faculties to ensure their commitment on completion of curriculum. 15) IQAC monitors effectiveness of curriculum delivery based on feedback given by stakeholders. Any deficiencies found are discussed and rectified in the next academic year.

#### 1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Six days Certificate Course Programme titled 'Essential Communication Skills' organized by the Department of Business Communication	-	27/07/2018	6	The course helped students to prepare for resumes group discussions and face interviews.	The course comprised themes like Sounds of the English Language, Understanding and

					Use of Social Media Platforms, Presentation Skills, Business Etiquette and Grooming and two sessions titled Foot steps towards Career Building.
Certificate Course in Tally Accounting Package named TALLY ACE is started by the Department of Accountancy in Collaboration with Tally Solutions Private Limited	-	18/12/2018	30	Students of B.Com. and B. (Accounting and Finance) were given hands on training by Tally Solutions Private Limited	The course helped the students to build their employability skills which further motivated them to step further in there career and also added on to their existing knowledge in the field of Accountancy.
Short term Government Certified Professional Course on 'Cyber Security', in association with Institute for Design of Electrical Measuring Instruments (IDEMI) Mumbai, Ministry of Small and Medium Enterprises (MSME), Govt. of India	-	06/05/2019	4	The course is job oriented. Twenty two students participated in the program. They were enrolled by IDEMI for their placement cell. Students were informed about employment opportunities available in this field.	Practical demonstration of the concept was shown to the students. Students were given live demonstration of KALI, LINUX, Hacking, Phishing, Sniffing,

Firewall,  
Networking and  
accessing Android  
devices.

## 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 !!!		

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### 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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	45	Nil

## 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
Technoserve	23/10/2018	80

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### 1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		

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## 1.4 - Feedback System

### 1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
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

Feedback is an important tool to understand stakeholder's expectations and assess institution's performance. The I.Q.A.C. of college in association with IT department of the college has initiated an online feedback system. The students as well as teachers give structured feedback of the institution. Students are requested to give an honest feedback. Principal vice Principal and Class teachers also take informal oral feedback and is conveyed to the administration. Teachers are also encouraged to give feedback about the Principal of the College. Necessary confidentiality is maintained. Such feedbacks are analysed by I.Q.A.C. The results of the feedback are discussed by Principal and I.Q.A.C. co-ordinator with the respective teacher for their record and improvement in the area in which they are lagging. Interaction with academicians and professionals in the field also give the faculty a perception into areas of study which helps to enrich student's learning. Teachers participate in faculty development programs organized by HRDCs. Revised syllabus workshops and subject related conferences, symposia and seminars in which the faculty participate are a source of new ideas. Principal takes meetings with administrative staff to monitor and review their performance constantly. The NAAC Committee organizes a parents meeting to obtain feedback from them on various aspects of curriculum such as the fees structure, teachers' attitude with parents and other related matters. Parent-Teacher meetings are arranged in the case of those students who want to improve their performance in certain areas. Parents are suitably advised to help their wards. Parents are much delighted to see the efforts the staff and college takes in the academic well-being and overall development of student. Parent-Teacher meetings are arranged for the students who are academic defaulters or found indulging in unfair practices during examinations. Necessary counselling of both parents and students is done by experienced teachers in unfair means committee. Whats app groups made by class teachers provide an easy access to the students and their parents to communicate with the teachers and get the

necessary guidance. It is a general observation of students of this college that most of them are weak in English and mathematics. The B.Com. time table thus includes tutorials in which a class of 120 students is divided in to four batches. Teachers can thus provide personal attention to each student and can get their problems addressed. Alumnii meet is organized at least once every year during alumni meet. The alumni are encouraged to give feedback about the current status of institution. The alumni are encouraged to be a part of policy making processes such as participation in the in College Development Committee (C.D.C.). Infrastructure is upgraded or maintenance is done upon the regular inspections done by Infrastructure Committee. Students give feedback regarding maintenance issues to the class teachers. Students also give feedback through Students' Council, N.S.S., N.C.C., Women Development Cell, D.L.L.E and other associations to respective teacher in-charges. The prevailing complaints are then addressed immediately. On call electrician, carpenter and plumber are arranged for solving these issues.

## 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
BCom	Accountancy	770	1562	761
BSc	Physics, Chemistry, Microbiology	144	282	141
BCom	Management Studies	72	325	71
BCom	Banking and Insurance	72	172	70
BCom	Accounting and Finance	72	230	70
BA	Mass Media	72	150	72
BSc	Computer Science	58	126	49
BSc	Information Technology	72	223	66
MCom	Accountancy, Business Management , Banking and Finance	80	107	85
MSc	Information Technology	20	16	13

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## 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	2934	185	50	Nil	4

## 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	Number of smart classrooms	E-resources and techniques used
54	36	8	1	1	4

[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)

'Tutor Mentor Scheme' is practiced in the college for the overall development of students. Each class is assigned with the class teacher who acts as a mediator between college administration and students. The objectives of Tutor Mentor Scheme are: (1) To regularly monitor students' performance (2) To counsel the first generation learners and vernacular medium students and provide them necessary support (3) To identify slow learners and give them special attention (4) To motivate better performing students so that they improve in their academics (5) Encourage students to participate in intra-collegiate, inter-collegiate or university level competitions (6) To discourage the students indulging in indiscipline (7) To take support of parents for overall development of student Parent - Teacher meetings are regularly held to keep parents updated about the overall performance of the student. In each semester, the results of student are handed over the parents. The parents at the same time are guided as per necessity. The Counselling Cell of college assigns each teacher a group of students who acts a mentor for that group. The teacher discusses with the students about their difficulties and gives suggestions. Students who are financially very poor have also been identified for Scholarship under the Bhojraj Trust with which the college has a MoU signed. The students have to fulfil the criteria laid down by the trust with regard to their parent's annual income and marks. The teachers motivate students to attend Personality development and career choice seminars to keep them aware of the current scenario. The Tutor-Mentor scheme gives a greater opportunity to all the teachers to reach out to the students at a personal level. Students discuss their academic and other difficulties which the teacher solves on a one to one basis.

<b>Number of students enrolled in the institution</b>	<b>Number of fulltime teachers</b>	<b>Mentor : Mentee Ratio</b>
3119	54	1:58

## 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
63	57	6	10	15

### 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
2018	Dr. Usha S. Iyer - Best Author Award	Principal	Maharashtra Class Owners' Association, Regn. No. Mah/ Mum/316/2002

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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
No Data Entered/Not Applicable !!!				

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

The college adopts Credit based grading system instituted by The University of Mumbai. An Orientation Lecture is organized for first year learners at the beginning of academic year to brief the students about the rules and regulations of Credit Based Grading System and examination pattern. Tentative examination schedule is printed in the prospectus, uploaded on the website and displayed on notice boards for student information. The credit-based semester system encourages active involvement of students in the teaching-learning process. Campus activities provide ample scope to shape the courses in line with the emerging trends and make them relevant to suit the

national and institutional objectives. Internal assessment in the form of projects followed by presentation and viva is done for B.Com. / B.Sc. courses. Class test are conducted for the students of self-financing courses as a part of continuous evaluation. Quiz and Question Answer Sessions are incorporated in the teaching-learning process. It makes the mode of evaluation diverse and activity oriented. Group discussions and Jam sessions are held for the students to encourage team work. Workshops are being arranged for the students encouraging group activity. A student who does not appear in some or all the papers due to medical reason or participating in sports, cultural events, N.S.S., N.C.C. activities conducted by recognized bodies is eligible to appear for additional examination upon application.

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

An academic calendar is prepared and adhered to. The calendar is uploaded on the website and also published in the prospectus. The Academic Calendar takes care of National Holidays, State Holidays, Local Holidays and the number of teaching days prescribed by the University of Mumbai. Teaching plan and academic calendar are planned at the beginning of the year to ensure smooth conduct of academic activities. All departments prepare a fifteen week Academic plan at the beginning of each semester by which it is ensured that the syllabus is completed on time. The time table committee comprising of vice principals, HODs and Course coordinators prepares the yearly time table and gives a copy of same to each department. The same is provided to the students in their first lecture. A syllabus completion report is submitted by the teachers to the head of the department at the end of each semester. A variety of events that are organized during the year are also planned in advance. All the departments' and associations' activities are scheduled in such a way that they do not clash with examination schedule. All departments and associations submit a monthly report of their activities and captioned photographs to the information cell. Principal presents this monthly report to management. The same is uploaded on the website for information to all the stakeholders. These college activities are also compiled and published in college magazine - 'Welfarer'.

## 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)

<http://siwscollege.edu.in/IQAC.php>

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
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**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)

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## 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
<b>No Data Entered/Not Applicable !!!</b>				

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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
1) Seminar on Communication Strategy of Direct and Indirect Taxes	I.Q.A.C.	08/08/2018
2) Tally Workshop	Department of Mathematics	18/08/2018
3) Seminar on Investor Education Program	B.M.S. B.B.I. Departments	23/08/2018
4) Workshop on Digital Payment	DLLE	05/09/2018
5) Seminar by Arena Animations	B.M.M. Department	07/09/2018
6) 'Turmoil In Emerging Markets Currencies (and The Indian Rupee) and Why I.T. Companies are Hiring Economist	Department of Economics	12/02/2019
7) Counselling Workshop under Skill Sathi Scheme	Counselling Cell and the Department of Business Economics	13/02/2019

8) Seminar on Interaction on Careers in Competitive Exams	N.S.S.	27/07/2018
9) Business Communication Workshop	Department of Business Communication	28/07/2018
10) Work Shop on "Digital Agreement Cyber Crime	Department of Business Law	28/07/2018
11) Short term Government Certified Professional Course on 'CYBER SECURITY', in association with Institute for Design of Electrical Measuring Instruments (IDEMI) Mumbai, Ministry of Small and Medium Enterprises (MSME), Govt. of India	Department of Information Technology and Department of Computer Science	06/05/2019
12) International Multidisciplinary Conference on 'Climate Change, Environment and Sustainable Development in a Global Economy	Self-financing courses department and Dept. of Business Economics in collaboration with Alkesh Dinesh Mody Institute of Financial and Management Studies, University of Mumbai and Bombay Stock Exchange: Investors' Protection Fund.	21/04/2018

### 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
3) BIOFACET-2018-19, Exploring Realms of Biological Sciences	Prof. Rekha Bhatia (Department of Microbiology)	Patkar College, Mumbai	15/02/2019	3) BIOFACET-2018-19, Exploring Realms of Biological Sciences
2) Inter-university competition Avishkar	Mr. Vaibhav Banjan (Department of Accountancy)	University of Mumbai	22/01/2019	2) Inter-university competition Avishkar
1) Times Green Ganesha	N.S.S.	Times group powered by Maharashtra Pollution Control Board	27/12/2018	1) Times Green Ganesha

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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### 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
Nil	Nil

#### 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)
International	Business Communication	2	0
International	Mathematics	1	0
International	Environmental Studies	1	0

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#### 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
Accountancy	10
Chemistry	4
English	1

Computer Science	1
Information Technolgy	2
Bachelor of Management Studies	2
Business Economics	1
Business Communication	1

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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
<b>No Data Entered/Not Applicable !!!</b>						

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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
<b>No Data Entered/Not Applicable !!!</b>						

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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	3	7	2	12
Presented papers	8	3	1	Nil
Resource persons	Nil	Nil	Nil	1

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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
Refer Annexure	Refer Annexure	10	1336

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### 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
Ecofriendly Ganesh Festival celebration awareness campaign	Times Green Ganesh award	Times of India and Maharashtra Pollution Control Board	15

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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 activities	Number of students participated in such activities
Refer Annexure	Nil	Nil	Nil	Nil

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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
<b>No Data Entered/Not Applicable !!!</b>			

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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 !!!					

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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
No Data Entered/Not Applicable !!!			

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## 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
8	4.43

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	

[View File](#)

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

SLIM 21

Partially

3.6.0.22518

2018

## 4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	460	49183	494	83977	954	133160
Reference Books	296	200183	323	510852	619	711035
Journals	43	55150	43	42688	86	97838
CD & Video	6	Nil	Nil	Nil	6	Nil

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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 &amp; 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
<b>No Data Entered/Not Applicable !!!</b>			

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## 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
Existing	128	4	3	3	1	14	38	25	0
Added	8	0	0	0	0	0	0	0	0
Total	136	4	3	3	1	14	38	25	0

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

25 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
<b>No Data Entered/Not Applicable !!!</b>	

#### 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 incurred on maintenance of physical facilities
9.18	4.49	61.3	52.54

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 institution is located in the heart of Mumbai city. Within the limited space available, the institution has made all efforts for optimum utilization of physical, academic and support facilities. The college management undertakes augmentation and maintenance of facilities, adopting centralized purchases of equipment and consumables required. Physical facilities like classrooms computer laboratories, washrooms, open areas, gymkhana hall, parking space, volleyball court are kept clean by the support staff allocated for housekeeping. RO water facilities, plumbing, electrical fixtures, air conditioner, elevator, etc. are maintained by on call electrician plumber. ICT equipment like computers (including hardware software), renewal of software licence and antivirus, printer, projector, scanner, internet leased line connections, etc. are handled by in-house technical staff. For major maintenance issues, external agencies are called. Preference to AMCs is encouraged. Infrastructure committee composed of senior teachers keeps a check on infrastructure and reports to appropriate authorities. Students also report maintenance issues through respective class teachers.

#### 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
Financial Support from institution	Seth Bhojraj Hasomal Charitable Trust and Govt of India (GOI/SCH/FREESHIP/DHE)	39	252544
Financial Support from Other Sources			
a) National	Nil	Nil	Nil



b) International

Nill

Nill

Nill

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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
1) Non-teaching staff Excel training	24/01/2019	8	DLLE
2) International Yoga Day Celebration	21/06/2018	115	NSS
3) Personal counselling and Mentoring	02/07/2018	300	Department of IT and Computer Science
4) Personal counselling and Mentoring	02/07/2018	282	Science Departments

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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 passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					

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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
Nill	Nill	Nill

5.2 - Student Progression

## 5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Refer Annexure	585	55	Nil	Nil	Nil

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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	Department graduated from	Name of institution joined	Name of programme admitted to
2018	22	B.Sc. IT	IT Department	S.I.W.S.	M.Sc. (IT)
2018	120	B.Com, B.B.I., B.M.S., B.A.F.	Faculty of Commerce	S.I.W.S.	M.Com.

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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	1
SET	1

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

Activity	Level	Number of Participants
Swastika 2018-19 1	Intercollegiate	482
Rasashastra 1	College	47
Microbia 1	College	62
Alumnii meet 1	College	50

Annual Atheletic meet 1	College	250
Fashion show 1	College	20

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### 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
2018	Gold medal	National	1	Null	2018192644	Ms. Sneha Kharatmal
2018	Selection for the international music exhibition and festival WOMEX 18 hosted by Nordesia Produccions and Mirmindon, organized by Piranha Arts AG, Spain	International	Null	1	20181930022	Mr. Kalaivanan Kannan
2019	Gold Medal at Thai Boxing Mayor Cup-2018	National	1	Null	Null	Mr. Nitin P. Navik

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

A Students' Council is created as per the guidelines prescribed by the Department of Student Welfare (DSW), The University of Mumbai. It mobilizes the leadership of students to come together on a single platform and guide the administration and teaching staff to organize student beneficiary activities. Students actively participate in council and help to promote the objective of institution. It regularly meets with teachers to conduct activities for the welfare of students and society at large. The council nurtures the future leaders and inculcates the feeling of team building among them. It helps to bridge the gap between students and administration. Major activities undertaken by council are Student Induction Programme, Gurupournima Celebration,

Cultural Activities, Celebration of days like traditional day, tie saree day, friendship day, teachers day, etc., General Secretary and Joint Secretary of Students' Council are appointed on various academic bodies like CDC, IQAC, etc. The Students' representative put up their suggestions in regular meetings of these bodies and the administration responds to the valid suggestions of the students. Students are also an integral part of all the associations and departmental activities except examination, attendance unfair means committee. Senior students actively help to assist the first year learners in admission process.

#### 5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

50

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

25000

5.4.4 - Meetings/activities organized by Alumni Association :

Four

### 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)

PHILOSOPHY: VIDYA DHANAM SARVA DHANAT PRADHANAM VISION: To be an educational institution of brilliance that continually strives to respond to realities and social changes through knowledge empowerment MISSION: In pursuance of its vision, SIWS is dedicated to produce socially responsible and intellectually capable citizens of India. VALUES: Integrity, Transparency, Innovation and Advancement GOALS: To achieve Academic Excellence To inculcate Moral Values To promote Multicultural Harmony To induce Social Responsibility Administrative work is divided among the Principal, the Registrar and the three Vice Principals of the College. Faculty members are allotted various committees and each committee has an appointed convenor who chairs the activities of the association. The South Indian Welfare Society (S.I.W.S.) is dedicated to the cause of education and is committed to the national endeavour for human resource development through academic empowerment. 'Vidya Dhanam Sarva Dhanat Pradhanam' is the basic philosophy of the

society. The Institute has been harnessing its efforts to take education to all sections of the society. Many of our students are first generation learners and also economically backward. Thus we can proudly boast of doing a noble deed of providing education to the masses. The Internal Quality Assurance Cell (I.Q.A.C.) has always been the knowledge empowerment and quality enhancement committee of the college. Led by Principal Dr. Usha Iyer and IQAC Coordinator and Vice Principal Mr. Vaibhav Banjan, the association always thrives to improve quality of education and achieve better standards.

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

Yes

## 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
Admission of Students	1) Institute follows well established and transparent admission process based on merit coupled with minority reservation policy 2) Online admissions are done for all the Undergraduate and Postgraduate programmes with the service support from Datavista Solutions. 3) Admission Committee consisting of Teaching Staff members and Administrative staff is constituted to guide the students in the process the admissions 4) Students are informed about rules of the admission process through notices displayed on the College Notice board, Prospectus and website. 5) The University of Mumbai has adopted ICT enabled admission processes which is adopted by the college to complete its enrolment with the University of Mumbai.
Industry Interaction / Collaboration	(1) Institute provides interaction of learners with industries through 1. Industrial visits 2. Seminars inviting industrial experts 3. Projects by the students learners in industries 4. Industrial training (2) The Career Guidance and Placement Cell has collaborated with various companies and recruitment agencies to help students in exploring placement opportunities for career guidance, campus recruitment and skill enhancement training. (3) Representatives from the corporate world are invited for guest lectures, mock interviews and guidance in the professional degree programs (4) Seminars are conducted in collaboration with industries for the benefit of students.
Human Resource Management	1) Principal of the college is the academic and administrative head of the institution. 2) The faculty members strive to achieve the institution's educational objectives and ensure the integrity and continuity of its curricular and co-

	<p>curricular programs. 3) Recruitment of staff (Teaching non-teaching) their workload, incentives and evaluation practices are in accordance with the set norms and academic policies. 4) Systematic performance-appraisal of faculty and administrative staff is done based upon feedback from various stakeholders. 5) Staff meetings are held at periodical intervals in which discussions by the staff members are transparent and they are free to express their ideas. 6) There is an in-charge teacher for the non-teaching staff who arranges their meetings with the Principal to monitor efficient rendering of services and also address their grievances.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>1) Automation of library with the subscription of N-List and OPAC 2) Enriching the library with respect to reference books, text books, journals, e-journals, video CDs and other educational resources 3) Some departments have their department libraries so as to render quick access to books for the learners 4) Modern computer laboratories equipped with updated software and high internet speed 5) Adequate number of spacious and well ventilated classrooms with necessary furniture 6) Laboratory instrument chemical list is upgraded as per requirement of new syllabus 7) Gymkhana facilities with necessary sports equipments are made available 8) A cafeteria is available with good and hygienic food</p>
<p>Research and Development</p>	<p>1) PG students and Faculty members are motivated to do primary data survey research. Faculty members participate in seminars and conferences to keep themselves upgraded on the current scenario. 2) The College obtained continuation of recognition for its Research Centre to enroll students for Ph.D. (in Commerce) in the subject of Business Economics for five years from the academic year 2018-19. 3) Thirteen teachers have registered for Ph.D. and doing research. 4) There is a staff colloquium where the staff members meet, discuss on their research work and also present their research papers that have been published.</p>
<p>Examination and Evaluation</p>	<p>1) Appropriate software technology is adopted for examination and evaluation work. 2) The process of examination work with regard to acceptance of forms and fees, seating arrangement, preparation of results, issue of mark-sheet and certificate have all been computerized. 3) The choice based semester grading system for UG and PG programmes ensure a continuous evaluation system as per University norms. Class tests, assignments, projects, presentations, viva voce, semester end examinations, etc. are all conducted as a process of evaluation of the learners. 4) Exam oriented sessions and Remedial lectures are conducted for academically weak students. 5) Strict adherence to the CAP (Centralized Assessment Process) protocol and</p>

	procedures in the conduct of examination, invigilation, evaluation, moderation and revaluation is maintained as per the norms of the University.
Teaching and Learning	1) Qualified experienced teachers are appointed to ensure quality delivery of subject. 2) The lecture method is integrated with modern technology to enable clarity in understanding. 3) To enhance learning experience the faculty adopts student centric methods such as: (1) Experiential learning methods: Study tours, field visits (2) Participative learning methodologies: Student seminars, presentations, group discussions, solving problems on board, Map interpretation, JAM sessions (3) Problem solving methodologies: Question-Answer sessions, Case study methods and Quiz 4) Use of multimedia facilities such as youtube links on relevant topics, internet aided learning, Digital Light Projection (DLP) make the classroom teaching and learning effective and interesting.
Curriculum Development	1) The UG and PG program curriculum is designed by the University of Mumbai. Many teachers are members of the syllabus framing committee of the University of Mumbai. 2) Regular discussions are held with Industry experts, Guest speakers Alumnii to bridge the gap between the academic curriculum the needs of the industry. As a consequence, new value added certificate courses on Cyber Security, Tally, Communication Skill, etc. were introduced. 3) Study tours and Industrial visits are organized to enhance the quality of the teaching-learning by providing practical exposure to the learners. 4) Workshops seminars are organized to create an awareness about the current market trends enabling them for jobs in the corporate world.

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

E-governace area	Details
Planning and Development	1) The institution's motto, vision, mission, goal and values are stated on website. 2) College Development Committee (CDC) and IQAC play a pivotal role in the process of planning and development. Experts from the field of education, industry and alumnii representatives are invited to be part of these bodies to provide valuable suggestions. 3) Academic calendar, Departmental and Association Activities, Course details, notices and AQAR are uploaded on the website for information to stakeholders as well as for public review 4) Student feedback is collected in online mode. It is analyzed by IQAC and used for the improvement of teaching-learning, administration and infrastructure.
Administration	1) The internal common email domain is encouraged for communications. Firewall is used to protect data from online threats. 2) Entire admission process is fully

	<p>online supported by Datavista Solutions. 3) Online feedback mechanism is instituted through the software developed by the IT department of the institution. 4) Management takes a monthly review of college level activities via reports. The information about activities and photos are printed in the college quarterly newsletter 'Aavartan' and also uploaded on college website. 5) Regular updating of the website is done with respect to departmental and association activities. 6) Institutional Data is submitted to the HRD department through the website portal, 'AISHE', to University through MKCL portal and AQAR information through NAAC portal.</p>
<p><b>Finance and Accounts</b></p>	<p>1) The accounts tally package is integrated with the existing online admission software thereby the import and export of entries from fee collection to finalization of accounts, generation of various reports and receipts are made easy. Online transfer of payments is encouraged. 2) The important processes managed are collection of fees, budget, grant, salary, utilization certificates, DCPS, approval process, scholarships and concessions. 3) Salary management of teaching and non-teaching staff members of grant in aid section is done through government's website portal. 4) External audit by Chartered Accountants -- R. Devarajan Co. F.R.N.102415W is conducted to validate the online process.</p>
<p><b>Student Admission and Support</b></p>	<p>1) Admission procedure including preparation of admission merit list for open, minority and reserved category, notification to students, acceptance of fees, issue of Identity Card and the maintenance of General Register have been computerized supported by Datavista Solutions. 2) Admission procedure, Merit list and cut-off are displayed on customized college website. 3) The University of Mumbai has adopted ICT-enabled administrative processes by engaging Maharashtra Knowledge Corporation Ltd. (MKCL) for this purpose. The facility is used by the college to complete its enrolment of students with the University of Mumbai. 4) Alumnii registration is done online. 5) Students' Online feedback mechanism developed by IT/CS department is used for data collection and scrutiny.</p>
<p><b>Examination</b></p>	<p>1) Examination procedure including acceptance of forms and fees, seating arrangement, preparation of results, issue of mark-sheets and certificates have been computerized. 2) A software for result processing and marksheet printing is in use. It helps to organize data and generate reports to be communicated to the website. 3) Marksheets are printed within the College which ensure timely declaration of results and reduces dependency on third party and also confidentiality is maintained. 4) Online question paper delivery implemented by University of Mumbai through DEPDS (Digital Examination Paper Delivery System) is in place. 5) Online in-warding of University examination form and downloading of hall tickets, exam time tables,</p>



seating arrangements and various reports to be filled during examination is done through the University portal. OSM developed by University is used for final year answer sheet assessment. Results of the internal examination, projects, practical examination are submitted the University in online mode.

### 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
2018	Dr. Usha Iyer	Leapfrogging to Future Ready Higher Education' held in Pune, India on January 4-6, 2019	3rd National Teachers Congress	8132
2018	Dr. Tanuja Parulekar	Faculty Development Program for IQAC Coordinators	University of Mumbai, Kalina (16th July to 22nd July 2018)	2000
2019	Mr. Ravindra Deodhar	Changing Perspective in Commerce, Management. Economics technology	Pragati College, Dombivli (15th Feb. 2019)	1500
2018	Mr. Ravindra Deodhar	Agriculture, Tourism, Cooperation and Sustainable Development	S.S.K. Patil College, Kurundwad, Kolhapur (27th 28th Dec.2018)	1500
2018	Mr. Ravindra Deodhar	Neoteric Trends in Commerce, Management and Extension	SIES Nerul College (9th Feb.2018)	1500
2018	Mr. Ravindra Deodhar	Equitable and Sustainable Tourism Development	University of Mumbai, Kalina (2nd Nov.2018)	1500

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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)
2019	Seven day workshop on 'Basic Computer Training Program' for Laboratory Assistants by DLLE students	Nil	24/01/2019	02/02/2019	Nil	5
2018	Guest lecture series by IQAC in collaboration with SIWS School Alumnii -Time management and Leadership	Nil	08/10/2018	08/10/2018	10	Nil

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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
Faculty Development Program for IQAC Coordinators	1	16/07/2018	22/12/2019	6

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
31	57	74	Nil

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
Medical aid, Staff picnic	Medical aid, Satya Narayan Pooja and	Career guidance and placement cell, Industrial visits, Workshops, Seminars and Guest lectures by various associations

lunch

**6.4 - Financial Management and Resource Mobilization****6.4.1 - Institution conducts internal and external financial audits regularly (with in 100 words each)**

Finance and accounts is maintained by the institution systematically. The institute has effective and efficient internal checking system to monitor financial transactions of income or expenses. External Financial audit is conducted by Chartered Accountants -- R. Devarajan Co. F.R.N.102415W, appointed by the institution. Entire audit of salary and non-salary grant income and expenditure is done by the external auditor and report is submitted to the institution.

**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
-----	0	---

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**6.4.3 - Total corpus fund generated**

0

**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	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

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

Nil

**6.5.3 - Development programmes for support staff (at least three)**

1) Seven day workshop on 'Basic Computer Training Program' for Laboratory Assistants by D.L.L.E. students 2) Manpower development has been an important element of organizational management of the

college 3) Staff is encouraged to attend seminars, workshops for skill development

#### 6.5.4 - Post Accreditation initiative(s) (mention at least three)

1) Infrastructure improvement 2) Organizing National and International Seminars 3) Installation of Solar Panels 4) Conducting workshops for students and teachers 5) Registration for Ph.D. by teachers 6) Academic plans and syllabus completion report

#### 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
<b>No Data Entered/Not Applicable !!!</b>					

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### 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
1) A Seminar on "Legal Rights of Women" by Advocate Angeline Rodrigues	11/08/2018	11/08/2018	102	32
2) Workshop on "Pre-Marital Counseling" by Mrs. Pradnaya Saraf, Mrs. Savita Kurade, Mrs. Sangeeta Saraf, and Mr. Chandrakant Sarvgod of Stree Mukti Sanghtana	10/09/2018	11/09/2018	106	37
3) Workshop on Self Defense for Girl Students titled "Mission Sahasi"-Making of the fearless by ABVP	12/12/2018	12/12/2018	101	12

4) A workshop on "Wellness and Grooming" by Mrs. Tini Singh of Proctor and Gamble	09/02/2019	09/02/2019	96	Nil
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## 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

1) Solar panels - 45 percent of power being saved on electricity after installing these panels. 2) Tree Plantation by NSS volunteers -i) In College campus on 5th July 2018, ii) At Badlapur. 35 saplings 3) Vermicomposting Lecture on 28th July 2018 4) A lecture on Waste Compost Management was conducted on 10th October 2018 5) A Rally was conducted on "Save Water" on 17th October 2018 6) Swachata Abhiyan fortnight by NSS volunteers i. Swachata Pledge on 1st August 2018 ii. Canteen campus cleaning on 2nd August 2018 iii. Science Laboratories (Chemistry Micro-Biology) Library Cleaning on 3rd August 2018 iv. Classroom Cleaning on 4th August 2018 v. Ration Office cleaning at King's Circle on 10th August 2018 vi. Slogan making, Essay writing Poster making Competition. Topic : Swachata Abhiyan on 11th August 2018 vii. Traffic Police Station Cleaning at Wadala on 13th August 2018 viii. Matunga police station on 14th August 2018 ix. Street Play, rally at Wadala police station (Topic-Swachata Abhiyan) and also performed a group dance on the occasion of Independence Day on 15th August 2018 x. Girgaon Beach Cleaning in association with Times of India on 24th September 2018 xi. Swachata Abhiyan Mission in KEM Hospital in association with Nehru Science Centre on 2nd October 2018 xii. Beach Cleaning - Mahim in association with United Way on 23rd February 2019 xiii. A short film on Swachata Abhiyan was made by our four volunteers and submitted to Nehru Science Centre in-charge . xiv. Garden cleaning in the college campus on 12th October 2018 7) Rally on Anti-plastic Cloth Bag Distribution on 8th September 2018. Anti-plastic awareness in Ganapati Mandal- Mahim Fisherman Colony on 18th 21st September 2018 8) On 12th September 2018, Eco-friendly Green Ganesha Workshop was held in our college

## 7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	2

## 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	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

		to local community					
2019	1	1	22/01/2019	5	Voter's Awareness Drive	Demonstration and "Hands on Training" on EVM and VVPAT (Voters verifiable paper Audit Trail) was organised by 180 -Wadala Assembly Constituency	1336
2018	1	1	11/10/2018	2	NSS Visit to Salvation Army Orphanage center, Sion	Distributed biscuits, Colgate , paste and toothbrushes	8
2018	1	1	16/10/2018	2	NSS Visit to Salvation Army Orphanage center, Sion	Distributed tube lights	12
2018	1	1	05/11/2018	1	NSS Survey	Survey for Aadhar Card, Voter ID, Ration Card in Ambeshiv, Badlapur	14
2018	1	1	01/09/2018	2	NSS Book distribution	"Book Distribution" to the poor people in association with "Seva Sahyog Foundation" at Santacruz	10
2019	1	1	10/04/2019	1	11 Kg. of Rice and Jaggery donated by teachers and students donated to Shradhanand Mahilashram, Matunga Mumbai	Sensitizing the students towards the needs of children in local orphanage	28

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

Title	Date of publication	Follow up(max 100 words)
Code of conduct for students	29/06/2018	Code of conduct for students is read out by the class teacher at the beginning of the year. It is also put up on the notice board. The students' council ensures strict adherence to the code of conduct. Students have to adopt the code of conduct, otherwise disciplinary action is taken. Mobile phones are not allowed in the classrooms and corridors. Students have to wear their ID card in the college premises which is mandatory.

## 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 !!!			
<a href="#">View File</a>			

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

- (1) Solar panels - 45 percent of power being saved on electricity after installing these panels.  
 (2) Tree Plantation by students during Guru Pournima Celebration (3) Swachata Abhiyan practiced by N.S.S. volunteers by cleaning the college premises (4) Waste management and segregation of biodegradable waste (5) Pipeline gas installed instead of cylinders to ensure safety in laboratories

## 7.2 - Best Practices

## 7.2.1 - Describe at least two institutional best practices

1. Seven day workshop on "Basic Computer Training Program for Laboratory Attendant from 24th January, 2019 to 2nd February 2019 by D.L.L.E. The laboratory attendants of Physics, Chemistry and Microbiology laboratories need to do a lot of documentation. It ranges from writing letters to various authorities, asking for quotations, helping to make laboratory budget, maintenance of dead stock register, maintenance of laboratory chemicals and equipment with name plates or tags, etc. The older practice was to do all this documentation in hand written format which in the current world has become cumbersome. To avoid this time consuming task, the students of D.L.L.E. team took up this project of training the laboratory attendants for the basics of computer. This practice help in inculcating a value system in our college. The students of D.L.L.E. took up this task of training laboratory attendants with the basics of computer right from starting the computer and

switching it off. More emphases was given on MS Word and MS Excel, so that they will be able to frame official letters and stock bills which is part of their work. D.L.L.E. students Master Suresh Ganapathy (B.Sc. I.T.), Master Sulabh Wankhade (B.Com.) and Master Guru Prakash Nadar (B.Com.) were the instructors of the workshop. 2. Donations in kind by students and staff members after Pongal celebration The Southern Cultural Association organized Pongal Celebrations on 17th January 2019. Every year "Pongal" is celebrated with a theme. This year's theme was "celebration with farmers" as the event was scheduled on "Farmers day". It is a practice of the Southern Cultural Organization every year to appeal to all the students, teaching and non-teaching staff members to donate something to address to the needs of community. It is a very good measure to sensitize the students towards the basic necessities of vulnerable groups of the society. Shradhdhanand Mahilashram started in the year 1927 in memory of Swami Shradhdhanandji (Munshiram). Starting as a shelter for women, they now have Bal Gruha (Orphanage Centre) as well as two hostels in Matunga. Their main programmes include an orphanage and an old age home. Shradhdhanand Mahilashram is involved in their entire upbringing, school, college, and even marriage, in care the girls want to get married. Shradhdhanand Mahilashram works with a vision to help create a world free of destitute women and children. This is a mammoth task and to achieve this noble cause, resources are necessary. The college students and staff members whole heartedly donated rice and jiggery to the association which was then handed over to the Mahilashram.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[http://siwscollege.edu.in/Institutional\\_best%20practices\\_2018-19.pdf](http://siwscollege.edu.in/Institutional_best%20practices_2018-19.pdf)

### 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

1) Being a minority institution, the college encourages the Thirukural Recitation and debates (Pattimanram) on relevant topics to enrich traditional Tamil language and create awareness on south Indian culture. Music circle conducts Carnatic music recitals by inviting musicians. 2) These activities promote the rich cultural heritage and create an awareness on traditional values to be practiced by the students.

Provide the weblink of the institution

<http://siwscollege.edu.in/SouthernCulture.php>

### 8.Future Plans of Actions for Next Academic Year



1) To start certificate courses in various interdisciplinary and emerging areas 2) To introduce eco-friendly practices to sustain environmental friendly values of our institution 3) To organize Local, National and International seminars on relevant topics in the current scenario 4) To improve student participation in extension activities 5) To develop personality skills through leadership training camps 6) To enhance placement activities through career guidance and counselling