



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	S.I.W.S. N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS AND SMT. THIRUMALAI COLLEGE OF SCIENCE
• Name of the Head of the institution	Dr. Usha Sukumar Iyer
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02224118658
• Mobile no	9819181010
• Registered e-mail	iqac.siws@gmail.com
• Alternate e-mail	siws@siwscollege.edu.in
• Address	Plot No. 337, Sewri - Wadala Estate, Major R. Parameshwaran Marg, Wadala
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400031
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	The University of Mumbai				
• Name of the IQAC Coordinator	Mr. Vaibhav Banjan				
• Phone No.	02224180390				
• Alternate phone No.	9892210847				
• Mobile	9820163287				
• IQAC e-mail address	iqac.siws@gmail.com				
• Alternate Email address	siws@siwscollege.edu.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://siwscollege.edu.in/wp-content/uploads/2021/11/AQAR-2019-20.pdf">https://siwscollege.edu.in/wp-content/uploads/2021/11/AQAR-2019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://siwscollege.edu.in/academic-calendar/">https://siwscollege.edu.in/academic-calendar/</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76.50	2004	14/02/2004	15/02/2009
Cycle 2	B	2.86	2013	23/03/2013	22/03/2018
<b>6.Date of Establishment of IQAC</b>			04/04/2005		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>				
<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>				
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded				
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>				
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>					
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>					
<p>(1) Feedback of students, teachers, employers and Principal conducted in online mode and analysed by IQAC. (2) Scrutiny and evaluation of Academic Performance Indicators of teachers eligible for placement. (3) Staff encouraged to pursue higher education, research and skill development (4) Maintain statistics of students' attendance and results in online mode (5) Student centric webinars and certificate courses organized focusing on skill development and employability of students.</p>					
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>					
<table border="1"> <thead> <tr> <th data-bbox="84 1603 774 1671">Plan of Action</th> <th data-bbox="782 1603 1474 1671">Achievements/Outcomes</th> </tr> </thead> <tbody> <tr> <td data-bbox="84 1671 774 2069">                     1) Curricular: To communicate the updated syllabus of all the programs to the stakeholders.                 </td> <td data-bbox="782 1671 1474 2069">                     Updated syllabus of all the programs communicated to stakeholders through the college web-site. The Program Outcomes, Course Objectives and Course Outcomes uploaded on college website for easy access to all the stake holders.                 </td> </tr> </tbody> </table>	Plan of Action	Achievements/Outcomes	1) Curricular: To communicate the updated syllabus of all the programs to the stakeholders.	Updated syllabus of all the programs communicated to stakeholders through the college web-site. The Program Outcomes, Course Objectives and Course Outcomes uploaded on college website for easy access to all the stake holders.	
Plan of Action	Achievements/Outcomes				
1) Curricular: To communicate the updated syllabus of all the programs to the stakeholders.	Updated syllabus of all the programs communicated to stakeholders through the college web-site. The Program Outcomes, Course Objectives and Course Outcomes uploaded on college website for easy access to all the stake holders.				

<p>2) Teaching -Learning and Evaluation: Improve arrangements to facilitate effective execution of the teaching -learning programs.</p>	<p>Increased use of ICT Tools and softwares such as video lectures, documentaries, Kahoot, Mentimeter and Quizizz. Delivering lectures using self designed power point presentations. Providing e - books, simplified notes and other learning material to the students.</p>
<p>Appointment of qualified and adequate core faculty and reduction in the number of teaching staff on clock-hour basis to enable greater accessibility of teachers for guidance to students.</p>	<p>Thirty one full time faculty members were appointed in the unaided section.</p>
<p>Concentrated efforts are made to promote the sense of responsibility and accountability among the teachers as well as students.</p>	<p>Regular evaluation of attendance is undertaken. Strict adherence to University guidelines regarding attendance. Meetings with the parents of defaulting students are arranged every month as per the Defaulters List prepared. A syllabus completion report is made by all teachers and submitted to the Principal through the respective Head of the Departments.</p>
<p>Implementation of the academic activity calendar and the teaching plan for effective running of the teaching learning programme.</p>	<p>Teaching plan and academic activity calendar are planned at the beginning of the year to ensure smooth conduct of academic activities. All departments prepare a fifteen week academic plan for each semester and try to adhere to the same.</p>
<p>Organizing Expert lectures to strengthen teaching-learning process.</p>	<p>Nine Expert lectures were organized by various departments</p>
<p>Faculty members are encouraged</p>	<p>Teachers are encouraged to</p>

<p>to timely attend Orientation and Refresher programs organized by the Academic Staff College.</p>	<p>participate in FDPs. Five faculty members attended the Refresher Course / Short Term Course / Faculty Development Programme organized by UGC - HRDC or MHRD under Pandit Madan Mohan Malviya National Mission for Teachers Training (PMMMNTT) scheme.</p>
<p>Conscious and sincere efforts are made to ensure that the student assessment mechanism is reliable and valid.</p>	<p>Evaluation mechanism for teachers is in vogue for each semester and actions are taken for rectification and improvement.</p>
<p>3) Research , Consultancy and Extension: Promotion of research culture among teachers and students.</p>	<p>Five staff members are pursuing Ph.D. programme. Research Committee &amp; Staff Colloquium enables teachers/students to present research papers and brain storming interactive discussions take place for promoting inter disciplinary research.</p>
<p>Research scholars and teachers are encouraged to attend International/ National/ State/Organization level Seminars/Workshops/Conferences.</p>	<p>Seven teachers published 14 research papers in reputed journals of international repute.</p>
<p>Students are encouraged to undertake surveys, interviews, and collection of data to facilitate adequate exposure to contemporary developments in those areas. Advanced learners are encouraged to do more intensive study.</p>	<p>Final year students of B.M.S., B.Com. (Banking &amp; Insurance), B.Com. (Accounting &amp; Finance), B.M.M., B.Sc. (Information Technology), B.Sc. (Computer Science) and B.Sc. (Microbiology) and M.Com. undertake project work</p>
<p>Provision of extended opportunities to the students to participate in community development and extension services.</p>	<p>Active participation of 150 Volunteers in N.S.S. Activities at the University level, College level and in Area based projects. The Students of DLLE participated in awareness programs and projects for socio</p>

	<p>- economic welfare of community. The students took up the project to teach under-privileged children from nearby slums as an activity.</p>
<p>4) Infrastructure - Learning Resources: Expansion of library facilities by enhancing the user friendly services.</p>	<p>College has offered tools such as Web OPAC and NList to the teachers so that they can design reference materials to be given to the students. Conscious efforts are made to upgrade technology to facilitate efficient educational transactions, both academic and administrative.</p>
<p>Provision of additional learning resources, basic and advanced laboratory equipments and sports infrastructure to keep pace with the academic growth of the college.</p>	<p>Essential software like Office Suite, Ogis, NET, Google Quiz, KAHOOT, Dia App and JAM Board for teaching learning process and conducting proctored examinations were purchased.</p>
<p>5) Student Support and Progression: Provision of an effective mechanism to use student feedback for quality enhancement.</p>	<p>Feedback is taken online from the students, analysed by I.Q.A.C. and corrective steps are taken in that direction.</p>
<p>Expansion of student support services by activating placement cell and career counselling.</p>	<p>238 students progressed for higher education, with successful placement of 47 students through the efforts made by placement cell.</p>
<p>Efforts to improve pass percentage.</p>	<p>Organizing guidance and remedial lectures for academically weaker students. Paper pattern and Question bank are given to students and they are made to practice in the classroom. Assignments were given to students.</p>
<p>Enhancing Alumni engagement in college activities.</p>	<p>Ex-students actively contribute to the activities of N.S.S., cultural forum and alumnii.</p>



<p>6) Organization and Management: To provide effective security to students and staff members</p>	<p>Security services are outsourced. CCTV cameras are placed at strategic locations to safeguard the interest of the students and prevent the entry of unruly elements.</p>
<p>7) Healthy Practices: Consistent follow up of attendance defaulters</p>	<p>Class teachers are appointed for each division for doing follow up for attendance defaulters.</p>
<p>Introduction of formal mechanism for follow up action on student feedback and teacher appraisal.</p>	<p>Student feedback mechanism is regularly followed and corrective measures are undertaken.</p>
<p>Organization of co-curricular and extra-curricular activities to promote an ambience of creativity and innovation as well as value-based education, social responsibilities and good citizenship.</p>	<p>135 Academic, Co-curricular and Extra-curricular activities were organized during the academic year.</p>
<p>Adoption of gender positive initiatives to facilitate development of girl students and gender sensitization in general.</p>	<p>Talk on the topics 'Ched Chad' and Gender Equality were organized by Women Development Cell as a part of MoU signed with Stree Mukti Sanghatana - N.G.O. A Happy Nappy vending machine with incinerator is in place in Girls Common Room.</p>
<p>Hygiene and Sanitation</p>	<p>House-keeping services have been outsourced to maintain cleanliness in the college premises. The college building and premises were regularly sanitized during COVID pandemic situation and is certified by BMC.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
I.Q.A.C.	27/08/2021

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	23/02/2022

### Extended Profile

#### 1. Programme

1.1	13
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2. Student

2.1	3355
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	478
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	1139
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>



<b>3.Academic</b>	
3.1 Number of full time teachers during the year	59
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
3.2 Number of sanctioned posts during the year	61
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	42
4.2 Total expenditure excluding salary during the year (INR in lakhs)	225.24
4.3 Total number of computers on campus for academic purposes	146
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>I.Q.A.C.conducts meeting at the beginning of academic year and plans the academic calendar.</p> <p><b>Timetable:</b> Timetable is prepared prior to the commencement of the academic year and is circulated among the faculty members and displayed on notice boards for the students.</p> <p><b>Teaching Plan:</b> The teachers are encouraged to frame a 15 week teaching plan for each semester. It ensures 90 days of teaching for</p>	

each term and also specifies the tentative date of completion of topics as per syllabus for each class and division.

**Learning Management System (L.M.S.):** Teachers use L.M.S. to provide additional reading material, notes, presentations, videos and sample questions.

**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:** An online feedback system is evolved by I.Q.A.C. where in students give feedback regarding teacher's academic performance.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://siwscollege.edu.in/feedback/">https://siwscollege.edu.in/feedback/</a>

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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 I.Q.A.C. 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 in the beginning of the academic session and same is uploaded on college website 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 students of self-financing courses who wish to do projects or internships in industries or corporate world can plan the same based on the academic calendar.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://siwscollege.edu.in/wp-content/uploads/2022/02/1.1.2-ACADEMIC-CALENDER-2020-21.pdf">https://siwscollege.edu.in/wp-content/uploads/2022/02/1.1.2-ACADEMIC-CALENDER-2020-21.pdf</a>

**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 year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

1

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

36

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

Third year Accountancy course has a detailed module on professional ethics and ethical behaviour for the accounting profession in the corporate world.

Commerce course deals with topics which focus on the gender related issues, professional ethics and human values.

The topics in environment and sustainability are discussed in Environmental Studies at first year B.Com. level.

Capacity to Contract-Minor & Person of Unsound Mind, Public Policy, Role of Directors and Intellectual Property Rights are the topics taught to the second year B.Com. students in Business Law.

The topics incorporated in Foundation Course 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.

Students in B.Sc. Chemistry are educated with the topics such as Environmental Chemistry and Drugs and Environmental Aspects. 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 which address professional ethics and environment related issues in computer science.

M.Sc. IT has chapters that sensitize students on professional ethics.

M.Com.programme teaches the students cross cutting issues like professional ethics, gender related aspects, environment and sustainability.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

36

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

2186

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://siwscollege.edu.in/ssr/Criteria-1/1.4.1/SIWSSSR1621CR1.4.1-1.pdf">https://siwscollege.edu.in/ssr/Criteria-1/1.4.1/SIWSSSR1621CR1.4.1-1.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>



<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
---	---

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://siwscollege.edu.in/feedback/">https://siwscollege.edu.in/feedback/</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of students admitted during the year**

**1108**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**371**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

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

- 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.
- Slow learners are given simplified study material and encouraged to write assignments on selected topics to boost their confidence.
- Feedback is given to help them to improvise on their assignments.
- Remedial lectures are engaged to help them with their exam preparation.
- They are encouraged to interact with advanced learners who can assist them with their difficulties under the Teaching-Pairing-Sharing (TPS) model.
- Advanced learners are identified through their active participation and interaction during regular lectures as well as their performance in class tests.
- Brainstorming sessions and group discussions are conducted to encourage them to come up with innovative ideas.
- 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.

File Description	Documents
Paste link for additional information	<a href="https://siwscollege.edu.in/commerce/">https://siwscollege.edu.in/commerce/</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
3355	55

File Description	Documents
Any additional information	<a href="#">View File</a>

**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

**Interactive method:**

Teachers promote interactive learning in the class by asking questions and encouraging students to come forward and solve problems or draw diagrams.

**Projects and presentations:**

Students are given topics to choose from and are provided with broad guidelines for their project work.

**Computer assisted learning:**

ICT- enabled tools like softwares are used for better delivery of the topics.

**Observational learning:**

Science teachers promote observational learning by demonstrating experiments to explain concepts. Related documentaries and videos are screened before conducting experiments.

**Problem based learning:**

Teachers of Accountancy, Business Economics, Mathematics, Statistics and Physics assign problems in the class and students are encouraged to solve these problems. Learning by this method is assessed by conducting online tests and quiz competitions.

**Case study based learning:**

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

**Participative Learning:**

All department through their associations undertake Group Discussions, Quiz and Debates to involve students in team work.

**Experiential learning:**

Subject related videos are screened to help develop higher order

thinking skills (HOTS).

Subject experts are invited to share their experience with students by organizing guest lectures, workshops and seminars.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://siwscollege.edu.in/business-economics/">https://siwscollege.edu.in/business-economics/</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

I.C.T. enabled teaching methodologies are followed by the teachers to catalyze the transformation of information into student learning and increase effectiveness in teaching.

1. Mind Master 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, Quizizz, YouTube Videos on 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, Power BI, Embedded Technologies such as PhoneGap, RaspberryPI Kits
7. Internet of Things, Cloud Computing, Big data 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 socio-economic issues are screened.
10. Online Classes are conducted through Google Meet and Microsoft Teams.

The teachers use online resources through NList, DOAJ, Shodhganga and Shodhgangotri to develop digital learning resources.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

50

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

57

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

21

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

776

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The academic 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.

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.

Since the academic year 2016-17, 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 rest of the UG and PG courses, the 75:25 system is adopted that contains provision for internal assessment.



Choices available for internal evaluation include Class Test, Assignment, Seminar, Presentation, Survey, Street play and Viva. Teachers follow the University guidelines for internal assessment. Examination Committee chaired by the Principal monitors the continuous evaluation in theory and practicals to ensure uniformity across courses and departments.

Dates for the tests / examination are notified on the website and are announced by faculty in the respective classes at least fifteen days prior to examination.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://siwscollege.edu.in/examination-committee/">https://siwscollege.edu.in/examination-committee/</a>

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

Unfair Means Enquiry Committee comprising senior teachers is constituted to look into cases of students indulged in unfair practices during examinations.

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

The student reported to have adopted an unfair practice by the Junior Supervisor is issued a show-cause notice.

1. Student's brief explanation is taken in a printed document
2. Students are given an opportunity to give a detailed explanation within three days
3. Students with parents get an opportunity to present themselves before the Unfair Means Committee

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

Grievance Redressal Mechanism:

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 books.

For revaluation of answerbooks, all the answer books are first masked and coded to ensure complete transparency in the revaluation process. The actual revaluation is done by external examiner in order to ensure unbiased verification.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://siwscollege.edu.in/examination-committee/">https://siwscollege.edu.in/examination-committee/</a>

## 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.

Programme outcomes are put up on the website and discussed with students in the classroom.

The B.Com. programme helps to acquire skills in the areas of Finance, Accounting, Marketing and overall administrative abilities.

B.Sc. in Physics, Chemistry and Microbiology helps students to understand fundamental principles and scientific theories relevant in day-to-day life.

B.M.S. programme 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.

B.Com. (Banking & Insurance) programme draws rich academic inputs from contemporary syllabus reflecting recent developments.

Students acquire deep knowledge and skills as part of the B.A.M.M.C. programme in the field of mass media, advertising and journalism.

B.Sc. (Information Technology) programme helps graduates to take up responsibilities in production, testing, designing and marketing and contribute to industrial growth.

On completion of B.Sc. (Computer Science), students establish themselves as effective professionals empowered with skills to solve real life problems.

M.Com. programme prepares well-trained professionals for corporate world.

M.Sc. (Information Technology) focuses on the application of technology, networks and computing.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://siwscollege.edu.in/programmes/">https://siwscollege.edu.in/programmes/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

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 :Internal Examination, Semester End Examination, Projects, Assignments, Viva voce, Presentations, etc., Student Progression, Feedback Mechanism

Additional means :Academic audit, Discussions with students and alumni, Staff meetings, Prizes and awards, 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.

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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://siwscollege.edu.in/bachelor-of-accounting-and-finance/">https://siwscollege.edu.in/bachelor-of-accounting-and-finance/</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

974

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://siwscollege.edu.in/wp-content/uploads/2021/08/Annual-report-2020-21-12-8-2021-revised-1.pdf">https://siwscollege.edu.in/wp-content/uploads/2021/08/Annual-report-2020-21-12-8-2021-revised-1.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://siwscollege.edu.in/wp-content/uploads/2022/06/SIWS\\_SSS\\_2020-21.pdf](https://siwscollege.edu.in/wp-content/uploads/2022/06/SIWS_SSS_2020-21.pdf)

## 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 in the institution during the year (INR in Lakhs)

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0.2

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

4

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

2

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://www.indiamart.com/uday-industries-goregaon/">https://www.indiamart.com/uday-industries-goregaon/</a>

### 3.2 - Innovation Ecosystem

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

#### a) Research Committee / Staff Colloquium

The Research Committee/Staff Colloquium is a forum for staff members to have deliberations and brain storming sessions on inter disciplinary and multi disciplinary research themes.

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.

The faculty members are encouraged to attend research conferences and webinars. 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.

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.

Five teachers enrolled for Ph.D are given facilities for their research work by way of use of laboratories and equipment's at their convenient time.

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

- N-List
- DOAJ
- Shodhganga
- Shodhgangotri



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://siwscollege.edu.in/staff-colloquium-and-research-committee/">https://siwscollege.edu.in/staff-colloquium-and-research-committee/</a>

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

**3.3 - Research Publications and Awards**

**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year**

**3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

1

File Description	Documents
URL to the research page on HEI website	<a href="https://siwscollege.edu.in/research/">https://siwscollege.edu.in/research/</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**

**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

14

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 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 year

4

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 year

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. Various activities like Shramdaan, Survey, Clean-up, Street-play, Rally, Meditation and Yoga, Disaster Management were organized for the benefit of volunteers and villagers.

- 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 students.
- Beach cleaning camp at Shivaji Park and Juhu Beach, Vile Parle

organized in association with Khushiyan Foundation - N.G.O.

- Organ Donation Awareness lecture was organized on 16th December, 2020. Thirty students attended the Session.
- Blood Donation Drive was conducted in association with Jagjivan Ram Railways hospital Blood bank on 6th October, 2020 and I-Care Holy Family hospital Bandra on 21st January, 2021. It helped in collection of blood required by hospitals to treat patients including those with COVID related morbidities.

File Description	Documents
Paste link for additional information	<a href="https://siwscollege.edu.in/national-service-scheme/">https://siwscollege.edu.in/national-service-scheme/</a>
Upload any additional information	<a href="#">View File</a>

**3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

18

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 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 year

344

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**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.

S.I.W.S. College is located in Wadala, in the heart of Mumbai City, with a total land area of 8094 sq.m.

The Aided Section of the College in Main Building has 19 Large Classrooms, 3 Medium Sized Classrooms and 4 Smaller Classrooms.

The Self-Financing section operated in Central Building having 12 medium sized classrooms.

The third floor of the college has state-of-art laboratories of science departments, an instrumentation room and research laboratory.

In Central Building, the College has six computer laboratories and one Electronics laboratory. There are 146 internet enabled computers with 100 MBPS bandwidth.

The 4200 sq.ft library with a 200 capacity reading hall is on fourth floor.

The Girls' Common Room with an attached washroom contains sanitary napkin vending machine with incinerator installed.

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

playground for outdoor games like box cricket, basketball and volley ball and another play ground in Matunga for outdoor sports.

The Canteen located on the rear side of college provides hygienic, healthy food for students and staff members.

There is a quadrangle space in the College for open air programs, inter-collegiate events and vehicle parking.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://siwscollege.edu.in/computer-laboratory/">https://siwscollege.edu.in/computer-laboratory/</a>

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

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.

Swastika is the intra-collegiate annual cultural festival that provides a platform to the students to showcase their talents belonging to literary, fine arts, indoor sports and stage competitions.

#### Sports and Gymkhana:

The gymkhana cum assembly hall is used for indoor sports and recreational activities. The college has a ground at Matunga, Mumbai used for box cricket and kabaddi competitions.

There are two rooms on the ground floor attached to the gymkhana hall 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.

**Yoga:**

The gymkhana hall enables a large gathering of students, teachers and non-teaching staff members for practicing yoga sessions and also celebrations like International Yoga Day.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://siwscollege.edu.in/gymkhana/">https://siwscollege.edu.in/gymkhana/</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

42

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://siwscollege.edu.in/computer-laboratory/">https://siwscollege.edu.in/computer-laboratory/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

117.90

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Library is completely computerized and all bibliographic details of books and journals are accessible to the students through the Online Public Access Catalogue (OPAC).

**Location and Layout:** The 4000 sq.ft library with a reading hall of 200 seating capacity is housed on 4th floor of the Main building.

**Collections:** Library has a collection of 21,000 print books and subscribes to 55 print periodicals pertaining to various programs offered by the institute. Eight daily newspapers in four languages are subscribed. The library also subscribes to the 'NLIST' Program of INFLIBNET, giving access to 80,000 e-resources.

**Technical services:** Library follows Dewey Decimal Classification (22nd edition) system. The whole collection is coded using SLIM software. 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="http://siwscollege.edu.in/library/">siwscollege.edu.in/library/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Entire college is digitalized through wi-fi connections. Each administrative staff member is equipped with desktop computers with internet connection. The College has digitalized the administrative processes such as admissions, Online question paper delivery, Scholarship, Enrolment, Career Advancement Scheme applications etc.

The admission process is entirely done in digital mode to ensure transparency. The college uses 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 uploads them on the website.

The examination room has Digital Examination Paper Delivery System (DEPDS) with C.C.T.V. coverage so that downloading of question papers sent by the University and their printing are confidential. The First and Second Year result processing of all programs is done in-house. A dedicated software S3 developed by S3 Softech solutions is purchased and installed in all the computers in the Examination room.

#### Computer Facilities

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.

The college also purchases various software to suit the curriculum.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://siwscollege.edu.in/library/">siwscollege.edu.in/library/</a>

### 4.3.2 - Number of Computers

146

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

### 4.3.3 - Bandwidth of internet connection in the Institution

A. > 50 MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

### 4.4 - Maintenance of Campus Infrastructure

#### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

55.50

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

#### (A) UTILIZATION OF PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

##### Classrooms :

- Time tables are framed by the Time Table committee as per requirements and availability of the classrooms
- Board and University examinations and other competitive examinations are conducted as per the schedules

**Laboratories :**

- There is optimum utilization of laboratory resources fulfilling the needs of the course requirements and different time slots are allotted by cautiously drafting the time table

**Computer Equipment :**

- Computer/ICT facilities are provided to all the departments and administrative staff
- The computers and the associated necessary peripherals are purchased as per need

**Library :**

- The Library of the institution is spacious and well-ventilated with the necessary computer facilities
- The library is kept open from 9.00 am to 5.00 pm to enable the optimum utilization of library resources

**Sports:**

- Indoor sports activities such as carom, table tennis, chess etc., are conducted in the spacious gymkhana hall on the ground floor

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

The physical facilities are maintained and monitored by an On-Campus Manager. A standardized protocol is in place to tackle problems arising in the premises and there is a maintenance register and a team of people on call for maintenance.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://siwscollege.edu.in/gymkhana/">https://siwscollege.edu.in/gymkhana/</a>

**STUDENT SUPPORT AND PROGRESSION**

<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
25	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
19	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>B. 3 of the above</b>



File Description	Documents
Link to Institutional website	<a href="https://siwscollege.edu.in/">https://siwscollege.edu.in/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

524

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

524

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

47

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

183

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

9

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - 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) during the year**

**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) during the year.**

2

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

**There is a significant role and representation of students in college committees.**

**Students' Council:** It is the apex students' body of the college that helps them to share their ideas, interests and concerns with college administration. Students' welfare activities are planned and executed by student members in consultation with the teachers of the council.

**C.D.C.:** 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 in priority.

**I.Q.A.C.:** Student representatives give their constructive suggestions for the growth of the institution.

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

**Cultural Association:** Students plan and execute events at the inter and intra-collegiate levels holding competitions pertaining to the preservation of our tradition and culture.

**N.S.S.:** N.S.S. volunteers organize events imparting community service and promoting social welfare.

**D.L.L.E.:** Students design, plan and undertake various projects in groups to serve the society.

**Career Guidance & Placement Cell:** Career guidance seminars / webinars are organized for grooming students to face the challenges of the corporate world. Initiatives are taken for placements of students in various companies.

File Description	Documents
Paste link for additional information	<a href="https://siwscollege.edu.in/students-council/">https://siwscollege.edu.in/students-council/</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

58

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 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

The Alumni association of the College is in the process of registration. The association is composed of a blend 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 challenging job market.

The alumni association along with I.Q.A.C. members conducts atleast two meetings per year to discuss on future plan of action.

Few members of the Alumni Association are also representatives on the College Development Committee and I.Q.A.C. committee. The members of the Alumni 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 association plays an active role to strengthen links with ex-students and teaching faculty. The alumni are engaged in career guidance lectures. They share their rich experience with the students contributing to their personal and emotional development.

File Description	Documents
Paste link for additional information	<a href="https://siwscollege.edu.in/alumni-association/">https://siwscollege.edu.in/alumni-association/</a>
Upload any additional information	<a href="#">View File</a>

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
---	----------------------

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**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

S.I.W.S. Management has a well-defined hierarchy. They meet once a week and interact with Principal and college administration to take an account of progress of the College.

**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, S.I.W.S. is dedicated to produce socially responsible and intellectually capable citizens of India

**Motto:**

VIDYA DHANAM SARVA DHANAT PRADHANAM

The administration maintains a transparent and interactive environment that encourages all the stakeholders to participate in the all-around development of the institution.

The management interacts with the stakeholders formally through the

meetings of C.D.C. and I.Q.A.C. held at regular intervals thereby ensuring participative administration.

Staff members are encouraged to raise their concerns in Staff Meetings held at regular intervals and decisions are taken in such meetings.

Committees are formed for organizing co-curricular and extra-curricular activities with sole aim of student welfare. Students and staff members of these committees work together. 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.

File Description	Documents
Paste link for additional information	<a href="https://siwscollege.edu.in/vision-mission/">https://siwscollege.edu.in/vision-mission/</a>
Upload any additional information	<a href="#">View File</a>

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

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, C.D.C. and I.Q.A.C. 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, I.Q.A.C. Coordinator, Course In-charges, Heads of the Departments and Convener of Examination and takes 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 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.

File Description	Documents
Paste link for additional information	<a href="https://siwscollege.edu.in/wp-content/uploads/2021/07/Organogram.pdf">https://siwscollege.edu.in/wp-content/uploads/2021/07/Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The I.Q.A.C. through discussions with all the stakeholders has designed a Perspective Plan (2016-2021) for the development of academic, administrative, infrastructural and research and extension activities. The Plan has been approved by Local Managing Committee (L.M.C.) and S.I.W.S. Management. 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 gender 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 Career Guidance and Placement cell which organizes student beneficiary programs for their placement.

Every year, the Commerce Association conducts Soft Skills and Personality development certificate course in collaboration with Techno serve, an NGO. The students are trained on communication skills, preparation of Resume, code of conduct during interviews, group discussion skills, team work and time management. After training, the students get placed in reputed companies.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://siwscollege.edu.in/minutes-of-meeting/">https://siwscollege.edu.in/minutes-of-meeting/</a>
Upload any additional information	<a href="#">View File</a>

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

The College is a Tamil Minority Institution affiliated to the University of Mumbai governed by South Indian's Welfare Society.

- The institute has a two tier system of governance. At the society level the Management is responsible for academic, administrative and financial decisions taken in consultation with the administrators.
- The Principal as the academic and administrative head who leads the College in coordination with Vice Principals, I.Q.A.C. Coordinator, Heads of the Departments, Courses In-charges and staff members.
- Statutory bodies as C.D.C. and I.Q.A.C. take policy decisions.

Procedures for Recruitment and Service Rules :

Faculty and staff recruitment is done as per norms prescribed by Government of Maharashtra, the University of Mumbai and UGC. I.Q.A.C. does scrutiny of applications received and arranges for personal interviews.

Procedures for Promotion :

The promotions are done according to the rules of U.G.C., Government of Maharashtra and the University of Mumbai. 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 are free to approach the administrators.

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	Documents
Paste link for additional information	<a href="https://siwscollege.edu.in/governing-body/">https://siwscollege.edu.in/governing-body/</a>
Link to Organogram of the institution webpage	<a href="https://siwscollege.edu.in/wp-content/uploads/2021/07/Organogram.pdf">https://siwscollege.edu.in/wp-content/uploads/2021/07/Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

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 staff members of self-financing courses. The management contributes towards this scheme.
- Defined Contributory Pension Scheme (D.C.P.S.) for deserving staff who have joined the service after 01/11/ 2005
- Retirement pension as per Government rules and regulations
- The registration fees to attend workshops or conference are paid by the college
- The uniform cost and tailoring cost for the Class IV staff members is incurred by college. They are also given washing allowance.
- Since COVID-19 pandemic, face recognition of biometric system is adopted and the whole campus sanitized by BMC
- 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	Documents
Paste link for additional information	<a href="https://siwscollege.edu.in/i-q-a-c/#1622790788179-e6e8c2a4-78ee">https://siwscollege.edu.in/i-q-a-c/#1622790788179-e6e8c2a4-78ee</a>
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

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

5

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

**Performance Appraisal of Teaching Staff based on PBAS:**

The institution follows the performance appraisal system laid down by the U.G.C. and adopts the PBAS format of the University of Mumbai. Academic Performance Indicator (A.P.I.) scores are compounded prospectively as and when the teachers become eligible for Career Advancement Scheme (C.A.S.). The I.Q.A.C. scrutinizes and confirms A.P.I. scores as per self-appraisal of the teacher. The pay fixation of the teaching staff is carried out as per Corrigendum No :Misc-2018/C.R.56/18/UNI-1dated 10th May, 2019.

**Performance Appraisal for teaching and non-teaching staff:**

Every year the teaching and non-teaching staff have to submit confidential report (CR). The CR of the teaching staff is forwarded to the Principal through the head of the department and that of the non-teaching staff through the registrar.

Evaluation of Principal is done through a feedback from teachers.

File Description	Documents
Paste link for additional information	<a href="https://siwscollege.edu.in/i-q-a-c/">https://siwscollege.edu.in/i-q-a-c/</a>
Upload any additional information	<a href="#">View File</a>

#### **6.4 - Financial Management and Resource Mobilization**

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College strives to ensure transparency, maintaining integrity in all its financial activities. Internal audit is conducted on quarterly basis by the internal staff of S.I.W.S. The College thoroughly verifies income and expenditure details and compliances with internal control procedures.

**Internal Controls :**

The Institution has a very strong internal control system in respect of financial transactions. Online transactions are encouraged. Receipts are given for every transaction irrespective of the volume of transaction. Every voucher is supported by a valid document.

**Process of 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 are attended immediately along with the supporting documents within the prescribed time limits. The institution had not come across with any major audit objection during the year.

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 Government audit has been completed till the year 2019-2020.

File Description	Documents
Paste link for additional information	<a href="https://siwscollege.edu.in/i-q-a-c/">https://siwscollege.edu.in/i-q-a-c/</a>
Upload any additional information	<a href="#">View File</a>

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

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

0.05

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The chief source of revenues for the organization is Grants-in-aid from the government, fees collected from students and interest from fixed deposits. The funds received are utilized for the holistic development of students by conducting academic events, co-curricular and extra-curricular activities. The institute plans a budget well in advance, which is approved by the management.

The fees collected from the students are as per the University of



Mumbai circulars issued from time to time. Receipts are issued against each payment received.

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

Optimal utilization of funds is ensured through:

- 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.
- Enhancement of library facilities is done through appropriate utilization of funds every year.
- Adequate funds are utilized for development and maintenance of infrastructure.

College has a statutory Purchase Committee which deals with all matters pertaining to procurement, scrutiny of quotations and ensures proper documentation.

File Description	Documents
Paste link for additional information	<a href="https://siwscollege.edu.in/wp-content/uploads/2022/02/8-Resource-Mobilization-Policy.pdf">https://siwscollege.edu.in/wp-content/uploads/2022/02/8-Resource-Mobilization-Policy.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 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

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

- Prepare a perspective plan and monitor its' implementation
- 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
- 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 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 (M.I.S.), website development, cashless fee collection, timely submission of data to AISHE, University and government authorities.
- Prepare the Annual Quality Assurance Report (A.Q.A.R.) as per guidelines and parameters of N.A.A.C. and duly submit to N.A.A.C.

The I.Q.A.C. has discussions and deliberations in its meetings, maintaining transparency in the decision making process.

File Description	Documents
Paste link for additional information	<a href="https://siwscollege.edu.in/i-q-a-c/">https://siwscollege.edu.in/i-q-a-c/</a>
Upload any additional information	<a href="#">View File</a>

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

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.

- I.Q.A.C. 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
- 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

File Description	Documents
Paste link for additional information	<a href="https://siwscollege.edu.in/i-q-a-c/">https://siwscollege.edu.in/i-q-a-c/</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://siwscollege.edu.in/wp-content/uploads/2022/02/Annual-Report-2020-21.pdf">https://siwscollege.edu.in/wp-content/uploads/2022/02/Annual-Report-2020-21.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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 year

##### a) Safety and Security:

The security personnel screen all visitors and permit entry only after following strict entry procedure and display of photo identity card is mandatory for staff and students. Campus is under CCTV surveillance. Women security staff are deployed, so that girls find it safe to discuss any issues they face.

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 of students.

c) Common Rooms: There are separate rest rooms for male and female students in the college.

Sanitary pad vending machines and incinerators are installed in the ladies common room and in ladies washrooms.

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

##### e) Seminar & Workshops:

The Women Development Cell, N.S.S. and D.L.L.E. organize gender sensitization programs to create awareness on gender equity, women's rights and women empowerment.

The College has an MoU with N.G.O. Stree Mukti Sanghatna to conduct seminars and short plays to sensitize students on gender issues.

File Description	Documents
Annual gender sensitization action plan	<a href="https://siwscollege.edu.in/wp-content/uploads/2022/06/20-21-7.1.1.pdf">https://siwscollege.edu.in/wp-content/uploads/2022/06/20-21-7.1.1.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://siwscollege.edu.in/wp-content/uploads/2022/06/20-21-7.1.1-Geotagged-photos.pdf">https://siwscollege.edu.in/wp-content/uploads/2022/06/20-21-7.1.1-Geotagged-photos.pdf</a>

<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b>	<b>B. Any 3 of the above</b>
--	------------------------------

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p> <p><b>Solid Waste Management:</b></p> <p>Solid waste generated in the campus is handed over to 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.</p> <p><b>Liquid waste management</b></p> <p>Liquid waste from the college is connected to the municipal sewage system. Scale of chemicals to be used for experiments is judiciously reduced to minimize the use of chemicals, solvents and the resultant waste products. Suitable safer alternatives are used.</p> <p><b>Biomedical waste management</b></p> <p>Science students are informed of their course about biological</p>
---

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.

**E-waste management**

Electronic gadgets and instruments are repaired and maintained as per requirement. The computers and printers in the college are maintained by in-house staff.

**Waste recycling system**

All e-wastes are collected and disposed in a safe, efficient, sustainable and environment friendly way through the Bombay Municipal Corporation

**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	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>C. Any 2 of the above</b>
--	------------------------------

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**



<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1.Restricted entry of automobiles</b></li> <li><b>2.Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3.Pedestrian-friendly pathways</b></li> <li><b>4.Ban on use of plastic</b></li> <li><b>5.Landscaping</b></li> </ol>	<p><b>C. Any 2 of the above</b></p>
---	-------------------------------------

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

<p><b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b></p>	<p><b>D. Any 1 of the above</b></p>
---	-------------------------------------

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and</b></p>	<p><b>A. Any 4 or all of the above</b></p>
---	--



**facilities for persons with disabilities (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**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 200 words).

**Southern Cultural Association :**

Onam, Pongal, Pattimandram and Thirukural recitation are celebrated by the association in which all students and staff participate getting to know the culture and tradition of Southern States.

**Marathi Vangmay Mandal :**

The traditions of Indian states are depicted through short plays, dances, variety of rangoli, culinary competitions are organized by the association.

**Literary Associations :**

The Literary Associations organize activities like essay writing, letter writing, poetry writing and short story writing competitions in which students of all origins participate irrespective of their caste, creed or language.

**Students' Council :**

Students' Council organizes programs on Gurupournima and Teachers' day every year to show reverence to teachers. This helps to

integrate students, develop networking and harmonious relationships.

On Traditional Day, students come dressed in their traditional attire and exhibit the diverse culture of India. 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 :**

Inter-collegiate competitions are organized ranging from sports to stage events under the banner of 'Swastika'.

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

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

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

**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.
- A.I.D.S. awareness is created amongst the youth through street plays in the month of December every year.

**Social Awareness:**

- National Voter's Day is celebrated by depicting various art forms, street plays and skits to reinforce the importance of elections.

**Health & Fitness:**

- 'Fit India' pledge is taken by students to reassure the importance of physical fitness.
- International Yoga Day is celebrated every year on 21st June wherein teachers and students collectively practice Yogasanas under the guidance of an able tutor.

**Swachha Bharat Abhiyan:**

- Awareness about personal hygiene and cleanliness is created through 'Swachha Bharat Abhiyaan'. Students participate in cleanliness drives at public places and beaches post Ganesh visarjan.
- Students are sensitized to become responsible citizens by observing traffic rules, through the 'Road Safety Week' program.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://siwscollege.edu.in/wp-content/uploads/2022/06/20-21-7.1.9-.pdf">https://siwscollege.edu.in/wp-content/uploads/2022/06/20-21-7.1.9-.pdf</a>
Any other relevant information	<a href="https://siwscollege.edu.in/national-service-scheme/">https://siwscollege.edu.in/national-service-scheme/</a>

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

**B. Any 3 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

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

Independence Day : The management, staff and students hoist the flag followed by a program by students with patriotic themes.

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.

Gandhi Jayanti : Mahatma Gandhi's birth anniversary celebrated every year.

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

'Pongal' is celebrated every year in the college in the month of January. The theme of celebration differs every year and it is adopted to signify 'Makar Sankranti'

'Onam' 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 objectives of the Institute's value addition process.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

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

2) Objectives: To apprise the parents of their ward's academic and personal progress

3) Context: Meeting of the parents with teachers is undertaken for personal attention and individual progress.

4) Practice: This practice during admissions, orientation, defaulters meeting, result declaration enables a family like harmonious relationship with the students and parents.

5) Evidence of Success: Students' performance on academic, co-curricular and extra-curricular activities has improved.

6) Problems Encountered: Some parents don't turn up, giving excuses.

### II. 1) Educational Sessions for Underprivileged Children

2) Objectives: To educate and counsel the underprivileged children, understanding their challenges.

3) Context: Sessions were planned meticulously adjusting to the needs of the kids of different age groups.

4) Practice: Sessions were held in a casual set up that helped the children to develop a better rapport with their tutors. Children were taught about communication skills, basic mathematics, importance of cleanliness, discipline, manners, etiquette and good thoughts and deeds. College students as Mentors understood the importance of caring, sharing, nurturing and to be patient while

dealing with the kids.

5)Evidence of Success: They started learning English and became more confident.

6)Problems Encountered: Since the children belonged to a diversified group, they had to be handled differently in their mother-tongue.

File Description	Documents
Best practices in the Institutional website	<a href="https://siwscollege.edu.in/wp-content/uploads/2022/06/20-21-7.2-.pdf">https://siwscollege.edu.in/wp-content/uploads/2022/06/20-21-7.2-.pdf</a>
Any other relevant information	<a href="https://siwscollege.edu.in/ssr/Criteria-7/7.2.1/SIWSSSR1621CR7.2.1.pdf">https://siwscollege.edu.in/ssr/Criteria-7/7.2.1/SIWSSSR1621CR7.2.1.pdf</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

'Vidya Dhanam Sarva Dhanat Pradhanam' being the philosophy 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.

#### Co-Curricular Activities:

A plethora of webinars and workshops were conducted by departments and associations to enhance academic performance of the students in a distinctive manner.

Department of Commerce with an MoU with 'TechnoServe', a multinational NGO conducted skill set enhancement and employability support certificate course for 80 hours ensuring mandatory training on learning life skills.

Department of Business Economics and Planning forum conducted a Leadership Training Program from 15-18 June, 2020 focusing on the students' holistic development.

Department of Environmental Studies 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 IT/CS Departments in collaboration with IT companies have organized workshops and seminars on current topics like Internet of Things, Robotics, Animation, Multimedia and Web designing to enhance employability skills.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 7.3.2 - Plan of action for the next academic year

(1) To organize Local, National and International seminars on various topics and enhance our knowledge on various aspects of current concern.

(2) To organize more number of short term courses and industry oriented certificate courses in various allied and inter-disciplinary fields.

(3) To introduce eco-friendly practices to sustain environmentfriendly values of our institution.

(4) To get ISO certification and participate in NIRF ranking

(5) To collaborate with neighbouring institutions and industry through research work.

(6) To go for autonomous status for the institution