



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

**S.I.W.S. N.R. SWAMY COLLEGE OF COMMERCE AND
ECONOMICS AND SMT. THIRUMALAI COLLEGE OF
SCIENCE**

PLOT NO. 337, SEWRI WADALA ESTATE, MAJOR R. PARAMESHWARAN
MARG, WADALA
400031
www.siwscollege.edu.in

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NAAC

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The **South Indians Welfare Society** is the oldest Tamil Minority institution of repute, strategically located in the heart of the city of Mumbai in two acres of land with a four storied building. The sole purpose of the Institution is to provide **quality education with value addition** for diverse sections of the population to churn out **able citizens** for the nation.

Mr. N.S. Sarma a veteran educationalist and a well-known visionary, recognized the need for an academic institution in Wadala area and with the ambitious and earnest efforts of a group of passionate South Indians, the South Indian Welfare Society's came to be established.

The college was started in 1980 with the approval of the Government of Maharashtra and it is affiliated to the University of Mumbai having **2f 12B** recognition from University Grants Commission. The College is also **ISO 9001: 2015** certified with NIRF ranking.

SIWS College has major programs in Commerce, Science and Technology to nurture effective graduates with personal fulfillment for professional success. At present there are eight undergraduate programs, four Post graduate programs and one Ph.D. program.

In the academic year 2020-21, the College has catered to the need of 3344 students with 26 teachers in the aided and 29 teachers in the Self-financing courses and the Non- teaching staff strength is 74.

A plethora of activities are planned and executed through curricular, co-curricular and extra-curricular activities to enable the students to be empowered with knowledge, life skills and face the rapidly changing interconnected world.

The Motto of SIWS is '**Vidya Dhanam Sarva Dhanat Pradhanam**'. The Society's activities spread over the last eight decades with the sole objective to serve and advance the cause of education from Primary to Ph.D.

The college emphasizes on individual **intellectual development, value addition** through collaborative learning and a strong commitment **to serve the community at large**.

Vision

The vision of SIWS College is **to continually strive to respond to realities and social changes through knowledge empowerment**.

Besides rigorous academic programs, the institution seeks to nurture different facets of the student by activities that enable to explore one's true potential through holistic grooming.

SIWS provides a comprehensive education program with high academic standards and is committed to intellectual, personal and social growth. Healthy practices are implemented with zeal without compromising values, principles of inclusion, responsibility and social accountability.

Values: The values being **Integrity, Transparency, Innovation and Advancement**, SIWS has an objective of readying the student to enter the corporate world with knowledge, confidence and a can-do attitude.

Mission

In pursuance of its vision, SIWS is dedicated to produce socially responsible and intellectually capable citizens of India.

All the members of the Board of Trustees of SIWS are highly qualified and prominent titans in Industry with a mission to cater to the educational, social, cultural and economic needs of the community.

The college has a dedicated eminent faculty committed to **liberal education** with **strong moral values**, preparing individuals for professions, leadership and good citizenship. The campus has an environment of pluralism and cultural diversity adapting to the emerging challenges of the evolving global community.

Goals: The Institute is focused to the objective of **achieving academic excellence, inculcate moral values, promote multicultural harmony and to induce social responsibility.**

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Designated as a **Lead college** under Cluster 5 group of the parent University, the college is cherished for providing knowledge based education upholding moral values with sole aim to blend **socially responsible citizens** for the nation.

a) Academics

- A **fifteen week Academic Plan** is prepared by all departments with a **syllabus completion report** that exhibits the commitment to the delivery of the curriculum within the stipulated time
- **Continuous Internal Evaluation** through class tests, practicals and project work
- A robust system of collecting **feed-back** online from stakeholders
- A transparent and fair examination system with a time bound grievance redressal mechanism
- **Value-based, industry-oriented relevant short term certificate courses** are conducted suiting the current market trends
- All faculty members are using **e-learning resources** and software.
- The College has entered upon **16 MoUs** with institutions, corporates and communities for enrichment of academics.

b) Administration

Members of the Governing Body contribute substantially towards quality enhancement and holistic development of students. The college ensures participative management that is **policy-driven and outcome oriented.**

c) Infrastructure

- The college is fully digitalized equipped with wi-fi facilities.
- The ICT enabled class rooms enhance quality teaching and learning
- **MIS** and **ERP** are used extensively in administration processes
- State-of-art laboratories and computer labs
- A 4200 sq. ft. library with a seating capacity of 200 students reading hall and internet enabled computers equipped with SLIM 21, OPAC software and e-resources
- A **Health centre** with a visiting doctor for health check-ups for staff and students
- A **counseling cell** with a professional counsellor for guidance and advice to students
- A cafeteria providing hygienic food to faculty and students
- A gymkhana hall providing for indoor games
- A modern state of art **turf** for outdoor games

d) Faculty

- The college has a dedicated eminent faculty committed to liberal education with strong moral values, preparing individuals for professions, **leadership** and **good citizenship**.
- 36 percent of staff are doctorates contributing to quality enhancement and enrichment of teaching and learning. They adopt innovative pedagogical skills that are **student centric, experiential, participatory and ICT based learning**.
- The campus has an environment of **pluralism and cultural diversity** adapting to the emerging challenges of the evolving global community.

e) Co-curricular Activities

- The college seeks to uphold **human dignity** and maintains a **zero tolerance policy towards ragging and sexual harassment**. The college has an MoU with an NGO conducting programs promoting gender equality and **empowerment of women**.
- The College is committed to making students conscious of their social responsibility through outreach programs organized by NSS, WDC and DLLE.
- Value based education through socio-economic and environmental initiatives
- The career guidance and Placement cell provides a platform for students' development in soft skills and life skills to promote employability
- The non-teaching staff are also given training in soft skills, yoga and fire safety measures making them well-equipped.

f) Environment friendly campus

SIWS adopts of **eco-friendly green initiative practices** through conservation of energy by installing solar panel, solid and e-waste management, compost pit, fostering a culture a preservation of bio-diversity and environmental sustainability.

Institutional Weakness

- As a constituent College of University of Mumbai, the college does not have flexibility in curriculum design and delivery.
- Being primarily an under graduate college, a lot of concentration is on teaching learning activities and there is limited scope to augment research rigour in the campus.

- There is a dearth of takers for research projects and international linkages as teachers face paucity of time.
- The number of permanent staff both teaching and non-teaching is limited by Government sanctions to fill vacancies and that affects stability in functioning
- The **adverse teacher-student ratio** limits the personal attention to each student.

Institutional Opportunity

- The college has wide scope to **collaborate with foreign Universities** and undertake MoUs for academic and co-curricular activities.
- The college has very highly qualified, efficient faculty to organize **interdisciplinary and multidisciplinary seminars**, conferences, workshops and frame certificate courses, supplementing the teaching learning process to equip students with life skills for employability.
- Having infrastructure and multi-tasking Faculty, there is tremendous opportunity to inculcate tradition, culture, values and ethos among students by way of co-curricular and extracurricular activities.
- Having highly trained staff, more FDPs and exchange programs can be organized by senior teachers to develop the younger generation learners with the emerging educational needs and employability skills.
- SIWS has great scope to **tap their intellectual alumnae** through relevant programs to enhance learning experiences in the campus and strengthen financial and social capital
- Develop strong bonds with industrial partners through its Placement Cell and internships of various departments.

Institutional Challenge

- SIWS caters to a large number of first generation learners who hail from **marginalized sections of society**. Motivating them to education and capturing them to the class room is the greatest challenge.
- Vertical growth by starting more industry oriented courses for promoting employability
- More linkages between academia and industry to strengthen innovation and entrepreneurial activities
- Motivate students for **start-ups** through incubation centres nurturing entrepreneurial skills through academia-industry collaborations
- Enable Faculty to **tap more funds** and grants from organizations like RUSA, Star College Scheme having obtained 2f 12B status
- The college has scope for becoming an institute with potential for excellence
- With onset of online education, **e-content development** and MOOCs be made available to all students
- Train students for **competitive exams** by providing infrastructure and teaching-learning facilities

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

SIWS College adopts a pre-determined curriculum of the parent University. However, the eminent Faculty members of the college are instrumental in bringing about innovative changes in the development of the curriculum content in their respective subjects by organizing and participating in **syllabus revision workshops** in collaboration with the Board of studies of the University of Mumbai.

Five faculty members are **members of Board of Studies** - Syllabus Revision Committee in their respective subjects. The intellectual Faculty members are also paper setters, examiners and moderators at the University level. Teachers regularly participate in **faculty development programmes** on revised syllabus.

The College has implemented a well-structured mechanism for the effective delivery of the curriculum. The academic activities are documented by way of an **academic calendar**, class time tables, lectures monitoring committee, **15- week teaching plan** and **syllabus completion report**.

The **Continuous Internal Evaluation** through periodic tests, internal and external evaluation, students attendance, identifying and counselling slow learners and **remedial lectures** ensure a student centric approach.

The **online feedback system** evolved by the IQAC ensures **transparency accountability in academic delivery** as the data collected from the stakeholders is compiled, analysed and shared with each department and concerned persons for prompt action.

For augmenting global competencies among students, Classroom teaching is supplemented with **experiential learning** through seminars, case studies, quiz and videos, field trips, industrial visits and project work.

A wide range of **certificate courses** are conducted to enable the students with **soft skills, life skills and employability skills** to face the realities of the modern world. **Mentor-mentee system** is in practice for addressing the students personally and give motivation.

The College strengthens academic culture and ethos with **value addition**, ingraining human values such as **gender equality**, professional ethics and sensitization towards environmental concerns, **green technology and sustainable development** by conducting programs complementing the curriculum delivery.

The entire campus is **wi-fi enabled** and the use of **Information and Communication Technology** and digital learning is enhanced by upgrading technological infrastructure that is inclusive. **Learning Management System** is used for the benefit of the students through **Google Classroom**.

The program objectives and course outcome framework reflects the commitment of the departments in the achievement of their academic goals. The **Annual Academic Audit** by the IQAC critically reflects the practices of the departments for self-assessment bolstering an **inter-disciplinary approach**.

Teaching-learning and Evaluation

The Faculty of the college are committed to academics and conscientiously reflect upon enhancing student centric pedagogic skills. The academic committee monitors the **timely completion** of curriculum through the academic calendar and teaching plans.

Faculty members adopt **innovative teaching pedagogies** like case studies, mock tests, Meet Academic Expert and Meet Industry Expert Lectures and a mentor-mentee system. **Experiential, observational and interactive and project-based learning** methods are implemented with great zeal.

All teachers have their own laptops and e-resources are utilized in the process of teaching on a regular basis through ICT. Teachers use technology-driven methods like **Mindmaps, Kahoot, Smartboards, videos and**

Learning Management System.

The College adopts a strict **merit-based** online admission process. There is an **admission committee** which executes a well-administered, transparent procedure giving guidance on the admission process and support to the students through a **helpline**. The college caters to a **diversified class of students** belonging to all strata of the society.

Special attention is given to slow learners through intensive coaching, bridge courses, class tests, solving past question papers, assignments, remedial lectures, mentoring, counselling and parent-teacher meetings.

Advanced learners are encouraged to participate in competitions, peer teaching and skill enhancement activities. The personal, emotional and academic needs of the students are taken care through the class teacher system and **Mentor-mentee** program.

Subject related departmental activities such as '**Rasashastra**', '**Microbia**' and '**Resonance**' are organized to enhance learning experience. Students are motivated to participate in intercollegiate competitions, seminars and workshops to enhance their potential.

The College has **nine academic MoUs** and also collaborations for the enrichment of learning through curricular related activities including an **Institution from Nepal**.

The programs are outcome based that is well-defined and delivered to students and all stakeholders through **induction and orientation programs** and are put up in the website of the college.

Of a total of 25 teachers in the aided section 17 teachers are doctorates. Under the Self-financing courses three teachers are doctorates, two are professionals. All teachers in the undergraduate programs are full-time employees with an average teaching experience 13.15 years, doing their might for a **holistic, intellectual, social, emotional and aesthetic development** of the students.

The College follows a **robust and transparent system** to ensure effective evaluation. Under internal assessment students are evaluated through field work, projects, presentations, viva-voce with weightage for students participating in co-curricular activities. A continuous internal evaluation takes place through group discussions, mock tests, assignments and interactive sessions in the class.

The Grievance cell of the college addresses the students of grievances relating to exams and any other matter of concern. The **Unfair means committee** adopts practices for the fair conduct of exams. The results are put up on the website at the end of each semester showing the transparency of the evaluation system before uploading the marks on the University portal.

There is a **strong online feed-back system** which is critically analysed and addressed revealing the integrity of the teaching - learning process.

Research, Innovations and Extension

The **Staff Colloquium and Research Committee** of the college contributes to building up research culture by inviting teachers to make presentations of their research studies after which there are brainstorming sessions and discussions among the faculty.

Within five months of its implementation of Demonetization by the Government, the Department of Business Economics organized a **National Symposium on 'Demonetization: Rationale, Costs & Benefits and Future for India'** on 26 April 2017, in which a souvenir was released with abstracts of research papers.

The outcome of the **International Multidisciplinary Conference on Climate Change, Environment and Sustainable Development in a Global Economy** on April 21, 2018, was the publication of the Twenty two Research papers in an International Multidisciplinary Refereed Journal and UGC Journal.

An **Interdisciplinary National Workshop** on Electron Microscopy of Nanoparticles was organized by the Departments of Physics and Chemistry in association with the National Centre for Nano sciences & Nanotechnology, University of Mumbai on September 23, 2017.

The IQAC and the Department of Computer Science organized a **Faculty Development Program on Research Process Analysis using SPSS 25.0** on 24th February, 2018.

The 5 day **International workshop on Research methodology for Social Sciences** organized in collaboration with International Institute of Population Sciences from 5 to 9 October 2021, for PG students and research scholars by inviting academic stalwarts from **London and USA** sparked interest in research among the students and won a lot of accolades for the college.

The departments organize **Meet Expert Academicians and Meet Industry Experts Programs** to felicitate insights on research through Industry Academia interactions.

Five International Conferences, 16 National Seminars/webinars, 26 workshops, 81 talks and expert lectures, 5 Faculty Development Programs and 34 field visits have been organized during the review period on relevant themes such as **Intellectual Property Rights, Digital marketing, Artificial Intelligence, Cyber Security** including **Research methodology** to inculcate the spirit of research, innovation and **Industry-Academia interactions**.

The Department of Mathematics organised seminar on 18th November, 2019 titled '**Numbers bigger than the infinite. Yes, they exist.**' Prof. Bursill Hall, **University of Cambridge** was the resource person for the same.

The Department of Microbiology has a **linkage** with the **Microbiology Society, India** having established the student unit in the campus to promote research in areas like pharmacy, biofertilizer and environment.

Fifty papers in journals of International repute and UGC care list, 48 books/chapters in books and 10 papers in Conference/Seminars volumes have been published during the review period.

Two Faculty members have also received awards for their research paper one at **Avishkar Research Convention** and another at a national level seminar.

Extension activities in association with Government and Non-government organisations are held by NSS, WDC, DLLE and the departments, focussing on **socio-economic issues, gender sensitization, Swachta Abhiyaan**, health and hygiene and environmental conservation. Blood donation drives, Green Ganesha Festival, Road safety, Donation for Kerala and Maharashtra floods, Pongal distribution to needy people are some sustained noteworthy extension activities of the College that have received appreciation and recognition from Government and NGOs.

The IQAC has facilitated MoUs with NGOs and private bodies for extension activities for the **welfare and holistic development of the students.**

Infrastructure and Learning Resources

The college campus has an area of two acres with a **high locational value** being in proximity to Wadala and Matunga railway stations and public places of importance.

The infrastructure facilities of the college have been upgraded with an average expenditure of **Rs. 46.06 lakhs** annually during the review period to ensure a conducive ambience for teaching and learning. The College has an **Infrastructure committee** and to monitor infrastructural facilities and equipment and **Annual Maintenance Contracts** are regularly undertaken.

The College has a well-planned building comprising of four floors with an architecture responsive to **environmental concerns**. The Main and Central buildings are interconnected, housing well-ventilated 23 large class rooms, 17 medium sized class rooms, a modern administrative office, Principal and Vice Principals cabins, a Board room, two Seminar rooms, two staff rooms, three examination rooms, documents room, a NAAC room, store rooms, state-of-art laboratories, two research centres, seven ICT laboratories, a spacious library, gymkhana hall, wash rooms on each floor and a beautiful cafeteria.

The Girls' common room, boys' common room, **a counselling cell and health centre** are some student support facilities. There are also rooms for Non-teaching staff for change of uniforms.

The entire campus is digitilised with wi-fi facility. The Internet facility in the College has a bandwidth speed of **100 MBPS**. The college has nine ICT enabled smart class rooms, two ICT enabled computer labs and two ICT enabled Seminar rooms, 188 computers, three laptops, 32 printers, two portable projectors to facilitate digital technology. All faculty members have their own laptops. The IT infrastructure is constantly upgraded with necessary hardware and software to suit the growing needs of virtual learning.

Generator is available to provide uninterrupted power supply. The College has a **solar panel** to save energy and also **fire extinguishers** on each floor. The whole college building is also **insured**. CCTVs for surveillance are located at strategic places over the entire campus. 24 hour security services are outsourced to ensure safety of life and property.

There is an elevator besides a staircase at both ends of the building and the college is **disabled friendly** with ramps and toilets. Water coolers are placed on all floors.

The College has a **gymkhana hall** for conduct of indoor sports like table tennis, chess, carom and other recreational activities like Yoga. The college has created a **turf** in the playground for outdoor sports facilities like volley ball, basketball and box cricket. The college also has another play ground at Matunga that is used for box cricket and kabaddi competitions.

The Library has a total layout area of 4000 sq.ft. and the Reading hall has a capacity to accommodate 200 students and 20 teachers. The library with a rich repertoire of learning resources has an open access, internet connectivity, reprographic facility with a collection of about 21,000 books and over 55 periodicals including **NLIST** Program of **INFLIBNET** and **OPAQ**.

The **Cafeteria** with thematic wall paintings by students is located on the rear side on the ground floor providing hygienic healthy food for staff and students. There is a **quadrangle** space in the College for open air programmes, inter-collegiate events and parking vehicles.

Student Support and Progression

SIWS undertakes student centric welfare measures creating a fabric of **social inclusion** by providing freeships and scholarships to the needy deserving students through Government and non-Government organizations. 843 students got the benefit of scholarships and free ships as per University norms under the review period. The management provides **financial assistance** through sponsored scholarships and endowments to needy students and all students are covered by **group insurance scheme**.

The Departments and Associations of the College invite scholars and experts from academia and industry for lectures and interaction with students helping them to gain knowledge on range of subjects that are relevant to the modern world.

605 programs have been organized in the review period exclusively for students' orientation and holistic development.

The **Skill Enhancement Activities** include **Campus to Corporate** program by Technoserve a multinational N.G.O., **Soft skill development program**, **Certificate Courses in collaboration with IDEMI**, Government of India, Tally Accounting Package, leadership training and **Entrepreneurship Development Program**.

Life skills are imparted to students through gender sensitive programs like self-defence, Yoga Training Program, Stress Management Workshops, seminars on personal hygiene, mental health and Disaster management.

ICT skill enhancement initiatives include workshops on power-point presentations, basics of excel and courses on Digital marketing, Cyber security, Data Science, Web designing and Android that promote **employability skills**.

The **Career Guidance and Placement Cell** organizes seminars for the students on career planning, personality development and mock interviews. Campus placements are undertaken through tie up with industries.

Student representatives are part of **College Development Committee** and **IQAC**. Students' representation and engagement in administration, co-curricular and extra-curricular activities are done through a formal **Students Council body** that triggers active participation of all students. The members of Students Council organize the College festival '**Swastika**' where students from all over Mumbai participate in large numbers.

The College has a sports director for administering all sports activities. Special coaches are appointed for training for basketball, badminton and cricket. The students actively participate in competitions and have won prizes at National, State and University level. On an average, 11 sports and cultural related activities are organised by the institution in a year.

The College has a **registered Alumni Center**. Besides monetary funding, the Alumini also engage in professional services like counselling sessions, seminars and career guidance.

The College has effective **Anti-ragging and Anti Sexual Harassment Committee, Internal Complaints Committee and Student Grievance Redressal** mechanism in place ensuring transparency and accountability.

The **vertical progress of students** to higher education and gainful employment is facilitated by the institution through skill development programs.

Governance, Leadership and Management

The Governing body of SIWS meets on a regular basis for the progress of the institution involving all stakeholders ensuring a **participative management** with transparency and accountability.

The **College Development Committee (CDC)** and the **IQAC** take and implement all policy decisions taking into consideration the perspective plan (2016-2021) of the institution.

The Principal shoulders the entire responsibility of academics and administration running the day-to-day operations of the institution which has 55 Faculty, 74 Non-teaching staff catering to the needs 3355 students with support from Vice Principals, Departmental Heads, Convenors and the Registrar. The functional responsibilities of each member of the office have been identified and communicated to them in clear terms.

Staff Common Room meetings with the Principal throw light upon the activities held and to be undertaken with open discussions, the minutes of which is recorded by the staff common room secretary.

The welfare schemes, Selection and Promotion for teaching and non-teaching staff are implemented as per the norms of the Government and the parent University. The Performance appraisal procedures are adopted by the college to maintain efficiency and accountability in the delivery of academics and other activities. Teachers are motivated to carry out self-appraisal annually to gain insight into the effectiveness of their teaching and its impact on students.

The welfare measures for all staff include health checkup, eye test and covid vaccination camp. **Yoga training, Fire safety measures training, Laboratory safety training, Computer skills training** have been undertaken for the **development of non-teaching staff**.

The **Student Council** of the college actively participates in governing all co-curricular and extra-curricular activities involving diversified variety of students with the guidance from the convenors of the various College committees in which all faculty members are involved.

The management and faculty are focussed to **student-centric welfare measures** that include financial assistance for deserving needy students and a Memorandum of Understanding with **Bhojraj Trust for providing scholarship to economically backward students**.

The Governance at SIWS is marked by **inclusiveness, transparency, fairness and accountability** which is revealed by the **online feed back** taken from stakeholders like students, teachers, employers and alumni.

The IQAC monitors the activities of each department through a self-assessment tool and critically reflects on their practices to plan ahead. The College also undertakes external academic and administrative audits annually through Sheshadri Globally Educational Competency Techniques (SGECT).

The College is **ISO 9001-2015 Quality Management System certified**. The management has implemented **e-governance** for smooth and quick operation in various areas. The institution is focussed to good governance by **strategic human resource management, faculty empowerment and adequate resource mobilization**.

Institutional Values and Best Practices

The College is committed to a **strong value system** that is propagated through quotes on notice boards, events of national importance, rallies, blood donation drives, Swachh Bharat mission and the website in order to inculcate social and national consciousness among students and blend them to become responsible citizens.

Gender Equality: The **Women Development cell** plays a very critical role in fostering gender sensitivity and has organized 17 number of programs in the review period.

Green Initiatives: The college undertakes perennial efforts to create and maintain **environmental friendly clean campus** through measures like anti-plastic drive, solid waste and e-waste management, protecting biodiversity, conservation of energy and self-sustainability practices in areas of power, water and cleanliness. **Solar photovoltaic conversion** has helped to reduce electricity bill by 50%.

Green audit has been undertaken by an external agency and all plants are **QR coded**. **Compost pit** is in operation for effective waste management. **LED lights** and sensor based lights have been placed for energy conservation.

The college has a **Health Centre** where a medical Practitioner visits the college twice a week and attends to students health check-up. The College offers formal in-house Counselling and guidance services for students through a professionally qualified counselor visiting the campus. The institution gives prime importance to the maintenance of **physical and mental health** of students for excellence in academic performance and to become good human beings, contributing to the society.

Responding to the needs of differently abled persons, the campus has ramps, automatic lifts, disabled-friendly washrooms and a wheelchair.

The College constantly endeavours to become a proactive centre of learning and training of skill development undertaking programs on career guidance, personality development, communication skills, technical skills to empower the students' **employability**.

Giving as a great way of living: Community service has been infused through socially and nationally conscious activities like donations during natural calamities, **contribution to Sainik Welfare Fund**, honouring Brihanmumbai Municipal Corporation (BMC) clean-up marshalls and offerings to orphanages during Pongal, celebrating Farmers' Day, **educating slum children** at the college premises are noteworthy deeds that deserve mentioning.

SIWS values **inclusive practices** by celebrating regional, linguistic and cultural socio-economic diversities through students' oriented events addressing the changing needs of the community in the most innovative and compassionate way.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	S.I.W.S. N.R. Swamy College of Commerce and Economics and Smt. Thirumalai College of Science
Address	Plot No. 337, Sewri Wadala Estate, Major R. Parameshwaran Marg, Wadala
City	Mumbai
State	Maharashtra
Pin	400031
Website	www.siwscollege.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Usha Sukumar Iyer	022-9819181010	9820163287	-	iqac.siws@gmail.com
IQAC / CIQA coordinator	Vaibhav Banjan	022-24180390	9892210847	-	vnbanjan@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority certificate and translation-SIWS College.pdf
If Yes, Specify minority status	
Religious	
Linguistic	Tamil Minority Institution
Any Other	

Establishment Details				
Date of establishment of the college	09-05-1980			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Maharashtra	University of Mumbai	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	24-12-2019	View Document		
12B of UGC	24-12-2019	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1642935140.pdf
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Plot No. 337, Sewri Wadala Estate, Major R. Parameshwaran Marg, Wadala	Urban	2	6841

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	H.S.C.	English	720	678
UG	BSc,Science	36	H.S.C.	English	120	107
UG	BMS,Bms	36	H.S.C.	English	72	66
UG	BCom,Banking And Insurance	36	H.S.C.	English	72	48
UG	BCom,Accountancy And Finance	36	H.S.C.	English	72	69
UG	BSc,Computer Science	36	H.S.C.	English	58	57
UG	BSc,Information Technology	36	H.S.C.	English	72	58
UG	BA,Bmm	36	H.S.C.	English	72	25
PG	MCom,Commerce	24	Graduation	English	60	14
PG	MCom,Commerce	24	Graduation	English	80	26
PG	MCom,Commerce	24	Graduation	English	60	41
PG	MSc,Information Technology	24	Graduation	English	24	20
Doctoral (Ph.D)	PhD or DPhil,Commerce	48	Post Graduation	English	5	1

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				16				20			
Recruited	0	0	0	0	4	12	0	16	3	6	0	9
Yet to Recruit	1				0				11			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				30			
Recruited	0	0	0	0	0	0	0	0	11	19	0	30
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				80
Recruited	49	9	0	58
Yet to Recruit				22
Sanctioned by the Management/Society or Other Authorized Bodies				14
Recruited	7	7	0	14
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	8	0	3	3	0	17
M.Phil.	0	0	0	0	1	0	0	0	0	1
PG	0	0	0	1	3	0	0	3	0	7

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	3	0	3
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	10	16	0	26

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	4	3	0	7	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1641	26	0	0	1667
	Female	1398	6	0	0	1404
	Others	0	0	0	0	0
PG	Male	88	0	0	0	88
	Female	77	1	0	0	78
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	1	0	0	0	1
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	32	37	54	31
	Female	56	51	62	38
	Others	0	0	0	0
ST	Male	8	7	7	6
	Female	7	4	6	4
	Others	0	0	0	0
OBC	Male	63	65	51	55
	Female	60	73	66	51
	Others	0	0	0	0
General	Male	420	503	378	408
	Female	391	347	275	320
	Others	0	0	0	0
Others	Male	137	90	154	73
	Female	97	123	143	49
	Others	0	0	0	0
Total		1271	1300	1196	1035

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The faculty members are urged to adopt different pedagogical skills to emphasise on conceptual understanding of the subject, fostering intellectual curiosity, creativity and critical thinking among students to develop individuality and logical decision-making powers. The college has been providing multi-disciplinary and inter-disciplinary certificate courses and programs for training the students in communication skills, life skills and soft skills to equip them professionally with a sense of commitment to serve the nation. Technology integration into educational processes will be optimised by facilitating digital repositories and enhanced use of technology by faculty. The pandemic
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	<p>has enabled the increased adoption of ICT tools in online learning, e-programme delivery, training and e-assessments. Multidisciplinary education is an academic and pedagogical approach to develop multiple capacities in the intellectual, social, physical, emotional, and moral domains among the students inside and outside the classroom. The college organizes workshops, seminars to integrate formal and informal teaching learning opportunities and community engagements thereby promoting cross-disciplinary and interdisciplinary perspectives and academic practices.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>The online education during the pandemic has enabled flexibility of classes, ample time for students for developing skills required for the market and also engage in activities of their choice. The college has signed three MoUs for integration of campuses and distribution of learning systems. 58 international students from abroad participated in the certificate courses, webinars and workshops organized by the college. The college intends to expand its collaborations with institutions all over India and overseas and conduct certificate courses for enhancement of knowledge and skill development. College has provided internship to an IIT Research Scholar as a guest lecturer under the Prime Minister's skill development Program for teaching Mathematics. 108 students of the college have taken transcripts for study abroad in the past five years and the National Academic Bank Credit recognition mechanism online will help to consolidate the academic records of students for educational and employment purposes. The college provides a credit value for each subject in each semester that the student has completed under the program of study and the transfer of credits through the NAC Bank scheme will enable flexibility for migration to campuses and help global competence. The college within the framework of the University is well equipped to start this scheme for its PG courses M.Com. and M.Sc. (IT) initially. Workshops and training programs will be enabled to educate and train academicians about the scheme and its implementation.</p>
<p>3. Skill development:</p>	<p>The college has collaborated with institutions like IDEMI in the neighbourhood to expose students to work environment and hands-on-training for skill</p>

	<p>development and employability. The college has started certificate courses like Entrepreneurship development program, campus to corporate and digital marketing for equipping students with knowledge, skills and competencies which would prepare them for life and for work. Responding to the changing skills and technology requirements in the labour market, the college has undertaken a plethora of certificate courses like Tally, Income Tax E-filing, Cyber Security, Data Science etc., and plans to integrate with more industries for internship and apprenticeship programs. The students have been trained in the art of painting by one faculty member and they are invited by some housing societies to do thematic paintings. The management of the college organized an 'Online Panel Discussion on NEP 2020 - Relevance to Teachers' on 14th May, 2020 inviting Ex-Vice Chancellors and Directors in education field to enable teachers to understand the dimensions of NEP 2020 and what teachers need to do proactively. The management has recognized that the development of human resource by way of skills on pedagogical approach is imperative for operationalizing the new NEP. The college focuses on developing teachers' skills, performance and efficiency, creating a positive work culture.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>In order to inculcate spiritualism, ethics, values and Universal brotherhood, the college conducted events on National Youth day which would be an annual event hereinafter. On Independence day and Republic day patriotic programs are organized to create awareness on India's diversity, tradition and culture and spread the message of Vasudeva Kutumbakam. The message on human and constitutional values like liberty, responsibility, pluralism, equality, justice, empathy, cleanliness, democratic spirit and community service are conveyed to students through website and online teaching. In order to develop arts and Indian culture the college has conducted group and solo competitions in music, dance, rangoli and mehendi under the banner Swastika. The college has a Music Circle where stalwarts are invited for a rendition and this performing arts is mainly to spread knowledge of Indian Classical music. The Department of Business communication provides training on Bhagwat Gita Chanting signifying the importance of Sanskrit language. The Marathi</p>

	<p>Vagmay Mandal, Gujarathi Sahitya Mandal, Hindi Literary Association and Southern Cultural Association of the college are instrumental in propagating Indian languages among posterity. Workshops and Seminars with themes like Universal Values, importance of Yoga are organized to impart knowledge on balancing physical and mental health well-being.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>All programs of the college have stipulated well defined Program objectives and Course outcomes that are displayed on the website and in the departments. The objectives are clearly expressed to the students during the induction/orientation program at the beginning of the academic year. The students are evaluated on the basis of their achievement mentioned in the outcome of the course. Small tests, quizzes and oral presentations have become the norm; The college aims at strengthening high-order skills like creativity, critical thinking and logical problem solving as the objective of testing to evaluate the outcome of teaching and learning process. The college is technology driven and enabling students' with technical skills for integration with the national and international community for the world's advancement. The global pandemic has made us realize the importance of empathy and compassion and in order to develop emotional quotient, the college has a mentor-mentee program for psychological counselling to help students to face the more challenging world. There are splendid opportunities for performing arts to equip students with good inter-personal skills and turn them out as vibrant individuals to lead a happy stress-free life.</p>
<p>6. Distance education/online education:</p>	<p>The Institute has successfully delivered lectures for all courses in online mode during the Covid -19 pandemic and also conducted exams and certificate courses through our own team of faculty members. Students from abroad have also participated in the college programs on gender and environment and given a positive feedback. The college intends to have more linkages and collaborations for distance online education. Teachers are motivated to generate high quality content using online e-learning platforms and tools for facilitating and active engagement of students using a learner centric pedagogy. The college intends to provide appropriate e-learning</p>

platforms such as SWAYAM, DIKSHA to provide teachers with a structured, user-friendly assistive tools for monitoring progress of learners. The institution is undertaking all possible efforts to integrate the objectives of the NEP-2020 within the existing initiatives and by engaging the relevant stakeholders in the effective implementation of the policy so as to create awareness that education in future involves greater digitalisation of content.

NAAC

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
508	512	512	490	454
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
13	14	14	14	14

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3355	3270	3115	3004	2734
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
472	505	494	483	478

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1146	934	814	849	737

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
59	60	62	62	60

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
61	62	62	62	60

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 42

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
121.98	168.26	149.55	229.55	277.81

4.3

Number of Computers

Response: 188

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

The focus of South Indians' Welfare Society is to take earnest efforts for the welfare of students. The college provides skilled man power by offering **need based, industry relevant and society driven** courses. The **Internal Quality Assurance Cell (I.Q.A.C.)** conducts meeting at the beginning of every academic year and plans the academic calendar.

Timetable: The timetable is prepared prior to the reopening of the academic year and is circulated among the faculty members and displayed on notice boards for the students.

Teaching Plan: The teachers are encouraged to frame a **15 week teaching plan** for each semester. It ensures 90 days of teaching for each term and also specifies the tentative date of completion of topics as per syllabus for each class and division.

Learning Management System (LMS): Teachers use LMS to provide additional reading material, notes, presentations, videos, youtube links and sample questions, which immensely benefit the students.

Departmental Meetings: Departmental meetings chaired by the respective Heads, are conducted every month to discuss and suggest on the execution of syllabus and examinations by each department. At the end of each semester, a **syllabus completion report** is submitted by all teachers counter signed by the respective Heads of Departments to the Principal.

Feedback System: IQAC has designed an effective mechanism to monitor effective curriculum delivery through interaction with students and feedback. An **online feedback system** is evolved by I.Q.A.C. where in students give feedback regarding teacher's academic performance. The feedback is analyzed and communicated to the concerned staff for remedial action. Under the initiative of the Principal, teachers also give feedback of the Principal.

Mentoring System: An effective **mentor-mentee system** is adopted by designating a class teacher to each class so that personal attention is given to students.

Curriculum Enrichment: The University revises syllabi at regular intervals and the college has conducted **eight syllabus workshops** in collaboration with the respective Board of Studies for better understanding of the rudiments of syllabus structuring. Teachers actively participate in question paper setting and contribute to online assessment and moderation process of the University.

Two new programs i.e. B.Com (Accounts & Finance) and B.A.M.M.C.at the UG level and one program M.Com (Banking & Finance) at the PG level and one Optional subject i.e. Direct & Indirect Tax in B.Com program at UG Level were introduced in the last five years.

Scheme of Examination: The College follows **Choice Based Credit Grading Semester System** under the directions of the University of Mumbai.

Seminars, workshops, talks by stalwarts in the subjects, expert lectures, remedial lectures, guidance lectures are conducted in online / offline mode to enrich curricula. To foster self-confidence and in depth self-learning, students are given topics related to the curriculum for projects, assignments and presentations.

To bridge the gap between academia and corporate world, the college regularly invites experts from diverse sectors to share their field experiences. The syllabus is delivered ensuring **value addition** by inter-linking the subject matter through planned Industrial visits.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The **Academic calendar** stands for a system by which the college defines landmark dates that drive much of the day to day activities at the college. It serves as a source of information for preparing and planning the documents for students, faculty and departments as well as external organizations. It is also useful for prospective students, parents and alumni.

The **academic calendar** is prepared by IQAC in consultation with the Principal and Heads of the Departments at the beginning of the academic year after the circular containing arrangement of terms of various programs and tentative dates of the examination are made available from the University of Mumbai.

The students are apprised of academic calendar at the orientation program, and same is uploaded on college website and displayed on notice boards and also printed in college prospectus. Academic Calendar lays out the entire planning for the academic year which includes:

- Term dates
- Admission schedules
- Class start dates
- Co-Curricular & Extra-curricular Activities schedules
- Examination schedules
- Result declaration

The academic calendar has been extremely useful to students to plan their participation in co-curricular and

extra-curricular activities and plan their outstation visits. The students of self-financing courses who wish to do projects or internships in industries and corporate world can plan the same based on the academic calendar.

The college has a **Continuous Internal Evaluation (CIE)** system that is **student centric** and is in line with calendar of the Affiliate University. Continuous Internal Evaluation is carried out by the faculty by conducting surprise test, periodic tests, quiz, open book test, problem solving, case studies etc.

The following procedures are adopted for CIE:

- Scheduling of Internal/External Examination, Seating arrangements and hall invigilators listed for every examination.
- Preparation of question papers in the prescribed pattern
- Scrutiny of the prepared question paper is carried out by the Head of the Department to ensure quality of the Question paper.
- Monitoring the attendance of the students for the Examination.
- Internal Assessment has to be completed before the commencement of the External examination.
- The faculty evaluate the answer books within the stipulated time and submit the mark sheets to the Examination committee.
- The results declared are displayed on the notice board/website.
- Result Analysis is done by each department and discussions take place with the faculty, HOD and Principal for remedial actions
- Upload of assessment marks in University web portal
- The evaluation for theory courses are through a written examination.
- For laboratory courses, the student is assessed through practical exams, observations and viva.
- The evaluation for project course is through key parameters like problem formulation, understanding of the project, presentation skills, communication of ideas, technical knowledge and team work.
- Performance of the students in Internal Class Assessment enables the Faculty to identify slow and advanced learners in their respective subjects.
- Slow Learners are encouraged to improve their performance in future by counseling.
- Counseling Sessions are held to deal with personal issues, academic and non-academic problems.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

- 1. Academic council/BoS of Affiliating university**
- 2. Setting of question papers for UG/PG programs**
- 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

4. Assessment /evaluation process of the affiliating University**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Link for Additional information	View Document

1.2 Academic Flexibility**1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****Response:** 92.31**1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.**

Response: 12

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years**Response:** 47**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
16	7	4	10	10

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 13.96

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1139	160	226	317	360

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

The college takes adequate efforts to develop ethical and able citizens. This is achieved by incorporating cross-cutting issues like **gender equality, professional ethics, environment and sustainability**, etc. through curricular and co-curricular activities.

In the subject of **Accountancy** for final year students a detailed module is devoted on **professional ethics and ethical behaviour** for the accounting profession in the corporate world.

In the subject of **Commerce** at all the three levels, there are subjects such as Promotional Schemes for Women Entrepreneurs, Skills for career in Advertising, Social and Cultural Issues in Advertising, **Significance of Indian Ethos to Management** which focus on the gender related issues, professional ethics and human values.

The first year B.Com. students have a compulsory subject of **Environmental studies**. The environment and sustainability related topics like **Natural Resources and Sustainable Development**, Urbanisation and Environment, Solid Waste Management for Sustainable Society and Environmental Movements and Management are discussed in detail.

The topics like Capacity to Contract-Minor & Person of Unsound Mind, Public Policy, Role of Directors, and **Intellectual Property Rights** are taught to the second year B.Com. students in the subject of Business Law. These topics address the cross-cutting issues of Human values and Professional Ethics.

Foundation Course is a skill enhancement course in the curriculum of the first and second year students across all the streams. The topics incorporated are **gender studies, eco- feminism, environmental ethics, human rights**, team building, stress management, time management, health and hygiene and recent developments in science and technology. As a part of internal assessment, the students are given project work on themes related to the above said topics. They are encouraged to visit old age homes, orphanages, consumer welfare organizations, etc. for sensitization and awareness.

Second and third year students in **B.Sc.Chemistry** are educated with the topics such as **Environmental chemistry**, Drugs and Environmental Aspects and Comparative Chemistry of Main Group in their theory and practical aspects. These topics address the environmental aspects in chemistry. Similarly, **B.Sc. Physics** has a chapter on **Geo-Environmental Sciences** to address the environmental issues.

B.Sc. Computer Science in their first year and third year curriculum has topics like **Soft Skills & Communication basics**, Skills for interviews, Speaking Skills, **Fundamentals of Green IT**, Green Assets and Power Problems which address professional ethics and environment related issues in computer science. In addition, the students are required to do a project work at third year level which help to create awareness on professional ethics.

M.Sc.IT have chapters like Understanding Ethical and Legal Considerations, Writing Technical Documents, Research and Document, Writing Proposals and project work that sensitize students on professional ethics.

M.Com. through a number of courses like Business ethics and **corporate social responsibility**, Strategic Management, Corporate Finance, **Research methodology for business**, Commercial Bank Management, Human Resource Management, Financial Management and Advertising and Sales Management teach the students about professional ethics and other cross cutting issues like gender related aspects, environment and sustainability.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 7.22

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
36	35	35	32	40

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 65.16

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 2186

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 86.48

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1106	1342	1394	1365	1372

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1486	1568	1559	1511	1481

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

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 85.55

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
307	543	450	460	329

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

The college caters to students from diversified backgrounds in various streams and assesses their needs in terms of knowledge and skills in the following ways:

In the first week of commencement of the program at the entry level,

- Teachers are involved in revising basic concepts of the subjects via **bridge courses** to help develop a strong foundation for higher learning.
- Class tests, tutorials and practicals provide the required information on the level of knowledge of the student.
- **Orientation / Induction programs** are organized to familiarize the students with the course, co-curricular and extra-curricular activities, examination related information and facilities available in the college.

Close interaction between students and teachers and class assessments help to identify advanced and slow learners, to gauge their comfort level with English as a medium of instruction.

Slow learners are provided with simplified study material and are encouraged to write assignments on selected topics which help to boost their confidence. Feedback is given to help them to improvise on their assignments. Revision and **remedial lectures** are engaged to help them with their exam preparation. **Tutorials** held in the subjects of Business Communication provide additional support and guidance to slow learners with vernacular medium background. Tutorials on mathematical and statistical techniques provide additional support and guidance for students who had not opted for mathematics in lower classes.

Slow learners are encouraged to interact with advanced learners who can assist them with their difficulties under the **Teaching-Pairing-Sharing (TPS)** model. They are motivated to participate in various activities organized by different college committees.

Advanced learners are identified through their active participation and interaction during regular lectures as well as their performance in class tests. They are encouraged to participate in seminars and conferences on topics of their interest and are trained to take part in intra-collegiate and inter collegiate competitions. **Brainstorming sessions** and **group discussions** are conducted to encourage them to come up with innovative ideas. They are encouraged to teach their fellow classmates, which help in building their confidence and motivate them to read more on the subject. They are provided with additional reading material and motivated for curricular activities. **Lectures by eminent personalities** from industry and academia are organized to supplement the teaching process and enrich their knowledge on different subjects.

Teachers are available in college premises after the lecture hours as well as on WhatsApp and phone call to clear doubts and counsel on a one-to-one basis. Extra explanatory resources like websites, youtube links, newspaper and journal articles are provided through WhatsApp as a **Learning Management System**

(LMS). Parents are required to accompany their child on the day of declaration of results to brief them about their child's academic performance and attendance record.

Facilities provided by the college under government policies and University of Mumbai circulars include:

- Making separate exam seating arrangements for differently-abled students for easy access
- Providing writers in case of visually challenged students
- Providing extra time for students with learning disabilities
- Providing government scholarships and free-ships to eligible students

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 57:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

In order to improve learning experience, **student centric learning** is promoted through a combination of **experiential, participative and problem solving techniques.**

Interactive method:

Teachers promote **participative learning** in the class by asking questions and encouraging students to come forward and solve problems or draw diagrams on the board. Students are motivated to read articles on specific topics in newspapers, journals and on the web, share their observations in the class, have discussions and clarify their doubts.

Projects and presentations:

Students are given various topics to choose from and are provided with broad guidelines for their **project work**. Students are encouraged to read on their own and are provided with additional reference material.

Computer assisted learning:

ICT- enabled tools like LCD projectors, software and computer labs are used for better delivery of the topics.

Observational learning:

Teachers particularly in Science disciplines promote **observational learning** by conducting experiments in laboratories to explain certain phenomena. Related documentaries and videos are also screened before conducting experiments, which help students to anticipate the results while conducting experiments.

Problem based learning:

In subjects like Accountancy, Business Economics, Mathematics, Statistics and Physics, the teacher assigns problems in the class and students are encouraged to solve these problems on the board. Learning by this method is assessed by conducting class tests, surprise tests, inter group competitions, online tests and quiz competition. This method helps students to apply their minds to solve different types of problems.

Case study based learning:

Case studies are discussed to help connect students with real life situations, analyze business problems, take decisions and find solutions.

Participative Learning:

All department undertake activities to involve students in **team work** viz their own association like planning forum, commerce association, science association etc. **Group Discussions, Quiz and Debates** are part of the teaching learning process.

Experiential learning:

1. **Subject related videos** are screened and references of advanced videos are provided to students to develop higher order thinking skills (HOTS).

ii) Industrial Visits:

Departments of the college have been regularly organizing **industrial visits** for students which help them to relate theory with real life situations. Some of the places visited include SEBI, NSE, RBI, Indian railway maintenance workshop, Cipla, Gowardhan cheese factory, Pune, Alok industries, Silvassa and Tracking Genie, Jaipur.

iii) Workshops and Seminars:

Subject experts, academicians, practitioners, **corporate and industry experts** are invited to share their experience with students by organizing expert lectures, workshops and seminars.

iv) Intercollegiate Competitions:

Departments of Microbiology, Chemistry, Computer science and Information technology organize **inter-collegiate competitions** every year to supplement the teaching-learning process.

Companies which visit the college conduct **counseling sessions** and **aptitude tests** for the students, helping them to decide an appropriate career course. **Mock interviews** are conducted to prepare students to face the challenges of a contemporary society.

Peer exchanges are encouraged for healthy interactions among students which also help to improve learning outcomes in case of slow learners.

All the above said **student centric methods** are adopted to enhance **critical thinking** and **participative learning**.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The use of **Information and Communication Technology (ICT)** to provide support to the teaching and learning process has become an ingrained activity in educational institutions. A major benefit of ICT for the teachers is that they can make their classroom teaching more effective by making its judicious use. The students are also benefited due to possibilities for interaction beyond the classroom through ICT.

Information & Communications Technology (ICT) enabled teaching methodologies are followed by the faculty members in class rooms. It helps to catalyze the transformation of information into student learning.

The use of **multimedia teaching aids** like LCD projectors, seminar rooms with internet enabled computers and laptops are used in classroom.

ICT enabled tools provide support to the teaching-learning process by increasing its effectiveness.

1. Mind Master App and Power Point Presentations are used to teach topics in Business Economics.
2. Dia App and JAM Board assist in diagrammatic explanation of concepts and problem solving in the class.
3. Google Quiz, KAHOOT Quiz, YouTube Videos, websites for different topics and on-line lecture series are shared with students for additional information.
4. Programming Languages such as C, C++, Python, Java, R, Scilab, Databases Management Systems MySQL, Oracle, MongoDB
5. Web Development and Internet Technologies like WAMP, LAMP, XAMPP, Wireshark, Packet Tracer are used

6. **Artificial Intelligence and Data Science Tools** like Prolog, Lisp, Tableau, PowerBI, Embedded Technologies such as PhoneGap, RaspberryPI Kits
7. Internet of Things, **Cloud Computing**, Bigdata are used by faculty for effective delivery of the curriculum.
8. Softwares such as Office Suite, Ogis, NET, Virtual Machines are used in teaching learning process.
9. Videos related to various **socio-economic issues** are screened. Students are encouraged to participate in discussions and express their views.
10. **Online Classes** are conducted through **Google Meet** and **Microsoft Teams**.
11. Zoom and Jitsi are used for webinars and workshops.

Conscious efforts are made to upgrade technology to facilitate efficient educational transactions, both academic and administrative. The teachers use online resources through NLIST and DOAJ facilities made available by the college. The college also has subscription of Shodh Ganga and ShodhGangotri. These efforts enable teachers to develop **digital learning resources** (e.g. documents, presentations, animations, audio recordings and video clips) of their own.

In keeping with the regulations of the University of Mumbai, assessment, moderation and revaluation of answer books of the third year examination are done online. The necessary hardware and software facilities are made available in the computer laboratories. The use of ICT has considerably improved the pace and quality of assessment. With reduced possibility of human error, the system has helped in the declaration of results within the stipulated time period. **Transparency** brought about by ICT has helped in **quality assurance**.

The **admission procedure** which includes preparation of admission list for open, minority and reserved category, acceptance of fees, issue of Identity Cards and maintenance of General Register have all been **computerized**. Online admission forms and payment of fees online is available for the benefit of the students.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 62:1

2.3.3.1 Number of mentors

Response: 54

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 98.7

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 28.09

2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
19	18	18	15	15

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest

completed academic year in number of years)	
Response: 13.15	
2.4.3.1 Total experience of full-time teachers	
Response: 776	
File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

<p>2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode</p> <p>Response:</p> <p>The College follows the examination pattern and reforms introduced by the University of Mumbai for continuous internal and external evaluation for all undergraduate and postgraduate courses.</p> <p>An academic calendar for the college is prepared after the University officially announces the academic calendar. The calendar specifies commencement and term ending dates for the semesters, tentative dates of semester-end examinations, schedule of internal assessment, probable dates of result declaration and admissions. The academic calendar is printed in the college prospectus and the same is uploaded on the college website.</p> <p>At the time of admission, students and parents are informed about the requirements of attendance as per University rules and regulations.</p> <p>An induction/orientation program is conducted at the beginning of the academic year in which the college examination committee guides first year students regarding the examination pattern and its rules and regulations. Students are warned against the use of unfair means during examinations. The examination committee also displays tentative dates of examination on the notice boards. The same is communicated to teachers well in advance so that they can plan their teaching schedules accordingly.</p> <p>Since the academic year 2016-17, a hundred marks pattern called Choice Based Semester Grading System (CBSGS) has been adopted for undergraduate courses of B.Com and B.Sc. The compulsory subject of Foundation Course at first and second year levels for both Commerce and Science streams has an internal assessment component of 25 marks, for which students are required to submit an assignment. For rest of the UG and PG courses, the 75:25 system is adopted that contains provision for internal assessment.</p> <p>Various choices available for internal evaluation include Class Test, Home assignment, Seminar, Project Presentation, Survey, Street play, PPT, Viva and other similar modes. Guidelines for teachers and students for internal assessments are prepared as per the University guidelines and are made available to all faculty</p>

members. Examination Committee chaired by the Principal monitors the **continuous evaluation** in theory and practicals to ensure uniformity across courses and departments.

The library is well stocked with previous years' question papers which students can refer to understand the question paper pattern, unit wise allocation of marks and the type of questions asked. The previous years' question papers are issued to students against their library cards.

Dates for the tests / examination are notified on the notice boards as well as on the website and are announced by faculty in the respective classes at least fifteen days prior to examination. In class, teachers discuss question paper pattern, marking scheme, question wise weightage allotted for the benefit of students.

Transparency and security of evaluation system is ensured. All assessment in the college is strictly done through the **Centralized Assessment Procedure**. It ensures smooth and fair functioning of assessment.

All the above stated efforts make the examination system and internal assessment **transparent** and robust. It enables to adapt and adjust to the changing norms, follow methods and techniques with ease of adaptation that may be attributed to the expertise of the staff and the administrative machinery.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

The purpose of examinations is to motivate students for better performance and provide fair evaluation of each student. Resorting to unfair means practice in examinations is a punishable offence. An **Unfair Means Committee** comprising senior teachers from both aided and self-financing courses is constituted to look into cases of students reported to have adopted unfair practices during examinations.

The Committee is authorized to take **disciplinary action** against students resorting to malpractices during the examinations conducted by the college. The committee conducts an inquiry of the students indulged in unfair means during examinations by following the procedure and guidelines issued by University of Mumbai.

The student reported to have adopted an unfair practice during examination by the Junior Supervisor is issued a show-cause notice by the Senior Supervisor and a copy of the same is posted to the student's parents. Students are given an opportunity to defend themselves in front of the Unfair Means Committee.

- 1.Student's brief explanation is taken in the printed document attached to show cause notice.
- 2.Students are given an opportunity to give a detailed explanation within three days from the date of

show cause.

3. Students along with parents are given an opportunity to present themselves before the Unfair Means Committee along with written explanation, if required.

The Unfair Means Committee considers the above documents and explanations before finalization of punishment as per the rules of the University of Mumbai.

A **Centralized Assessment Programme (CAP) Committee** headed by a senior teacher and assisted by teaching and non-teaching staff monitors the CAP process. Examiners are required to complete the assessment and moderation of answer books as per timelines given by the University.

Grievance Mechanism:

The College ensures effective implementation of student’s grievance mechanism.

Department level: Redressal of grievances relating to internal assessment and class practicals are handled by the concerned Head of the departments.

College Level: After the declaration of the results, students are given a time schedule within which they can apply for photocopy of the assessed answer paper. The designated member of examination committee goes through the answer book for any error or totalling mistake. In case of errors, the rectifications are done and corrected marksheet is issued to student. All applications for demand of photocopy of answerbooks are issued to the students within the prescribed time limit.

In case of applications for demand of revaluation of answerbooks, all the answerbooks are first masked and coded with code number to ensure complete transparency in the revaluation process. The actual revaluation is done by **external examiner** from nearby colleges in order to ensure unbiased revaluation. The result of the revaluation is declared in the college notice board and the modified marksheet is issued to the students within one week from date of declaration of revaluation results.

University Level: In respect of University exams, students are guided to apply online. The entire conduct of examination, declaration of results and settlement of grievances are transparent and undertaken in a **time-bound manner**.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

Each course provides unique learning objectives that are linked to program outcomes. The Program outcomes are helpful in developing the framework of teaching and learning facilitating clear understanding about the course expectations and support the process of learning. The Course outcomes also present a clear picture of employability, skill development and entrepreneurship prospects of the course and also help to understand the various cross cutting issues.

Program objectives and **course outcomes** are uploaded on website. On commencement of teaching term, the syllabus with its outcomes is discussed in the class by the respective subject teachers.

Programme outcomes are listed below:

B.Com. programme aspires to create well trained professionals for industry, banking and insurance sectors to meet manpower requirements. Graduates acquire skills in the areas of Finance, Accounting and Marketing and also overall administrative abilities.

B.Sc. (Physics) applies the knowledge of mathematics, science, thermodynamics and engineering fundamentals to give solution to complex modern problems. It helps students to understand fundamental principles and scientific theories relevant in day-to-day life.

B.Sc. (Chemistry) enables students to employ critical thinking and application of scientific method to design, carry out, record and analyze the results of chemical experiments and create an awareness of the impact of chemistry on the environment and society.

B.Sc. (Microbiology) emphasizes on morphology and physiology of micro-organisms providing skills in aseptic procedures, isolation and identification. Students will acquire competency in specialized microbiological laboratory skills applicable to research and clinical methods.

BMS program prepares students with the acumen to develop managerial skills in the field of Human Resources, Marketing and Finance.

B.Com. (Accounting & Finance) course offers students specialized knowledge and practices in Accountancy to emerge as professionals in the field.

B.Com. (Banking & Insurance) program is tailor-made for aspirants of banking and insurance and in the domain of commerce by drawing rich academic inputs from contemporary syllabus reflecting recent developments.

Students acquire deep knowledge and skills as part of the **BAMMC course** in the field of mass media, advertising and various disciplines of journalism such as content writing, reporting, coverage and editing.

B.Sc. (Information Technology) program help the learners get hands-on experience on software updating, programme developing, software testing, BPO, web designing etc. The program help graduates to take up responsibilities in production, testing, designing and marketing in information technology and contribute to the growth of industry.

On completion of **B.Sc. (Computer Science)** program, students establish themselves as effective professionals empowered with skills to solve real problems through the knowledge of computer techniques.

M.Com. programme prepares well trained professionals for industry, banking and insurance companies, finance companies, logistics and Supply chain management to meet the manpower requirements of the corporate world.

M.Sc. (Organic Chemistry) provides the ability to explain chemical nomenclature, structure, reactivity and function in their specific field of chemistry, through research.

M.Sc. (Information Technology) focuses on the application of the knowledge of technology, Mathematics, Networks and computing in the core area of Information Technology.

Ph.D. (Business Economics) has the objective of contributing to research in the vast field of social sciences.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Past link for Additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

The ultimate objective of Programme Outcome and Course Outcome is to transform the students into professionals required for the corporate world and as innovative business leaders. The course objectives are stated and evaluated for each subject in the curriculum by the faculty on a regular basis to ensure that the program outcomes are being met. The course assessment process has enabled a dialog among the faculty to discuss the adjustment for pre-requisite coverage in various courses.

The college evaluates the **attainment of program outcomes** and **course outcomes** by structured as well as innovative, traditional and non-conventional methods.

The structured and additional means of measuring Course objectives are given below:

Structured means	Additional means
Internal Examination	Academic audit
Semester End Examination	Discussions with students and alumni
Student Progression	Staff meetings
Projects, Assignments,	Prizes and awards
Viva voce, Presentations, etc.	
Feedback Mechanism	Placements

The attainment of Programme Outcomes and Course Outcomes are evaluated on the basis of semester-end written examinations, internal written examinations, evaluation of projects, assignments, classroom performance and class participation as also the overall conduct of the student. **Cognitive learning skills**

are evaluated at the classroom level.

The evaluation of the Internal assessment component carrying 25 marks has the following breakup: (a) 10 marks for project, 5 marks for presentation, 5 marks for viva-voce or (b) 20 marks for class test (as the case may be) and (c) 5 marks for class participation and overall conduct. The semester end examination evaluates students for 100 or 75 marks on the basis of written examination, as the case may be. The attainment of PO is calculated by using total marks obtained by the students in each course.

Meritorious students are felicitated during the annual **Degree Distribution Function** and **Prize distribution ceremony**. Students successfully completing certificate courses are awarded certificates at the valedictory program.

Students are encouraged to contribute in the form of creative/academic writing for the annual college magazine 'The Welfarer'.

Contribution of students to specially designed **literary events** organized by the English Literary Association, Hindi Sahitya Mandal, Southern Cultural Association, Marathi Wangmay Mandal is appreciated through prizes and awards.

Students' participation in inter-collegiate and intra-collegiate cultural programmes like **Swastika** and **Resonance** is encouraged by awarding certificates and prizes.

Performance in competitions like elocution, debate, essay writing, story writing and participation in group discussions on syllabus related concepts / social issues / current affairs, organized by Planning Forum, Women Development Cell, Commerce Association is acknowledged through prizes and certificates.

Teachers motivate the participation of students in various workshops, competitions, conferences and research competitions within and outside college. The students also benefit from various **multi-level industrial visits, internships** and **extension programs** organized by the College.

In addition, **parent** and **student feedback** is considered to gauge students' understanding on courses taught by respective teachers. Through I.Q.A.C., the college ensures **quality enhancement** and raise the target level for attainment of Programme outcomes and Course Outcomes. The results, students' progression and placements have steadily risen over the past five years.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 80.36

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
886	814	511	437	403

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1036	858	714	598	525

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0.73

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.2	0.53	0	0	0

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 6.78

3.1.2.1 Number of teachers recognized as research guides

Response: 4

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

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 5

3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	0	0	0

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
12	12	12	12	12

File Description	Document
List of research projects and funding details	View Document
Any additional information	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

a) Staff Colloquium

The **Staff Colloquium** is a committee wherein the staff members meet and have deliberations and interactions on the research work in their area of interest. The objectives of this committee are:

- To enhance interaction and integration of researchers for interdisciplinary and multidisciplinary research work
- To motivate faculty for doctoral and post-doctoral research

The research scholars of the college meet and present their research papers that they have already presented in various forums. The staff interact among each other and there are brain-storming sessions on research work.

Teachers have participated in **University Research Convention -Avishkar** and won prizes.

The faculty members are encouraged to attend research conferences and seminars. Financial assistance is provided to teachers for research paper presentations.

b) Science Association

The Science association aims to improve scientific knowledge and develop scientific temper. The

association organizes **Meet Industry Expert (MIE)** and **Meet Academic Expert (MAE)** programs by inviting stalwarts for interaction with staff and students.

- **Dr. Piers Bursill-Hall, University of Cambridge, England**, on 'Numbers bigger than the infinite, Yes, they exist', on 18 November, 2019
- **Prof. Ganapati S. Shankarling, Institute of Chemical Technology, Mumbai** on **Sustainable Economy Through Diligent Waste Management** on 4th August, 2017.
- **Dr. R.R. Deshmukh, Institute of Chemical Technology, Mumbai** on **Plasma - The Fourth State of Matter and its Applications in Material Science** on 24th Aug, 2016
- Poster Making competition titled '**Science in day-to-day life**' on 9th Feb, 2018
- Field visit to Indian Institute of Geomagnetism(IIG), Panvel on 28 Jan, 2019
- Workshop on **Wired Soccer Robot** was arranged on 11th February, 2017 in association with the Celtic Learning Solutions.

c) **Project Work:**

Project work is mandatory for Under-graduate and Post-graduate programmes of self-financing courses. The main objective of project work is to inculcate research culture and generate curiosity to inquire and ability to interpret particular aspect of the study. The guiding teachers undertake counselling sessions and create awareness among learners about the methodology of formulation, preparation and evaluation pattern of the project work. Students are encouraged to do **socio-economic surveys and visit industries** for practical exposure and training.

Acanthus is an inter-collegiate seminar organised by the Self-Financing Commerce section in which students from various colleges participate and present research papers. Research papers are published in the form of proceedings with ISBN or as a research journal.

Departments arrange expert lectures by industry personnel for students. Students interact with professionals, industry experts, corporate wizards, management Gurus, successful entrepreneurs and alumni and learn to set up their own ventures.

Eleven teachers have enrolled for Ph.D. Facilities such as flexible timings, use of laboratories etc. are extended to faculty to support their endeavour.

An initiative is taken by library to help researchers regarding online resources through

- N-LIST
- DOAJ
- Shodh Ganga
- ShodhGangotri

A National webinar on '**E-Resources and E-Library**' was conducted by IQAC and the Library Committee on 17th July 2021 for familiarising teachers with the use of N-List and other online resources.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 8

3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	1	2	1

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0.5

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 2

3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 4

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.91

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
21	6	6	9	13

File Description

Document

List of research papers by title, author, department, name and year of publication

[View Document](#)

Any additional information

[View Document](#)

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.17

3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	7	15	15	30

File Description

Document

List books and chapters edited volumes/ books published

[View Document](#)

Any additional information

[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The N.S.S. Unit of the college is in the forefront for providing a platform to students in terms of extension and community outreach activities. Street plays and rallies on social issues, **Swachh Bharat Abhiyan**,

Polio vaccination awareness, **Organ Donation awareness, tree plantation**, crowd controlling during festivals have been regular activities conducted throughout the year.

Seven days special **rural camp** is organized every year. In the academic years 2016-17, 2017-18 and 2018-19, the camp site was Ambeshiv Village, Near Badlapur, Thane. In 2019-20, the camp site was Shantivan, Neregaon, Panvel. Various activities like Shramdaan, Survey, Clean-up, Street-play, Rally, **Meditation and Yoga, Disaster Management** were organized for the benefit of volunteers and villagers.

In 2019-20, a temporary dam was made by volunteers during shramadan which helped to raise the level of ground water as it was witnessed through presence of water in nearby boar wells.

- On 29th August, 2017 when heavy torrential rains lashed Mumbai, Senior citizens were rescued by a group of students between Wadala and GTB Nagar railway station and food items were distributed to them. An ambulance which was blocked inside the water in Char Rasta, Wadala was rescued.
- **Swachata Abhiyan** was implemented at Ration card office, Matunga Police station and the school in the rural camp site, Ambeshiv, Badlapur and also in the college premises.
- On Independence Day, a Rally was conducted in the slum area of King's Circle, to create an awareness on cleanliness and snacks were distributed to the children.
- **Waste Management Project** was undertaken by 84 volunteers in BPT Colony, Wadala that included pamphlets distribution, presentation, rally and street play.
- A **health check-up camp (ENT & Dental) for the orphanage children** was arranged in the college on 17th December, 2017. The volunteers helped the doctors of Aditya Jyot Eye Hospital to test 200 children.
- **Road Safety Week** was organized by N.S.S. unit in association with United Way for Road Safety powered by Castrol. It included awareness activities for enhancing the safe two wheeler riding skills of the students.
- **Stem Cell Awareness Drive** was organized on 23rd January, 2018. 99 Students registered themselves as Potential Blood Stem Cell Donors with DATRI - NGO.
- An Awareness Rally regarding Leprosy was organized in association **with Ackworth Hospital** on 30th January, 2018.
- **Anti-Plastic Campaign** was conducted by college at Ganapati Mandals of Mahim Fishermen's Colony.

The N.C.C. cadets undertake activities like crowd controlling along with Mumbai Traffic Police on Ganapati Visarjan and also hold self-defence workshops.

Two days District Level theme-based intercollegiate workshop, 'Clean India for Better Tomorrow' was organized on 17-18 January, 2019 to highlight on **Swachh Bharat Abhiyan** and waste management. 58 students from 18 neighbouring colleges participated in this workshop.

The College has been awarded with Times **Green Ganesha award** by Times Group along with **Maharashtra Pollution Control Board** for three consecutive years for creating **eco-friendly** Ganesh idols.

These activities sensitize the students on socio-economic issues and help to bring about holistic development of their personality.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 18

3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	7	4	6

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 128

3.4.3.1 Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
15	31	42	22	18

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 72.03

3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
548	1139	4313	2589	2306

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 7

3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3	0	0	2	2

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 20

3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
10	2	3	3	2

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

S.I.W.S. College located in Wadala, operates on government leased land with a total land area of 8094 sq.m. The college functions in a four storied building with adequate facilities catering to the needs of the programs.

The management continuously strives to meet the growing needs of the institution and works in tandem with the administration, making available adequate physical infrastructure and constantly upgrading facilities in order to provide a good teaching learning environment.

The Aided Section of the College known as **Main Building** has the following infrastructure:

Large classrooms: 23 (capacity 100-120 students)

Smaller tutorial rooms: 2 (capacity 30-40 students)

The self-financing section operates in **Central Building** which has 15 classrooms with student capacity of 60 - 70.

All the classrooms are well ventilated with large doors and windows for smooth entry to special students. There are spacious passages on each floor that facilitate movement of 5000 plus students. There is an elevator facilitating the mobility of teachers, non-teaching staff and special students. Each floor has access to two staircases, with an additional staircase for emergency.

The science departments have **state-of-art laboratories** on the third floor to conduct practicals. There is also an instrumentation room and a research laboratory on the same floor. The library with a 200 capacity reading hall on fourth floor has an area of 4200 sq.ft.

In Central Building, the College has **six** computer laboratories and one Electronics laboratory. There are adequate internet enabled computers with **100 MBPS** bandwidth. The college is well equipped with e-learning facilities such as **Google Classroom, e-resources and e-library**. All teachers have their own laptops.

There are two seminar halls equipped with LCD projectors in Central building on the 2nd and 3rd floor with a seating capacity of 100 and 200 respectively.

There is optimum use of the college building and infrastructure from 7.30 a.m. to 5.00 p.m. After regular teaching hours, class rooms and laboratories are used for certificate courses, seminars, Faculty Development Programs, Expert lectures, etc.

The Girls' Common Room with an attached washroom is adequately spacious to help girl students for

change of clothes and privacy. Sanitary napkin vending machine with incinerator is installed in this common room. A lady attendant is made available for assistance.

The boys' common room provides facilities for male students to spend their leisure time.

The infrastructure is well planned with adequate toilets for boys and girls. Water purifiers and coolers are installed on each floor.

The College is equipped with an air conditioned Board Room with a seating capacity of 20 persons which is utilized for meetings. The College has a 1000 seating capacity auditorium.

The gymkhana cum assembly hall on the ground floor facilitates the celebration of all functions throughout the year.

The Canteen of the College is located on the rear side providing hygienic, healthy food for staff members and students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

S.I.W.S. College aims at creating **physically fit, mentally robust, ethically strong** and **professionally competent individuals** who will contribute to a harmonious society.

Cultural activities:

The College has an assembly hall which facilitates the celebration of all functions. There is a quadrangle space in the College for open air programmes and inter-collegiate events.

The college organizes cultural festivals/competitions to develop **leadership skills, team building** and to promote the hobbies of individuals. Under the guidance of the **Students' Council and Cultural association**, students take a lead to plan, conduct and perform various events.

Swastika is the intra-collegiate annual cultural festival that provides a platform to the students to showcase their talents. More than fifteen events belonging to literary, fine arts, indoor sports and stage competitions are organized every year.

Southern cultural Association (SCA) conducts various art and cultural events keeping up the tempo of our tradition and culture. Onam and Pongal are celebrated in the college with a great zeal and enthusiasm.

Competitions such as Pookalam, Maakolam and Folk Dance are organised every year during Sankranti. Pattimandram, a unique debate competition of Tamilians, is organized on current social issues.

Fine Arts Circle helps to enhance students’ inherent skills in drawing, painting and sketching. The association organizes innovative events such as T-shirt painting, Best out of waste, Diya painting, Pot painting and Umbrella decoration etc.

Sports and Gymkhana:

The College has a **gymkhana cum assembly hall** for conducting indoor sports and recreational activities. The indoor sports facilities include table tennis, tug of war, chess and carom and Outdoor sports facilities include volley ball, basketball and box cricket. The college has a ground at Matunga used for box cricket and kabaddi competitions. Outdoor events like Badminton, Football and Cricketis conducted in nearby playgrounds that are made available for practice.

There are two rooms on the ground floor attached to the gymkhana hall. One is used for keeping official records as a store room and another for storage of sports equipment.

The college organizes its one day annual athletic meet for athletic competitions. Sports events such as running, relay, shot put, discus throw, tug of war are arranged. Staff race for male and female teachers and non-teaching staff members is a special feature of the meet.

Gymkhana follows a prescribed procedure for issuing of sports equipment. The sports equipment is issued against valid college identity card. There is regular check on equipment and sports goods with regular maintenance. Gymkhana is also used for providing fencing training to the students.

Yoga:

The sports director organizes yoga and meditation sessions for improving concentration and confidence of student players. **International Yoga Day** is celebrated every year by inviting renowned Yoga teachers. The gymkhana hall enables a large gathering of students, teachers and non-teaching staff members for practicing yoga sessions.

Health:

The college has a **health centre** for medical emergency services. Emergency medical kit and stretcher are kept handy. A doctor comes once a week for health service to staff and students. **On-call doctor** service is also available.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class,

LMS, etc. (Data for the latest completed academic year)**Response:** 100**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

Response: 42

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

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**Response:** 29.55**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
117.90	17.91	7.49	54.52	32.50

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

The Library is an integral part of all academic and research work of the college. It is actively engaged in delivering **need-based** information service to support teaching, learning, research and outreach activities of the College.

The Library collection is completely **computerized** and all bibliographic details of books, journals are

accessible to the students through the **Online Public Access Catalogue (OPAC)**. The library has a rich collection of various subjects viz. textbooks, reference books, books for recreational reading, philosophy, culture, religion and fiction, books for competitive exams, periodicals, newspapers, **audio-visual CDs**, question paper sets, maps, **e-journals**.

Location and Layout: The library is housed on the 4th floor of the Main building and has a total layout area of 4000 sq.ft. There is a Reading hall with a capacity to accommodate 200 students and 20 teachers and a Research Centre which offers services to research students. The books categorized according to various subjects are shelved in the stack area and the acquisition process of books takes place in the technical section.

The library follows a closed access system and there are two book counters, one for books return and home issue and one for reading room borrowing. The renovation of floors and interior designing of the Library has made the ambience a very pleasant place to read.

Collections: The Library has a collection of 21000 print books and subscribes to about 55 print periodicals pertaining to various programs and subjects offered by the institute every year. Eight daily newspapers in four different languages are subscribed by the library for general reading. The library also subscribes to the 'NLIST' Program of 'INFLIBNET', which gives users access to more than 80000 e-resources including a variety of **e-journals and e-books**.

Library Management:

Planning and procuring relevant books is a part of library management. Suggestions for the required academic textbooks and reference resources are made by the **library committee** and books are obtained every year, according to the budget allocated.

Technical services: The library follows the Dewey Decimal Classification (22nd edition) system of classification and the shelves are arranged on the basis of the classification number of the book. The whole collection is coded using **SLIM software** and the library staff are well trained in using the software for library operations. Every academic year the stock-checking of the library collection is done and a technical report is drafted through the library software.

Library Software and Automation: The College library is **automated**, and the whole database runs on the **SLIM software**. There are three computer terminals on the front desk and one in the reading room area for entry of borrowing and return of the books.

Web OPAC: An online research search facility for users of the library has been provided to search the collection from remote locations.

Computers, printers, barcode scanners and internet facility are available in the library. CCTV surveillance ensures security.

Institutional Repository:

The Library has the repository of research papers, articles and books of faculty members that have been published.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 4.38

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	4.38	6.65	5.02	5.86

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**Response:** 8.76**4.2.4.1 Number of teachers and students using library per day over last one year****Response:** 299

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The whole college campus is **digitized** through **wi-fi connections**. The up-gradation of Information technology takes place as per need and the day-to-day administrative work of the institute is done electronically through computers. Each administrative staff member is equipped with desktop computers with internet connection. **The College has digitalized the administrative processes like online admissions, Online question paper delivery, Online Scholarship, Online Marks entry, Online Hall Tickets, Online Enrolment, Online CAS (Career Advancement Scheme) applications etc.** The college has also upgraded its IT infrastructure to provide best possible help to students.

The admission process is entirely done in digital mode to ensure **transparency**. The college is using schoolzone software developed by Datavista solutions for managing admission process. The website and information committee also makes extensive use of computers for the purpose of collecting reports electronically from departments and associations and upload them on the website.

The student attendance data is collected online and computerized defaulters list is prepared. This helps to reduce manual work and ensures accuracy.

Digital Examination Paper Delivery System (DEPDS) in the Examination Room has C.C.T.V. coverage so that downloading of question papers sent by the University and their printing are confidential. The First Year and Second Year result processing of all programs is done in-house. A dedicated **software S3** developed by S3 Softech solutions has been purchased and installed in all the computers in the Examination room. All systems in the Examination rooms are connected with UPS enabling uninterrupted power supply. The in-house mechanism helps in confidentiality of results, timely processing and declaration and reduced dependence on external agencies.

Teachers regularly use ICT facilities for teaching learning purpose. Practical sessions are allocated within the timetable to ensure optimum utilization of the Computer lab. Students are given the time slots for Practice.

Licensed versions of softwares are used for administration, examination, result processing and in the

library.

Computer Facilities

The entire campus is digitalised with adequate computers with a bandwidth of **100 mbps**. The college has laptops that are used on regular basis. With the onset of online teaching, all teachers deliver lectures with their own personal computers/laptops. The College has adequate printers including scanners and copiers for office and administrative work. CCTV Cameras are fixed in all computer laboratories for ensuring safety.

The college also purchases various software to suit the curriculum to enable students to get a hands-on experience with the latest developments.

The IT and CS departments review and analyse the condition of the computers in the Institute to facilitate and decide the type of up-gradation required. Hardware and software upgradations are in line with the demand of latest syllabus as well as student feedback. The Institute purchases upgraded versions of computers as and when required. In the annual budget adequate provision is made for the same.

All Students are given the facility to use the internet from computer laboratory to fill online admission form and also take a hard copy whenever they need.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 18:1

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 43.81

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
55.50	69.79	48.83	104.05	150.31

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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

Response:

The infrastructure and maintenance committee assists the Principal and Management to draft and design the policy for the best utilization of the available resources and also to enhance their availability as per the requirements.

(A) UTILIZATION OF PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

Physical Facilities :

Classrooms:

- Time tables are framed by the **Time Table committee** as per requirements and availability of the classroom
- Workshops, training programmes, etc. are scheduled during the non-lecture time slots
- Board and University examinations and other competitive examinations are conducted as per the schedules
- **Revision lectures** for weaker students are arranged during the free time slots
- Separate register is maintained for use of seminar halls and smart classroom

Laboratories :

- The utilization of the laboratory resources are framed as per the course requirements and different time slots accordingly by cautiously drafting the time table
- The time tables of the teaching and non-teaching as well as other support staff are designed as per academic

requirements

- The major laboratory equipment are identified and are utilized to their optimum capacity
- Each department maintains a stock register for the laboratory requirements
- Material purchase register and stock registers are maintained at the department level
- Inspection and stock verification is carried out at the end of each academic year
- **Training** is given to support staff in handling of equipment and instruments

Computer Equipment :

- Computer/ICT facilities are provided to all the departments as well as administrative staff
- The computers and the associated necessary peripherals are purchased as per need
- The examination committee is equipped with computers, printers, photocopy machines, etc. for carrying out University and College level examinations smoothly

Library :

- The Library of the institution is spacious and well ventilated with the necessary computer facilities
- The library is segregated into open book shelf, periodicals, journal section, reference section, issuing section and reading hall
- A separate reading facility has been arranged for the teaching and other staff for their daily needs
- The library is kept open from 9.00 am to 5.00 pm in order to enable the **optimum utilization** of library resources by the students
- Departments are allotted funds each year to order new books to cater to the needs of the students

Sports:

- Indoor sports activities such as carom, table tennis, chess etc., are conducted in the spacious gymkhana hall on ground floor
- Sports grounds are hired whenever necessary for outdoor sports activity
- Separate coaches are appointed as per need for different sports
- Different committees organise co-curricular and extra-curricular activities and encourage students to participate in such activities at University, State and National level.

(B) MAINTENANCE POLICY FOR PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

Maintenance of Physical Facilities :

The physical facilities are maintained and monitored by an On-Campus Manager appointed by the Society. A standardized protocol is in place to tackle problems arising in the premises and there is a maintenance register and a team of people for on call such as electricians, technicians, plumber and carpenters. The manager takes responsibility of uninterrupted power supply and maintenance of equipment like general lighting, UPS, power distribution system, solar panels, etc.

Fire safety audits and **structural audits** are conducted periodically. Security services are completely outsourced. Surveillance cameras are installed in campus at strategic places for additional safety.

Maintenance of Classrooms :

All classrooms are laid out with adequate infrastructure suitable for teaching and learning. The cleaning of the classrooms are done by supporting staff and supervised by the Head peon. Classrooms with furniture

and teaching aids are maintained by the floor attendants and the manager.

Maintenance of Science Laboratories :

Laboratories of the College are fully functional with all necessary equipments and apparatuses. The college has nine science laboratories with all necessary shielding from hazardous materials and situations. Adequate safety is ensured through exhaust ducts, apron and first aid kits. Concentrated acids and hazardous chemicals are labelled and safely kept in lockers. All laboratories are equipped with fire extinguishers and other primary firefighting equipment. Housekeeping services are done by supporting staff and are made available on all days of the week.

Maintenance of Computer Laboratories :

All the six computer laboratories are equipped with adequate number of computers with required component configuration and are set in spacious rooms. All displays are vision friendly. Malicious cyber intrusions are checked with purchasing licensed version of software and constantly updating antivirus software and firewall. The laboratories are monitored by respective laboratory attendants. The Course In-charges report to the administration periodically for all the maintenance works.

Maintenance of ICT facilities :

The annual maintenance of ICT facilities includes the required software installation and its up-gradation. The ICT facilities in Smart Class Rooms, seminar halls, computer laboratories, etc. and the related systems are maintained by two in-house staff for installations and minor repairs. Major repairs are attended through on-call facility. To minimize e-waste, electronic gadgets are serviced and reused.

Campus internet facility is provided by Q NET. The college website is maintained regularly by AMC with inputs given by Website Committee.

Library Maintenance :

The library staff take care of maintaining library documents, particularly during processing, arranging and transmission of all the books. The library is well maintained in tune with the changing academic needs. It is fully automated using N-List. All books are marked, barcoded, classified and advantageously placed on the racks. Stock checking is done at the end of each academic year and binding is carried out if necessary. The library staff streamline resources and purchase books of various subjects making it a **well-equipped library**.

Maintenance of Sports Facilities :

The sports equipment, gymkhana hall, playground and basketball and volleyball courts are supervised by the Sports Director of Gymkhana Committee and maintained by the manager. All sports equipment and play areas (including indoor and outdoor sports facilities) are well maintained. Ample first aid supply is always kept ready for meeting injuries and physical traumas.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 0.64

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
25	12	21	21	19

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 6.2

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
19	270	257	218	183

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 50.49

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1447	892	4069	422	1021

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 7.96

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
47	87	66	87	59

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 72.08

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 826	
File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 60

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
19	11	1	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
19	11	1	0	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 18

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
4	5	2	3	4

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

There is a significant role and representation of students in various college committees such as **Students' Council, College Development Committee, I.Q.A.C.,** Cultural committee, Magazine committee, N.S.S., D.L.L.E., and Internal Complaints Committee. Besides, there is also a proactive placement cell managed by the students.

Students' Council: It is the apex students' body of the college that helps the students to share their ideas, interests and concerns with teachers and college administration. The Council is framed as per the rules laid down by the University of Mumbai. Each class teacher elects a division representative (DR) from each division across all streams. These DRs help to choose the class representative (CR) for each class. Activities conducted by the Students' Council are:

- **Gurupurnima celebration:** A tradition adopted as per the ancient Indian culture to show **reverence and gratitude towards teachers**
- **Teacher's Day celebration:** Students take the lead to express their gratitude to teachers by speeches and cultural programs
- **Friendship Day - Yaariyan** - The fest promotes bonding among the students to integrate and enables **harmonious relationships**
- **Traditional Day:** The tradition and culture of India is exhibited by students through their attire and performing arts. Competitions are held and prizes are given.
- Farewell party - The outgoing students are given a farewell through which bonding and networking

takes place.

The Council donated a '**Gift of Hope**' wherein 500 notebooks were distributed to the needy children of the society on 13th February, 2017

Students' Council took the initiative for collecting fund for **Kerala Flood Relief** in September 2018 and contributed Rs.97,770/- to Kerala Chief Ministers Disaster Relief Fund.

Students' Council volunteers help to maintain discipline in the college campus. They monitor that students wear Identity cards and do not use mobile phones in the college campus. Students' **suggestion boxes** are placed at significant places in the college. The students' complaints are anonymously addressed.

College Development Committee: This is a transparent medium for students to voice their concerns regarding student related issues in college. The issues are put forth before the management and administration which are resolved on a priority basis.

Internal Quality Assurance Cell: Student representatives give their constructive suggestions for the growth of the institution.

Internal Complaints Committee: Student representatives help in decision making of this committee and resolve grievances.

Magazine Committee: The students contribute to the College magazine - 'The Welfarer'. The student editors of the magazine learn the technique of proof reading, editing, photography and other aspects of print media.

Cultural Association: Students are involved in planning and execution of inter-collegiate and intra-collegiate competitions.

NSS: N.S.S. volunteers are involved in organising events on social welfare by conducting activities like **blood donation drives**, tree plantation, **environmental projects**, **cleanliness drive** and **disaster management training activities**.

D.L.L.E.: Student volunteers are involved in designing, planning and orderly completion of various projects involving group participation to serve the society.

Career Guidance & Placement Cell: Students are involved in organising **career guidance seminars** and they take initiatives for placements in various companies.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution

participated during last five years (organised by the institution/other institutions)**Response:** 75.2**5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
58	184	57	45	32

File Description	Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

5.4 Alumni Engagement**5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services****Response:**

The Alumini association of the College has been registered. The association is composed of Junior and senior teachers with inclusion of alumni members. All graduating students become members of the association.

The objective of alumni association is to have **linkages with their alma mater** and also give their valuable time to offer career support to current students. This helps to enhance students' experience and give them a competitive edge in today's tough job market.

The alumni association along with I.Q.A.C. members conduct atleast two meetings per year to discuss on future plan of action. In addition, there is an annual get together named '**Alumni Meet**' that is organized in December or January of every academic year. It provides a forum for alumni to share their experiences of the corporate world among the current students. Besides this formal alumni meet, there are informal gatherings organized at departmental level.

Some of the members of the Alumni Association are also **representatives** on the College Development Committee and I.Q.A.C. committees. The members of the Alumini Association interact with the Principal, the Management and the staff members regarding the overall development of the college. They **give feedback** on college infrastructure and other facilities to develop the college as per the current needs of the corporate sector.

The alumni of college are well-settled all over the country and the globe in leading positions. Some of them are entrepreneurs of the corporate world. They help the recently pass out students in their placements or in internships / training / project work etc. Alumni also deliver expert lectures to guide students. They mentor and advise students to choose their career, giving them tips and create awareness.

The alumni association plays an active role to strengthen links with ex-students and also with the teaching faculty. They share their rich experience and their interactions have contributed to the development of the College. The alumni also contribute in monetary and non-monetary means for the benefit of the institution.

Some significant members of alumni association are:

Sr.	Alumnus	Designation
1.	Mr. Viren Sanghavi	Managing Partner of Techno Plast Industries
2.	Mr. Shivkumar Singh	Radio Jockey
3.	Mr. Dharmendra Vaishya	Chartered Accountant, Ramanand & Associates
4.	Mr. Ajay Verma	Cricket Umpire at Mumbai Cricket Association
5.	Mr. Phanindra Vengari	HR & Education Consultant at Beanstalk Training & Assessment
6.	Mr. Ankit Mota	Advocate in Practice, Criminal Law
7.	Mr. Karan Shah	Director, CosmicGrey
8.	Dr. Venkatesan Rajagopalan	Senior Scientist R &D , Abbott laboratories Ltd.
9.	Mr. Vinod Gupta	R & D Manager, Deepak Nitrate Ltd.
10.	Ms. Priyanka Vijay Bhatkar	Principal Clinical Data Manager, Novartis Healthcare Pvt Ltd.
11.	Dr. Abhishil Suvarna	Associate Clinical Project Manager, IQVIA RDS (India) Pvt. Ltd.
12.	Ms. Sukruta Shenoy	Principal Regulatory Writer at Siro Clinpharm Pvt. Ltd.
13.	Mr. Nihal Shaikh	Deputy Manager, Bennett Coleman and Co Ltd.
14.	Mr. Harishankar Krishnan	Enterprises Business Development, Amazon Web Services
15.	Ms. Kavita Prabhu	Manager at ICICI Bank

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

South Indians' Welfare Society's management has a well-defined hierarchy composed of Chairman, Vice Chairman, General Secretary, Joint Secretary, Treasurer and members. All trustees who are alumni of SIWS are prominent titans in industry, keen to contribute to the institution. The members of management meet once a week and interact with Principal and college administration to take an account of progress of the college. The management works with an objective to produce **socially responsible and intellectually capable citizens for the nation**. The society continuously strives to upgrade the educational standards **through knowledge empowerment** and practical training keeping up with the changes and realities of the current world.

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

Motto:

VIDYA DHANAM SARVA DHANAT PRADHANAM

Goals:

- **To achieve Academic Excellence**
- **To inculcate Moral Values**
- **To promote Multicultural Harmony**
- **To induce Social Responsibility**

The Management, Principal and teaching and non-teaching staff members together earnestly strive to achieve the mission and goals. The administration maintains a transparent and interactive environment that encourages all the stake holders to participate in the all-around development of the institution.

The **College Development Committee (CDC)** and **Internal Quality Assurance Cell (IQAC)** represent a

participative administration of all stakeholders. The management interacts with the staff members formally through the meetings of CDC and IQAC. The CDC and IQAC meet at regular intervals to take policy decisions. Feedbacks received from various stakeholders are analyzed and appropriate actions are taken. The decisions taken by the purchase committee and library committee have representation from the teaching and non-teaching staff.

The Principal conducts a staff meeting at regular intervals to discuss on activities for the development of institution. Staff members are encouraged to raise their concerns and decisions are taken in such meetings. Principal, a senior teacher and Registrar of college office conduct meetings with non-teaching staff members. Their opinion is also considered before taking any decision.

Committees and associations have been formed for smooth conduct of co-curricular and extra-curricular activities with sole aim to pursue the vision and mission of the institution. Students and staff members of these committees work together and the students get a chance to hone their **leadership skills, decision making power** and management. Heads of the departments are involved in maintenance of discipline in the college premises and academic quality enhancement.

Faculty members participate in leadership training programs and are assigned lead roles such as Vice Principal, Controller of Examination, I.Q.A.C. Coordinator, Course Coordinator, N.S.S. Coordinator, Staff Secretary and conveners of various committees and associations.

The policy objectives aim at a systematic change to provide quality education. The institution emphasizes on **value education and excellence** through robust principles. All departments work together under the IQAC as a team to bring about an organizational change for progress.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The management of the College believes in **decentralized governance system** that is effectively seen in organizational structure of the college. They believe that **democracy in governance** is good for maximum utilization of human potential and overall development of the institution. Management members interact with Principal, CDC and IQAC members and take policy decisions. They are also advisors to Library, Gymkhana, Infrastructure and Maintenance and Purchase Committees.

The College practices decentralized participative management in its administration. Principal delegates the authority to Vice Principals, Course In-charges, Heads of the Departments, Convener of Examination and IQAC Coordinator and takes all major decisions in consultation with them. They all have been empowered by the Principal to take care of academic, co-curricular and extra-curricular activities. All the departments

in college function under direct supervision of the Principal who ensures a **transparent administration**.

C.D.C. and I.Q.A.C.meet at regular intervals to discuss activities that have been conducted and plan for the next semester. The committees have representation from the Management, teaching and non-teaching staff, students, alumni and industry professionals.

All staff members are either convener or members of various statutory, co-curricular or extra- curricular committees or associations. This helps to strengthen leadership skills and enables **team building**. There is also representation of non-teaching staff members, alumni, government officers, social workers and students in some committees. The students are motivated to plan and execute the activities of committees under the guidance of respective teacher in-charge.

Case Study:

A One Day **International Multidisciplinary Conference** titled '**Climate Change, Environment and Sustainable Development in a Global Economy**' in collaboration with Alkesh Dinesh Mody Institute of Financial and Management Studies, University of Mumbai and Bombay Stock Exchange - Investors' Protection Fund was organized on **21st April, 2018**. The Departments of Business Economics and Environmental studies and the Department of Commerce of Self-financing Courses played a pivotal role in planning and executing the conference. The theme of the conference was selected by the Organizing Committee by taking in to account the significant repercussions of **global warming and climate change** and the Paris Agreement. The theme was approved by IQAC after it was unanimously accepted by all the faculty and management in their meetings.

The following committees were formed to ensure the involvement and participation of all stakeholders.

Academic Committee

Technical Committee

Registration Committee

Stage Committee

Transport and Accommodation Committee

Hospitality Committee

Website Committee

Finance Committee

Sponsorship Committee

Book Exhibition and Publicity Committee and

Student Volunteer's Committee

A **souvenir** containing abstracts of the research papers was released during the inaugural function.

Outcome of the conference:

Twenty two Research papers were presented at the Conference were published by **Naveen ShodhSansar**, as an **International Multidisciplinary Refereed Journal** and **UGC Journal No. 64728 Volume I** Conference Edition with **ISSN No.2320-8767, E-ISSN 2394-3793** with **impact factor 5.110 (2017)** of which Principal Dr.Usha Iyer is the co-editor.

The Principal submits a monthly report to the management which takes review of the college activities. The college has an on-campus manager and his staff to assist in administration.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The I.Q.A.C. through discussions with all the stakeholders designed a **Perspective Plan (2016-2021)** for the development of academic, administrative, infrastructural and research and extension activities. The Plan has been approved by L.M.C. (currently CDC) and S.I.W.S. Management. The Perspective Plan includes activities to be planned and executed for all seven criteria of accreditation. The Perspective Plan is available on college website. At the end of each academic year, a review is taken about extent of implementation of aspects of the Perspective Plan.

The following strategies have been deployed for the achievement of the perspective plan

- Enhancement of quality education through ICT enabled teaching
- Gender sensitization programs for awareness of equality without discrimination
- Career Guidance programs to promote employability
- Health check-up and Counselling sessions for better physical and mental health
- Initiation Community Service programs for students

It is crucial to address the gap between education and employment needs of the students. The institution has a placement cell which organizes student beneficiary programs for their placement.

Every year, the Commerce Association in association with City Bank organises **Soft Skills and Personality Development Workshop** in collaboration with Technoserve, a multi-national NGO. In this course, the students are trained on how to improve their communication skills, prepare their resume, code of conduct during interviews, make group presentations, participate in group discussions, team work and

time management. After training, the students get placed in renowned enterprises such as Globus, ICICI Bank, ICICI Lombard, ICICI Prudential and Mumbai International Airport, etc.

The perspective plan also addresses ‘welfare’ for which the college constituted ‘**Department of Lifelong Learning and Extension**’ (D.L.L.E.) in the year 2016-17 besides N.S.S., N.C.C. and Women Development Cell.

Activity :

D.L.L.E has a mission to promote a meaningful and sustained rapport between the University and the community, offering flexible Continuing Education opportunities for the people.

Every year an orientation program is organized and the students are explained about the various types of projects they need to undertake.

The projects offered are:

1. Career Project [CP]
2. Anna PoornaYojana [APY]
3. Information Technology Project [ITP]
4. Industry Orientation Project [IOP]
5. Population Education Club [PEC]
6. Survey of Women's Status [SWS]
7. National Institute of Open Schooling [NIOS]

The College D.L.L.E. Unit is efficiently handled by student managers. Each student manager looks after the progress of other students doing projects and coordinates between the teachers and students. Each student maintains a diary of activities which helps to make final project report. University representatives randomly visit the college to assess the progress of projects done by students. These projects undertaken by the students have contributed to community development.

The students also participate in inter-collegiate competition UDAAN organized by the University. In the year 2019-20, the college D.L.L.E. Unit won **first prize in Poster Competition** and consolation prize in Street play. The Unit issues a Certified List of the students of the college who are eligible for 10 marks u/s O.229 for the year.

File Description	Document
strategic Plan and deployment documents on the website	View Document

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

Response:

The College has an organizational structure framework which is shown in the Organogram of the institution. The College is a **Tamil Minority Institution affiliated to the University of Mumbai** governed by **South Indian Welfare Society**.

- The institute has a two tier system of governance. At the society level there are the members of management composed of Chairman, Vice Chairman, General Secretary, Joint Secretary, Treasurer and other members. Management is responsible for academic, administrative and financial decisions which are taken in consultation with the Principal and Vice-Principals.
- The members of management meet once every month to check progress of the college and discuss and deliberate upon the institutional requirements and take crucial decisions for the progress of institution.
- At the institutional level, the Principal as the academic and administrative head, leads the college in coordination with Vice Principals, IQAC Coordinator, Heads of the Departments, Course In-charges and staff members.
- There is an On-campus manager and his staff to communicate on matters of the college to the management and assist in college functioning.
- The **statutory decision making bodies** in the college are **CDC** and **IQAC**. Policy recommendations are made based on needs after discussions with the management.
- The IQAC prepares the overall **comprehensive development plan** of the college regarding academic, administrative and infrastructural growth and enables the college to foster excellence in curricular, co-curricular and extra-curricular activities.
- The decisions related to admissions, workload, time table, library and laboratory purchases, examinations, unfair means, sports, cultural events are taken by concerned committees in consultation with Principal, Vice Principal, IQAC Coordinator, Management etc as the case may be subject to provisions, rules, ordinances of University of Mumbai and the Government of Maharashtra.
- The college office administrative setup consists of Registrar, Office Superintendent, Head Clerk, Senior Clerks, Junior Clerks, Assistants, Attendants and the peons.

Service Rules:

The college follows the rules and regulations laid down time to time by UGC, the Government of Maharashtra and the University of Mumbai.

Procedures for Recruitment:

- Faculty and staff recruitment is done as per norms prescribed by Government of Maharashtra, University of Mumbai and UGC from time to time.
- IQAC is responsible for scrutiny of applications received and personal interviews.
- The Management endeavours to fill the vacant positions for which NOC has not been obtained / delayed. These positions are filled as per the norms of the Government of Maharashtra, University of Mumbai and UGC.

Procedures for Promotion:

The promotions are done according to the rules of the Government of Maharashtra, University of Mumbai and UGC prescribed from time to time. The Career Advancement Scheme is implemented via online procedure based on Academic Performance Index.

Grievance Redressal Mechanisms:

The students or staff members having any grievance can approach the administrators or the **Grievance Redressal Committee** to get their issues resolved.

The college administration ensures **fairness and transparency** in the implementation of rules and regulations through statutory and non-statutory committees for efficient functioning.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies**6.3.1 The institution has effective welfare measures for teaching and non-teaching staff**

Response:

The institution focuses on the **welfare of the staff members**, maintaining an **ethical and a humanistic approach**. The institution has evolved an **excellent work culture** of respecting each other and thus creating an ambience congenial for academic and personal growth.

Following are the welfare measures taken for teaching and non-teaching staff:

- General Provident Fund (GPF) for grantable staff as per government rules

- General Provident Fund scheme is in practice for the teaching and non-teaching staff members of self-financing courses. The management contributes towards this scheme.
- Defined Contributory Pension Scheme (DCPS) for deserving staff who have joined the service after 01/11/ 2005
- Medical claim facilitated through Joint Director of Higher Education from the Government of Maharashtra
- Retirement pension as per Government rules and regulations
- Contributory pension for teaching and non-teaching staff
- Children of teaching and non-teaching staff are given admission to various courses through management quota
- The college administrative office facilitates prompt submission of required paperwork to the concerned authorities to enable ease in receipt of NOCs, pensions, CAS based promotions, etc.
- **Duty leave** is granted to present research papers in conferences / seminars, to attend meetings, to be external examiner, moderator or for reevaluation.
- The registration fees to attend workshops or conference are paid by the college
- Staff welfare fund is created by contribution from staff on a voluntary basis and is used to felicitate the retired staff members or for staff welfare programs
- Shri Satyanarayana Pooja is organized by non-teaching staff members for which all teaching and non-teaching staff members extend their whole hearted support
- The Annual programme to felicitate the meritorious children of non-teaching staff in non-government colleges was held on 15th November 2017 during which **100 meritorious children of non-teaching staff all over Maharashtra were felicitated** in our college Gymkhana hall.
- Free general **health check-ups, ENT and Eye check-ups** and mammography test are organized in association with hospitals or N.G.O.s.
- The uniform cost and tailoring cost for the Class IV staff members is incurred by college. They are also given washing allowance.
- Maternity leave for 180 days
- Paternity leave for 15 days
- Medical leave for 20 days (half paid)
- **Computer skills training, laboratory training, Fire safety training and Yoga training** programs are organized for non- teaching staff
- Parking space is provided for teaching as well as non-teaching staff members
- Cafeteria is provided for all staff and students with **hygienic food** at nominal rates.
- **Internet and free Wi-Fi facilities** are also available in campus for staff
- Staff Common room organizes picnic for staff every year as a recreation activity.
- Since Covid pandemic, face recognition of biometric system is adopted and the **whole campus has been sanitized by BMC**
- Staff Colloquium meetings are held to honour research and publications
- WDC and Counselling cell are available for teaching and non-teaching staff to vent their feelings

The Principal and management focus on keeping the staff **happy and healthy** creating the workplace congenial for work.

File Description	Document
Upload any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 5.63

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	3	2	7

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2

6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	2	2	1	1

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 16

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
7	33	3	1	4

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

Considering the importance of continuous improvement in ensuring better teaching-learning opportunities, the Institution has a well-established mechanism for the evaluation of faculty performance.

Performance Appraisal of Teaching Staff based on PBAS:

The institution follows the performance appraisal system laid down by the UGC and implemented by the University of Mumbai in the form of 'Performance Based Assessment System (PBAS)'. Academic Performance Indicator (API) scores are compounded prospectively as and when the teachers become eligible for Career Advancement Scheme (CAS) based promotion to the next cadre with the multiplication factor of years of service required to apply for CAS promotion.

The teachers who are eligible for promotion under CAS submit in writing to the Principal three months in advance of the due date, that he/she fulfils all qualifications under CAS and also the PBAS proforma, duly supported by all the documents. The teacher makes a **self-appraisal** of his / her teaching-learning process, evaluation strategies, compliance of assigned duties, research work, contribution towards institution, society and professional growth. API guidelines are set out in the circular.

The I.Q.A.C. scrutinizes and confirms API scores marked by teacher. The selection procedures are completed on the day of the selection committee meeting along with PBAS scoring proforma and

recommendations made on the basis of merit and duly signed by all members of the selection committee. The college then forwards the case to the **Joint Director, Higher Education, Government of Maharashtra** for Pay and Grade Fixation. Teaching staff pay fixation is carried out as per G.R.No.NGC:2009/(243/09) UNI-1, dated 12th August, 2009.

Performance Appraisal based on Confidential Report:

Every year the teaching and non-teaching staff have to submit confidential report (CR). The teaching staff CR is to be submitted to the respective head of the department, who puts in her remarks and forwards it to the Principal. The CR of non-teaching staff is to be submitted to the Principal through the Registrar of the college. This report is a brief assessment of the yearly performance of the concerned staff. Time bound promotion is given to non-teaching staff as per norms.

Performance Appraisal of Non-teaching Staff: The institution has performance appraisal system for non-teaching staff which is channelized through confidential report.

Performance Appraisal on Students Feedback:

Students are given the opportunity at the end of each academic year to evaluate their teachers. The **IQAC** has introduced the **online student feedback system** on institutional parameters. The students continuously assess teachers and reflect their opinions in the feedback-forms. The exercise provides the students with a sense of participation in the teaching-learning process and also helps to enhance quality. The feedback is compiled and analysed by IQAC and communicated to the teacher through the Principal. The faculty members are expected to use the suggestions in the feedback while preparation of their Teaching Plan for the next academic year.

There is also an evaluation of the Principal by the teachers. Students' Satisfaction Index is also implemented for appraising the performance of the Institution.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college strives to ensure transparency **maintaining integrity** in all its financial activities. The Institution has established a mechanism for conducting **internal and external audits** on the financial transactions every year to ensure financial compliance. Internal audit is conducted on quarterly basis by the internal staff of SIWS Society. The committee thoroughly verifies the income and expenditure details and compliances with internal control procedures. External audit is conducted once an every year by an external Chartered Accountant firm.

The mechanisms used to monitor effective and **efficient use of financial resources** areas below:

1. Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management.
2. College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non-recurring expenses like laboratory equipment purchases, furniture and other development expenses.
3. The expenses are monitored by the accounts department as per the budget allocated by the management.
4. The depreciation costs of various things purchased in the preceding years are also worked out.

Internal Controls :

Institution has very **strong internal control system** in respect of financial transactions. **Online transactions** are encouraged. Any cash collected is deposited on the same day in the bank account. Each and every financial transaction is carried out under the supervision of the head of the institution. Separate accounts are maintained for aided and self-financing section. Separate accounting staff is maintained by management for aided and self-financing stream's accounting. Receipts are given for each and every transaction irrespective of volume of transaction. Similarly every voucher is supported by valid document wherever applicable.

Process of the internal audit:

All vouchers are audited by an internal audit team on quarterly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal. The same process is being followed for the last five years.

Process of the external audit:

The accounts of the college are audited by chartered accountant firm regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit and the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution has not come across with any major audit objection during the preceding years.

Auditors from the Department of Higher Education and **Accountant General Office** carry out an **external financial audit** as per their time schedule and the report is forwarded to the Government. The Accountant General audit is been completed till 2018-2019.

All these mechanisms exhibit the transparency being maintained in financial matters and adherence to **financial discipline** to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant.

File Description	Document
Upload any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 55.49

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.05	14.31	10.05	30.05	1.03

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Annual statements of accounts	View Document

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

Response:

Money is a finite resource; the wise utilization of this precious resource allows an organization to move forward. The challenge is how the available fund is utilised effectively and efficiently so that optimum utilization of the available resources can be done in systematic manner and better services are provided to the students and society as a whole. The institute categorizes the allocation of funds to meet the capital investment needs as well as for day to day operations.

The chief source of revenues for the organization is Grants-in-aid from the government, admission fees and examination fees collected from the students. Interest from fixed deposits is another source of income. Funds are also received as donations under **Corporate Social Responsibility** which are used on welfare measures for the college like implementation **solar panel** with view to **save energy**.

The allocated funds are used for **student development** and organizational, infrastructural and technical development. Deficits are taken care of by the management. The funds are mobilized by focusing the institute's mission 'to produce **socially responsible and intellectually capable citizens of India**'.

The funds received are utilized for the holistic development of students. It is ensured by year round conduct of academic events, co-curricular and extra-curricular activities. The institute plans a budget well in advance, which is approved by the management.

Fees collection: The fees collected from the students are as per the norms prescribed by the Government and fee structure is as per University of Mumbai circulars issued from time to time. Receipts are issued against each payment received.

Utilization of Funds

Salary to staff and other expenses of Grant-in aid sections are incurred out of Grant received from the Government, whereas the expenses of Unaided (Self-financing) section are incurred from the fees collected from students.

Other Operating Expenses

Other operating expenses include repairs and maintenance, printing and stationary, books and periodicals, purchases of laboratory equipment, computer and accessories, electricity and water charges, software purchase or licence renewal, insurance, telephone and internet, post and courier, travelling, etc.

All the financial transactions and related statements and books of accounts are **duly audited** at the end of every financial year by an external auditor.

Optimal utilization of funds is ensured through the following:

- The budget is efficiently utilized to meet **day-to-day operational and administrative expenses** and maintenance of the fixed assets.
- Adequate funds are allocated for effective teaching-learning practices that include conduct of FDPs, conferences / seminars / workshops, etc. to ensure quality education.
- Funds that are generated during academic seminars/conferences/workshops/intercollegiate festivals conducted through registration fees, advertisements and banners / stalls put up are spent on the events
- Enhancement of library facilities has been done through appropriate utilization of funds every year.
- Adequate funds are utilized for development and maintenance of infrastructure of the **computer and science laboratories**.

As per the norms of the University of Mumbai, the college has a **Purchase Committee** which deals with all matters pertaining to procurement including scrutiny of quotations and ensuring proper documentation.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

S.I.W.S. focuses on **student centric welfare activities**. The I.Q.A.C. was formalized in the college on 4th April, 2004 for the enhancement of quality education. The prime task of the I.Q.A.C. of the institute is to develop a system for **conscious, consistent and catalytic improvement** in the overall performance of institution. The I.Q.A.C strives to work towards the mission of the institute **‘to be an educational institution of brilliance that continually strives to respond to realities and social changes through knowledge empowerment’**. The I.Q.A.C. plays an instrumental role in framing and implementing the policies of the institute.

The IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes by fulfilling the following functions:

- Prepare a **perspective plan** and monitor its’ implementation
- Develop and apply quality standards for academic activities of the college
- Preparation of **academic calendar**
- Enhance the quality of the teaching learning process and suggest quality improvement measures to be adopted
- Develop and implement innovative teaching methods using **ICT enabled tools**
- Strengthen the library resources of the college by addition of reference books, e-books, research magazines and journals, etc. for the benefit of students and teachers and registration with N-List and DOAJ to increase access to internet based resources
- Devise a **learner centric environment** conducive for quality education
- Implementation of **online feedback mechanism** from various stakeholders, its scrutiny and taking the necessary actions
- Organization of workshops / conferences / seminars on innovative and relevant topics
- Organizing **certificate courses** like Tally, Cyber Security and Communication skills that enhance **employability skills**
- Develop **leadership quality in teachers** by forming committees / associations and involving staff members in formulating and executing the decisions.
- Overseeing the maintenance of existing infrastructure and suggesting for up-gradation and relevant purchases
- Initiating processes such as **Management Information System (MIS)**, timely submission of data to AISHE, University and Government authorities, website development, cashless fee collection through electronic means, etc.
- Prepare the **Annual Quality Assurance Report (AQAR)** as per guidelines and parameters of NAAC and duly submit to NAAC.

The I.Q.A.C. makes suggestions and deliberates during meetings, maintaining transparency in the decision making process.

In the last five years the following changes have been made through I.Q.A.C.:

- Renovation of laboratories
- Renovation of library
- Setting up of **piped gas system** for science laboratories
- Two new computer laboratories for students
- Upgradation of Wi-Fi system with **100 MBPS** bandwidth throughout the college

- Increase in the number of computer, printers, scanners and OHPs.
- Purchase of new software for college examination result processing and IT/CS laboratories
- Upgradation of University Examination Question paper downloading room as per the guidelines prescribed by the University of Mumbai
- Installation of C.C.T.V. cameras at important points throughout the college
- Installation of **Happy-Napi Vending machines with incinerator** in girls common room
- Upgradation of canteen with hygienic food at nominal rates
- Upgradation of college office, Principal and Vice Principals rooms
- **Sports turf** for students
- Installation of **Solar pannels** and **LED** lights for conservation of energy
- **Compost pit** has been created for solid waste management
- e-waste management is also doen scientifically
- All trees have been barcoded and geo-tagged
- The whole college has been sanitized by BMC to follow Covid pandemic norms

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The Institution has an integrated framework for Quality Assurance of the academic and administrative activities. The operational procedures and activities are so framed to initiate the quality of teaching learning process for the welfare and holistic development of the students.

- Yearly Academic Calendar of the routine events like exams and other curricular and co-curricular activities is prepared and printed in the **college prospectus** and uploaded on the **website**.
- Individual faculty time-table is prepared by **Time Table committee**. It is displayed in the staff room and provided to the department head and each staff member at the beginning of each academic year.
- The Principal ensures **Fifteen Week Academic Plan (90 days schedule)** is prepared by all the faculty members for all the courses to ensure the **commitment of completion of syllabus** prior to examinations
- One staff meeting is conducted each month to take an account of previous month's activities and prepare for future challenges. Departmental meetings are frequently conducted to update subject knowledge on current happenings and plan for departmental activities.
- The teaching-learning process is facilitated through qualified, trained and experienced faculty with

support from office staff.

- I.Q.A.C. aims at ICT enabled education in order to enable students to enjoy the learning process as they acquire new skills and knowledge. The infrastructure has been strengthened through smart classroom, seminar rooms and OHPs to support this.
- Feedback is done to evaluate the performance of staff and students and it has been an effective means to make plans for further improvement and enhance quality education

Two examples of institutional reviews and implementation of teaching learning reforms are:

1. I.Q.A.C. takes efforts to nurture research culture among the faculty members and students. Workshops are organized by inviting field experts to college and training the participants. One of such example is the **Faculty Development Program on 'Research Process Analysis using SPSS 25.0'**. The I.Q.A.C. in association with Department of Computer Science conducted this program on 24th February, 2018. Mr.Mithin D. J., Assistant Manager, **Predictive Analysis Pvt. Ltd., Bengaluru** was the resource person for this program. He explained the entire research process using SPSS 25.0 giving **hands on training** with sample data and the participants had an interactive session. Forty five faculty members and students participated in this program.

2. The aim of teaching-learning processes is to promote knowledge and awareness on current trends. A **National Symposium on 'Demonetization: Rationale, Costs & Benefits and Future for India'** was organized on **April 26, 2017**. The symposium had distinguished speakers comprising of academicians, economists and experts from the Corporate world including the Reserve Bank of India. A **souvenir** on the title was released comprising of **Research papers** and **abstracts**. The Principal reiterated that Demonetization is a giant step towards the dream of making a **digital India**. The speakers and participants gave their appreciation for having organized an event on a **current relevant topic within five months of its implementation**. All the above stated activities are complementary to Teaching-Learning process.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Paste web link of Annual reports of Institution	View Document

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Response:

Gender equality is a human right and is necessary for an educational institution to avoid discrimination in any form and promote **progressive thinking**. The Institution takes proactive measures to ensure **gender equality** in the campus.

Safety and Security:

The security personnel screen all visitors and permit entry only after following strict entry procedure and the display of photo identity card is mandatory for staff and students. This is done to eliminate the entry of unscrupulous mischief mongers in the premises.

There are **surveillance cameras** with the latest technology in the college premises, to create a safe and secure environment. Women security staff are deployed, so that the girls find it safe to discuss any issues with them.

Precautionary measures are taken to inform parents about the absence of their ward through the defaulters list. Teachers monitor students' conduct on a monthly basis and invite parents to discuss about their wards behaviour and academic progress.

Faculty members accompany students during field visits, industrial visits, educational tours, nature club tours as well as NSS camps. One lady staff member is always present for ensuring the comfort of girl students.

b) Counselling Cell: The College has a Counselling cell wherein teachers are allotted duties under the **mentor-mentee system** to take care of their group students.

c) Common Rooms: There is a **Ladies common room** for girl students on the second floor. There are separate rest rooms for male and female students in the college. There are sanitary pad vending machines and incinerators installed in the ladies' rest rooms. There is a First-aid centre / medical centre which caters to staff and students during an emergency.

d) Discipline Committee: The Discipline Committee ensures that there is no gender bias and keeps an eye on the working of all the employees as well as the activities of the students within the institution. There is **zero tolerance against eve-teasing/ragging**.

e) Seminar & Workshops:

The Women Development Cell (WDC) NSS & DLLE organize gender sensitization programs to create

awareness on gender equity, women's rights, women empowerment and other **gender sensitive issues**.

- **Self-Defence Workshop** was held for girls was held on 3 August 2016, to train girls on self-defence strategies
- Citizen Policing program in which short clips have been screened to make students more vigilant
- Expert talks have been organised on personal hygiene, legal rights of women and domestic violence. A National webinar on '**Transcending gender stereotypes**' was organised on 11th May 2020 to motivate girl students to come out of stress.
- Films have been screened followed by interactive sessions to sensitize students on gender issues.
- The College has an MoU with **NGO Stree Mukti Sanghatna** and it has been conducting seminars and short plays to sensitize students on gender issues.
- Workshops have been organized on premarital counselling, wellness and grooming, stress management and **mental health** to empower girl students.
- Poster competitions have been conducted on themes related to gender issues, health, nutrition and personal hygiene.

File Description	Document
Link for annual gender sensitization action plan	View Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: A. 4 or All of the above

File Description	Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**

- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

a) **Solid Waste Management:**

The solid waste generated in the campus is disposed on a daily basis which is collected by the Municipal corporation for disposal and recycling.

Materials to be recycled at the institution level are segregated from the disposable waste and discarded through the scrap dealer from time to time.

Expert talks are conducted to train staff and students on the need for creating a zero waste campus. **Microbial composting pit** has been generated in association with Majhi Vasundhara Abhiyan a project of **United Nations Ecosystem Restoration project 2021-2030**. Waste Management seminars are organized to apprise staff and students about organic waste management. **'Best out of Waste'** Competition is conducted by the **Fine Arts Circle** every year which encourages students to 'recycle' waste innovatively by creating decorative and useful articles from scrap or waste material.

The **Microbiology laboratory** reuses and recycles the old newspapers from the library, for wrapping glassware and media to be sterilized.

The **Chemistry department** practices a green approach:

- The crystallized form of organic compounds prepared by the students during their 'Organic preparation' experiments are used for 'Qualitative Analysis'. Thus, two experiments are completed by such innovative 'recycling'.
- Use of hydrogen sulphide, a toxic gas, which has been traditionally used for detection of radicals has been discontinued using environment friendly alternative reagents.

b) **Liquid waste management**

The liquid waste from the college is connected to the municipal sewage system.

In the Chemistry laboratory, the scale of chemicals to be used for experiments is judiciously reduced to minimize the use of chemicals, solvents and the resultant waste products. Use of methanol, another toxic material, has also been stopped by using safer alternatives.

Hazard management in the Microbiology laboratory is practiced by strictly abiding to safety norms. The discarded media are sterilized in an autoclave, specially meant for this purpose and only then the liquified media are drained down the sinks.

c) **Biomedical waste management**

Students of Microbiology are well informed right from the first year of their course about biological hazards, safety precautions to be taken in the Microbiology laboratory and the right practices to be

followed to 'reuse' as well as discard experimental wastes.

d) E-waste management

The institution abides by the principle of the 3Rs- reduce, reuse and recycle. Electronic gadgets and instruments in the Science laboratories are repaired and maintained as per requirement. Cathode Ray Oscilloscope and Microprocessor kits, used in the Physics laboratory are reused after repair, whenever they stop functioning.

The computers and printers in the college are maintained by in-house staff. Computers and systems which are outdated for use in a particular department are relocated to other departments which have lesser needs. This timely updating and reuse help to minimize e waste creation.

e) Waste recycling system

All e-wastes are collected and disposed in a safe, efficient, sustainable and environmentally friendly way through the Brihanmumbai Municipal Corporation (BMC). The BMC has given certificate for all the green initiatives and cleanliness in the college campus.

f) Hazardous chemicals and radioactive waste management

Hazardous chemicals in the laboratories are diluted adopting suitable techniques and disposed off. Radioactive substances are not used in our laboratories.

File Description	Document
Any other relevant information	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

Response: B. 3 of the above

File Description	Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software,

mechanized equipment**5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading****Response:** A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**Response:**

The institution maintains **inclusive environment** to students and staff of all religions without showing any discrimination in caste or creed. The admission process is fair and transparent based on their position in the merit list. All students are given an **equal opportunity** to participate in all events conducted in the institute and are encouraged to showcase their talent in all activities organized by the committees / associations.

Southern Cultural Association

- Festivals like Onam, Pongal etc. are organised by the Southern cultural association in which all students and staff participate in the same getting to know the **culture and tradition** of Southern States.
- The debate in Tamil known as ‘Pattimandram’ is a unique **intellectual feast** for the Tamil speaking staff and students.
- Poetry recitation confined to verses from the **Thirukural** where in students and teachers of other languages as their mother tongue also participate.

Gujarati Sahitya Mandal

All Students enthusiastically participate in Garba and Dandiyaraas organized by Gujarati Sahitya Mandal.

Marathi Vangmay Mandal:

Marathi Vangmay Mandal organizes cultural programs to exhibit the cultural diversity of India. The traditions of Indian states are depicted through short plays, dances, variations in rangoli, culinary competitions etc.

Hindi Sahitya Mandal: The association organizes activities like essay writing and poetry writing competitions in an effort to enrich Hindi Literature and language skills among all students irrespective of

their origin.

English literary Association

The Association organizes activities like essay writing, letter writing, poetry writing and short story writing competitions in which students of all origin participate irrespective of their caste, creed or language.

Students' Council:

·Students' Council organise programs on Guru Purnima and Teachers' day every year to show reverence to teachers. This helps to integrate students develop networking and harmonious relationships.

·Traditional Day is observed recognising the diverse culture of India. Students come dressed in their traditional attire and the performing arts on that day fills the college with great aura.

·The occasion helps to **strengthen the bond** among students and teachers and reinforces the ethnic and racial diversity in India in a healthy manner.

Cultural Association :

The cultural fest '**Swastika**' is organized by the Cultural Association of our college. A number of Inter-collegiate competitions are organized ranging from sports to stage events. The College hosted the **52nd Youth Festival of Zone I Literature and Fine Arts events** on 14 August 2019 of the University of Mumbai in which 224 students from various colleges participated.

National Consciousness Program:

The Planning Forum organised an awareness programme for youth on the repercussions of smoking, chewing tobacco etc. in association with GSBS Medical Trust on 31st August, 2018.

The College in association with **Mumbai Port Trust** administered **Citizens' Integrity pledge** and held an elocution competition on '**My vision: Corruption Free India**' on 27 September 2017 in the presence of **Chief Vigilance officer** and other dignitaries of Mumbai Port Trust. Prizes and certificates were given to students participants instilling **national consciousness** in them.

Students in our institution freely mix up and are exposed to adapt and accept different cultures.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The various committees and associations organize a series of activities to create awareness about values, duties and responsibilities as citizens of the country. The institution's vision is to create **morally conscious and socially responsible citizens.**

Rights & Duties:

Rallies are organized to create awareness about various socio-economic issues in the current day scenario.

- Peace Rally is organized every year in the month of August to promote communal harmony and emphasize the need for unity in diversity.
- Malnutrition Rally was conducted 30 September 2016 to bring out the importance of a balanced diet and its role in public health.
- AIDS awareness is created amongst the youth through street plays in the month of December every year.
- Anti-Drug rally was conducted 11 October 2019, to apprise the youth about the menace of drugs.

Social Awareness:

The College familiarizes students with the process of elections and its significance.

- **Voters registration drive** in collaboration with Project Mumbai and State Election Commission was organized on 22nd January, 2019 in collaboration with Project Mumbai and State Election Commission providing VVPAT and ballot unit training
- National Voter's Day is celebrated by depicting various art forms, street plays and skits to reinforce the importance of elections.
- **Registration drive for making PAN card, Aadhar card and Passport** was organized for the benefit of staff and students on 20 January 2017 where more than **350** students benefitted.
- A survey on PAN card and Aadhar card was facilitated with the help of NSS volunteers in the adopted village Ambeshiv, Badlapur.

Health & Fitness:

'Fit India' pledge is taken by NSS Volunteers to reassure the importance of physical fitness.

- **International Yoga Day** is celebrated every year on 21st June where teachers and students gather in the college gymkhana hall and collectively practice Yogasanas under the guidance of an able tutor.
- The spirituality in students is awakened in the process and they are motivated to participate in programs that inculcate the virtues of character building.
- The students accompanied by faculty members, visited the **Ramakrishna Mission Math** on 13 January 2020 on National Youth Day organized to celebrate the birth anniversary of **Swami Vivekananda**
- Students participated in the Bhagavad Geeta verses and the **Geeta Chanting Competition** organized by the **Chinmayananda Mission** on 4 February 2017 and such events contribute to

spiritualistic development of students.**Swachha Bharat Abhiyan:**

Awareness about **personal hygiene and cleanliness** is created through Swachha Bharat Abhiyaan. Students participate in cleanliness drives of the NSS by visiting public places like Ration Card Office, Matunga Police Station, Wadala Railway Station etc. Students also undertake beach cleaning post Ganesh visarjan.

Environmental awareness is also initiated by organizing a mangroves clean-up program by the Department of Environmental Studies as part of **'Save Mangroves, Save Mumbai'** campaign in association with the **Forest Department of the Government of Maharashtra** and Mangroves Foundation.

Students are sensitized to become responsible citizens by observing traffic rules, through the **'Road Safety Week'** program. Students are introduced to the road safety rules by way of lectures and demonstrations by experts in field.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The institution celebrates national and international events and festivals to promote **unity and solidarity** among fellow beings.

Independence Day: The management staff and students gather flag hoisting and it is followed by a program by students with **patriotic themes**. The 71st Independence Day celebration of S.I.W.S. was covered and telecasted on **Marathi News channel, DD Sahyadri** on the same day.

Republic Day: Staff and students gather in huge numbers and celebrate Republic day through **Peace rallies** and programs.

Maharashtra Day:

Students present a program comprising patriotic songs, dances, street plays and speeches on **national integration**.

The Marathi Vangmay Mandal celebrates Marathi Bhasha Diwas and **Rashtriya Ekta Diwas** to establish the importance of unity amongst citizens.

Gandhi Jayanti :

Students participate in Mahatma Gandhi's birth anniversary celebrated by the University of Mumbai every year. To inculcate the scientific spirit and introduce students about great personalities, A.P.J. Abdul Kalam's birthday was celebrated.

Ramanujan Day and C.V. Raman Day were celebrated by the Science Association for inculcating a scientific temperament among the students.

'**World Environment Day**' was celebrated by the Department of Environmental Studies by hosting a webinar on the importance of environment conservation.

The **National Voters Days and International Yoga Day** are regularly celebrated by arranging significant events awakening **national spirit** and patriotism.

Guru Purnima is celebrated every year by the Students' Council, students express their **reverence and gratitude to the teachers** by greeting them with an 'Aarti' and applying "tilak", (vermillion) on their forehead as a mark of respect.

Teacher's Day on 5th September, in memory of the birthday of Dr. S. Radhakrishnan, a great teacher is celebrated by the Students' Council every year by organizing a variety entertainment programme for teachers and also felicitating them with flowers.

The Southern Cultural Association conducts events pertaining to arts and culture, traditionally linked to the southern states of India. '**Pongal**' is celebrated every year in the college in the month of January. The

theme of celebration differs every year. A theme is adopted to signify ‘Makar Sankranti’

In 2016-17 the theme was ‘**Charity**’ and hence donations of ingredients of pongal were brought in by students and staff members and was donated to Society for Human and Environmental Development (SHED), an NGO working for senior citizens at Dharavi.

In 2018-19 theme was ‘**Celebration with farmers**’ as the event was scheduled on ‘Farmers-Day’. Farmers were invited as special guests from Pune for the event and there were donations in kind. A tractor along with a farmer was called specially for the event. Traditional dance performances like Kummi, Karragattam, Puliattam and thematic songs in Tamil were performed gracefully by our students.

‘**Onam**’, a festival of Kerala is also celebrated exhibiting the culture of Kerala. The Pookalam competition (Rangoli using flowers and petals), various forms of Thiruvathira (folk dance), plays to enact the story of Mahabali etc. are the highlights of this celebration.

All these festivals generate values of **unity, national integration, patriotism and team spirit** which are the core objective of the Institute’s **value addition process**.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for any other relevant information	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

I. 1) Title: Teacher-Parent-Student Interaction for Academic Progress

2) Objectives:

- i) To apprise the parents of their ward’s academic, personal and professional progress
- ii) To enable parents involvement as stake holders by creating awareness on academic conventions, rules and regulations

3) The Context

Meeting of the parents with teachers is undertaken two to three times during the academic year to enable personal attention and individual progress. The parents are given the option to meet the class teacher of their ward at their convenient time.

4) The Practice

The practice enables a family type harmonious relationship with the students and their parents. It also helps to **resolve mental health issues.**

a) Admission Process: Teachers meet parents to advise students after 12th standard for the right choice of the course. This counselling makes their admission process smooth.

b) Orientation Program: An orientation program is held where the class teacher along with the Principal, Vice Principal and a few subject teachers address the parents informing about Lectures and Practical timings, need for punctuality and regularity, attendance and examinations rules and about curricular and co-curricular activities.

c) Defaulters List: Parents are required to meet the class teacher if the students fail to attend 75% of lectures and Practical sessions. Parents share the personal problems faced by the child during such discussions and the child is sent for counseling.

d) Unfair means committee meeting: Parents are called along with the student to defend their case in an unfair means committee meeting. The parent is informed about the punishment meted to the child for using unfair practice, so as to avoid it in future

e) Declaration of Results: Results of students are handed over to students in the presence of at least one parent. This is to inform the parents about the students' academic status. Teachers counsel students in front of their parents giving them tips to improve their performance.

Face to face communication with the teacher immensely helps the parents to contribute in the learning process of their child.

5. Evidence of Success

- The process has ensured to reduce the communication gap between the parent and the child
- Students' performance has improved
- Students participation in co-curricular and extra-curricular activities has progressed.
- Parents are happy when we keep them informed of their wards' progress.

When the teacher along with the parent sets a goal for a student to improve, it motivates the child towards achieving his goal and attaining success. When parents take over the responsibility of monitoring the learning plan of their ward daily, the child's commitment towards education improves.

6. Problems Encountered and Resources Required

- Some parents don't turn up, giving some excuses
- Some support their wards for wrong causes
- Some parents also report that some teachers are strict and give complaints.

Through effective communication in local language the parents are made to understand the values of a good teachers and their **moral commitments**.

This practice also aims at promoting the **welfare of the students** at home, college and in the community at large.

II. Title: Educational Sessions for Underprivileged Children by D.L.L.E. Students.

2. Objectives of the Practice

Educational sessions for **underprivileged street children** is being provided by **Department of Lifelong & Learning Extension (D.L.L.E.)** in collaboration with the **NGO, Robin Hood Army**.

Objectives:

1. To educate and counsel the under-privileged children, understanding their challenges
2. To provide an experience to our students to become good tutors
3. To sensitize our college students about community service so that they can become responsible citizens in future

3. The Context

The space to conduct classes for the slum children was solved by allocating a class room in the college for two days in a week between 11 am to 12 noon and the student mentors brought the children to the college from their slums. The sessions were planned meticulously adjusting to the needs of the street children who were from different age groups.

4. The Practice

Education is a basic human right and it is necessary to reach out to the underprivileged children and give them hope for a brighter tomorrow. To bring out a change in children's mannerisms, the mentors adopted humanitarian traits of **patience, kindness**, thoughtfulness and sensitivity to deal with them appropriately.

- The sessions were informal in a casual set up that helped the children to develop a better rapport with their tutors.
- The interactions helped the children to overcome their inhibitions.
- Friendly and happy learning environment was created by including fun games
- Different colour chalks were given to make children write on the black-board
- Children were taught about good communication skills and the fundamentals of mathematics
- Discussions were held on general topics like the importance of **cleanliness, discipline, manners and etiquette and good thoughts and deeds**.
- Mentors understood the importance of **caring, sharing**, nurturing and to be patient while dealing with the kids.

Individual attention was given to each child to improve his/her personality.

5. Evidence of Success

The success of this practice can be measured in terms of

- Progress of the underprivileged children
- D.L.L.E. student’s ability to mentor these needy children

The end result was satisfying as a noticeable change was seen in the attitude underprivileged kids.

- They started following good hygienic practices
- They **showed behavioural changes**
- They started learning English and **became more confident** that was visible in their smiles.

This practice has helped in inculcating a **value system** in our college students. They realized the significance of compassion, empathy and community service and became more responsible and committed.

6. Problems Encountered and Resources Required

- Snacks had to be provided to the slum children as an incentive for regular attendance
- Mentors had to give publicity to the program to get sponsors and our teachers also helped in giving takeaways for the kids.
- Since the children belonged to a diversified group they had to be handled differently in their mother tongue

The D.L.L.E. team proposes to **reach out to many more underprivileged children** in future so that more lives can be touched and improved.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

‘**Vidya Dhanam Sarva Dhanat Pradhanam**’ being the mission statement of the institution, all activities organized by the institution are in consonance with this objective. The institution is keen to **create value addition** to students by imparting quality education, **generating employability skills** enabling them to become **able citizens for the nation**. The faculty members are dedicated to make the students adapt the right attitude by **sensitizing them on various socio-economic issues** to promote a holistic development of

their personality.

1) Co-Curricular Activities

A plethora of **certificate courses, seminars and workshops** have been conducted by each department and various associations to enhance academic performance, Information and Communication Technology and employability skills of the students in a distinctive manner through **collaboration** with various organizations of repute.

i) **The Department of Commerce** with an MoU with **'TechnoServe'**, a multinational NGO and conducts skill set enhancement and employability support certificate course for 80 hours ensuring mandatory training on learning life skills. Students are geared up for positive thinking and personality development and are assisted through mock interviews to get placements in companies.

ii) **The Department of Business Economics** conducted a **National Symposium on Demonetization** on 24 April 2017 and an **International Multi-disciplinary Conference on Climate change** on April 21, 2018 adding academic value and inculcating awareness on current socio-economic scenario. It also conducted a short term course on **Entrepreneurship Development Program** in collaboration with Artiglee Solutions LLP, Ahmedabad from 20 Sep to 6 October 2021 to develop **entrepreneurial skills**. An **International workshop** in collaboration with the **International Institute of Population Sciences** was conducted from 5-9 October, 2021 on **'Research methodology for Social Sciences'** inviting eminent speakers from the **UK** and the **US** to enable understanding on the process of research.

In the wake of the COVID-19 pandemic and the need to spread awareness on **Mental health** issues, a **National Webinar** on **'Lockdown Not Knockdown - Rejig Your Mental Health And Well-Being during Uncertain Times'** was held on **26 May 2020**. The Planning forum conducted a **Leadership Training Program** from 15-18 June, 2020 focusing on the students' holistic development.

iii) **The Department of Accountancy** in Collaboration with Tally Solutions Private Limited, conducts a 60-hour **Certificate Course in Tally** inclusive of on-computer training for the students. It also organised Certificate course in **Basics of E-filing under Corporate Laws and Income Tax Laws**.

iv) **The Department of Law** in association with **The Consumer Guidance Society** of India conducted a seminar on **'Consumer Rights Awareness & Financial Literacy'** on **29 January 2019** to create awareness about the basic rights of consumers.

v) **The Department of Business Communication** conducted a certificate course on titled **'Communication in Contemporary context'** from 27th July 2021 to 14th August 2021 and a three days National Workshop **'Honing Life Skills for Professional and Personal Success'** from 21- 23 September 2021 in collaboration with HSNC University

vi) **The Department of Environmental Science** organized a three-day **National webinar** on **'Green technologies and Environmental sustainability'**, on 3- 5 June 2020 in collaboration with **Vanashakti N.G.O.** which included a series of lectures on environment friendly technologies and sustainable practices for a healthy livelihood. The department also conducted a certificate course on Introduction to **Disaster Management** from 25th August to 3rd September 2021.

Science Departments arrange educational tours to industries, research institutes like TIFR and modern

diagnostic laboratories to apprise students of future opportunities in their respective fields. Intercollegiate academic events like **Rasashastra, Microbia and Resonance** are conducted by the **Departments of Chemistry, Microbiology and CS/IT** respectively every year to develop **leadership qualities and team work**.

The Department of Mathematics organized Certificate Course on **Vedic Mathematics** from 16-30 October 2021, for developing analytical reasoning and **critical thinking skills** among the students.

The Department of I.T / C.S. conducted short-term courses on **Cyber Security, Digital Marketing, Graphics Design** etc., in association with **Institute for Design of Electrical Measuring Instruments (IDEMI)** Ministry of Small and Medium Enterprises (MSME), **Govt. of India**. The Department in collaboration with IT companies have organized workshops and seminars on current topics like Internet of Things, Robotics, Animation, Multimedia, Web designing etc, to enhance employability skills.

2) **Extension activities:**

a) **Women Development Cell (WDC):**

The college has signed an **MoU** with **NGO Stree Mukti Sanghatna** and has undertaken seminars and workshops through WDC on Legal rights of women, Self defence, Wellness and grooming etc., to instill positive self esteem and confidence in girl students, creating awareness on **Gender Equality**.

b) **National Service Scheme(NSS):** Unit integrates the students, fostering a positive community feeling coupled with national consciousness. It organized a theme based workshop on 17-18 January 2019, in collaboration with the University of Mumbai on **Clean India for a better tomorrow**, bringing out the significance of Solid waste management, Global warming and environment conservation, Sanitation and Hygiene etc, highlighting the concept of **Swachh Bharat Abhiyan** wherein 18 colleges from the neighbourhood participated. The NSS Unit undertakes a variety of **community service programs** enabling students to develop leadership qualities, fraternity, team spirit and also become **humanistic**.

c) **Department of Life Long Learning & Extension(DLLE)** provides hands-on training to student participants through workshops on Goal setting, Time management, Digital payment, Basic Computer training etc for developing **life skills** and **technical skills**.

The DLLE in collaboration with **NGO RAH Consultants - Your Path to Excellence**, organized a six days **National Webinar on Essential Skills Enhancement Program** focusing on soft skills to build self-confidence, grooming students to face challenges of life.

Giving as a Great way of living:

Students voluntarily contribute to the **Sainik Welfare Fund** every year and the college has got the **award from the District collector** consecutively for three years for making maximum contribution for the soldiers who protect us on our borders.

During Pongal festival, things in kind collected by students are given to **orphanages**. Staff and students have also contributed for the **flood relief of Kerela and Chiplun**.

The vision of the institute has always been **welfare** and **harmony** with **value addition** to the community

which has enabled the institution to earn and unique name in area.

File Description	Document
Link for any other relevant information	View Document
Link for appropriate web in the Institutional website	View Document

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5. CONCLUSION

Additional Information :

The institution has generated online educational resources to support continuity of teaching and learning during the COVID-19 Pandemic.

- 1) **Curriculum Resources** include lessons, videos, interactive learning modules to support students in acquiring knowledge and skills.
- 2) **Professional Development Resources** to support teachers to developing their skills to teach remotely and augment their capacity to support learners to learn more independently.
- 3) **Tools** that help to manage teaching and learning, such as communication tools, learning management systems are being used by teachers to create or access educational content.

During the times of the crisis, the college has been providing remote counselling services through virtual meetings, whatsapp chats and helpline to support the psychological and socio-emotional well-being of vulnerable students.

Teachers and students have quickly adapted to **e-learning mode** in a very short span of time with good confidence. Most teaching-learning and assessment activities are carried out using **multi-device** supporting video conferencing tools, dedicated educational portals and social media apps.

The COVID-19 pandemic has given an opportunity for restructuring the conventional classroom based educational system through a **rapid transition to online mode of education program** effectively fitting in the purpose of **completion of the academic year**.

The dramatic change in education via e-learning on **digital platforms** has enabled the teacher to reach out to students more efficiently and effectively through chat groups, video meetings, online polls and also document sharing during the pandemic.

The activities of the college exclusively undertaken to **create awareness**, support and guidance on Covid-19 Pandemic is given in the link.

<https://siwscollege.edu.in/ssr/Criteria-7/7.3.1/SIWSSSR1621CR7.3.1-6.pdf>

Concluding Remarks :

The institution has been exploring diverse learning opportunities in conjunction with the academic programs to help students to emerge as humans with intellectual vitality and integrity. Messages are being displayed in the college board to inculcate values, ethics, morality, patriotism and universal brotherhood.

There has been a drastic transformation in the review period with the college reaching new heights turning the vision, mission, objectives and goals into a reality by way of value addition and churning out able and responsible citizens for the nation who are ready to face the challenges of the global trends.

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