YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

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. (Mrs.) Manali Londhe

- Designation

  Principal

- Does the institution function from its own campus?

  Yes

- Phone no./Alternate phone no.

  02224118658

- Mobile no

  9867366933

- Registered e-mail

  iqac.siws@gmail.com

- Alternate e-mail

  manalilondhe@siwscollege.edu.in

- Address

  Plot No. 337, Sewri - Wadala Estate, Major R. Parameshwaran Marg, Wadala

- City/Town

  Mumbai

- State/UT

  Maharashtra

- Pin Code

  400031

2.Institutional status

- 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   **vnbanjan@siwscollege.edu.in**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://siwscollege.edu.in/wp-content/uploads/2022/07/AQAR-20-21_30062022.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://siwscollege.edu.in/wp-content/uploads/2022/12/Academic-calendar_rotated-final.pdf

5.Accreditation Details

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**
Cycle 3	**A**	**3.15**	**2022**	**26/10/2022**	**25/10/2027**

6.Date of Establishment of IQAC   **04/04/2005**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines　　Yes

- Upload latest notification of formation of IQAC　　[View File](#)

9.No. of IQAC meetings held during the year　　5

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?　　Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report　　No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?　　No

- If yes, mention the amount

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

(1) Feedback of students, teachers, employers and Principal conducted in online mode and analysed by I.Q.A.C. (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.

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

Plan of Action	Achievements/Outcomes
1) Curricular : To communicate the updated syllabus of all the programmes to the stakeholders.	**Updated syllabus of all the programmes communicated to stakeholders through the College website. The Program Outcomes, Course Objectives and Course Outcomes uploaded on college website for easy access to all the stake holders.**
2) Teaching - Learning & Evaluation : Faculty members are encouraged to timely attend Orientation and Refresher programmes organized by the Academic Staff College.	**Teachers are encouraged to participate in faculty development programs. Six faculty members attended the Refresher Course / Short Term Course / Faculty Development Programme organized by UGC - HRDC, RUSA or MHRD under PMMMNMTT scheme.**
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 and gain in-depth knowledge.	**(1) Final year students of B.M.S., B.Com. (Banking & Insurance), B.Com. (Accounting & Finance), B.M.M., B.Sc. (Information Technology), B.Sc. (Computer Science) and B.Sc. (Microbiology) and M.Com. undertake project work as a partial fulfilment of the final year degree examination. First year and Second year students of all courses undertake project work with group participation on various contemporary social & economic issues. (2) Active participation of 150 Volunteers in N.S.S. Activities at the University level, College level and in Area based projects 1 & 2 in online / offline mode. (3) The Students of DLLE participated in various awareness programs and projects for socio - economic welfare of community. The students took up the project to teach**

	underpreviledged children from nearby slums as an activity in collaboration with RHA - NGO.
3) Research, Innovations and Extension : Teachers are encouraged to participate in research related activities.	(1) 4 staff members are recognized as research guide. (2) 4 staff members are doing their doctoral study. (3) 3 Staff members attended international conference, 3 teachers attended national conference, 2 teachers attended state level conference and 2 teachers attended university level conference. (4) One teacher attended 2 workshops at international and national level each. (5) 1 teacher presented paper at international level. (6) 2 teachers were invited as a resource person to deliver expert talk. (7) One teacher attended 3 revised syllabus workshops
4) Infrastructure - Learning Resources: Expansion of library facilities by enhancing the user friendly services.	Free Internet facility is available for teachers in College library and IT / CS laboratories. Conscious efforts are made to upgrade technology to facilitate efficient educational transactions, both academic and administrative. N-List account is made available to all the teachers for getting e-content.
Provision of additional learning resources, basic and advanced laboratory equipments and sports infrastructure to keep pace with the academic growth of the college.	Essential laboratory equipment were purchased. Library books were upgraded.
Provision of more computers and related advanced accessories.	The College has adequate computer facilities with easy access for teachers and

	students. Conscious efforts are made to enhance use of Information & Communication Technology (ICT) . One Computer Laboratory and 1 browsing centre added. Internet speed increased to 100MBPS.
5) Student Support and Progression: Provision of an effective mechanism to use student feedback for quality enhancement.	Teacher feedback forms are filled by students in online mode, analysed by I.Q.A.C. and corrective steps are taken in that direction.
Expansion of student support services by activating placement cell and career counselling.	Placement offered to Twenty two students in this year by the efforts of Career Guidance and Placement Cell.
Efforts to improve pass percentage.	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. Past questions are available in College library as well as Departmental libraries. Old questions papers are solved for practice. Surprise tests conducted. Online assessment tools like Kahoot, Google Forms, Quizizz are used for fun and learn experience.
Activating Alumni Association by increasing involvement of alumni in college activities.	Ex-students actively contribute to the activities of N.S.S., cultural forum and alumnii.
6) Organization and Management: To provide effective security to students and staff	Security services are outsourced.
7) Healthy Practices: Consistent follow up of attendance defaulters	Class teachers are appointed for each division. Monitoring system is in place to check the functioning of each class by the teacher. Attendance analysis of

	all UG classes is done by the class teachers. Defaulter's list is displayed. Strict follow up measures are used to bring back the defaulters to the class room.
Introduction of formal mechanism for follow up action on student feedback and teacher appraisal.	Student feedback mechanism is regularly followed and corrective measures are undertaken.
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 citizenry.	Sixty six Academic, Co-curricular and Extra-curricular activities were organized during the year.
Adoption of gender positive initiatives to facilitate development of girl students and gender sensitization in general.	(1) Webinar on Challenges for Women at Workplace organized by Women Development Cell in collaboration with Stree Mukti Sanghatana on 1st October, 20021. Mrs. Sneha Khandekar of Savitribai Phule Gender Resource Centre, Mumbai was the resource person. (2) Webinar on Stop! Violence Against Women organized by Women Development Cell in collaboration with Nirbhaya Squad, Matunga Police Station, Mumbai on 29th October, 2021. PSI Ms. Sonali A. Mirkale and PSI Ms. Sonalika V. Sathe from Matunga Police Station addressed the gathering about various forms of domestic violence and the action to be taken to stop the same. (3) Session on Yoga for Mental Health & Wellness organized by Women Development Cell in collaboration with Yoga Vidya Niketan on 20th November, 2021. Shri Durgadas Savant (Vice Chairman of Yoga Vidya Niketan

	and disciple of Padmashri Shri Sadashiv P. Nimbalkar) and Ms. Sonali Raul (Yoga teacher at YVN, Vashi) trained participants.
Hygiene and Sanitation	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. Hand sanitization machines were put up at strategic locations. Students and staff members were advised to follow social distancing norms prescribed by the government.

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
IQAC	23/12/2022

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

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	Niketan on 20th November, 2021. Shri Durgadas Savant (Vice Chairman of Yoga Vidya Niketan and disciple of Padmashri Shri Sadashiv P. Nimbalkar) and Ms. Sonali Raul (Yoga teacher at YVN, Vashi) trained participants.
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13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
IQAC	**23/12/2022**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	**Nil**

15.Multidisciplinary / interdisciplinary

The faculty members are urged to adopt different pedagogical skills to emphasise on conceptual understanding of the subject, fostering intellectual curiosity, creativity and critical thinking among students to develop individuality and logical decisionmaking powers. The college has been providing multidisciplinary and inter-disciplinary certificate courses and

programs for training the students in communication skills, life skills and soft skills to equip them professionally with a sense of commitment to serve the nation. Technology integration into educational processes will be optimised by facilitating digital repositories and enhanced use of technology by faculty. The pandemic has enabled the increased adoption of ICT tools in online learning, e-programme delivery, training and eassessments. Multidisciplinary education is an academic and pedagogical approach to develop multiple capacities in the intellectual, social, physical, emotional, and moral domains among the students inside and outside the classroom. The college organizes workshops, seminars to integrate formal and informal teaching learning opportunities and community engagements thereby promoting cross-disciplinary and interdisciplinary perspectives and academic practices.

16.Academic bank of credits (ABC):

Online education during the pandemic has enabled flexibility of classes, time for students for developing skills required for the market and also engage in activities of their choice. The college intends to expand its collaborations with institutions all over India and overseas and conduct certificate courses for enhancement of knowledge and skill development. Students regularly take transcripts for studying abroad and the National Academic Bank Credit recognition mechanism online will help to consolidate the academic records of students for educational and employment purposes. The College provides a credit value for each subject in each semester that the student has completed under the program of study and the transfer of credits through the NAC Bank scheme will enable flexibility for migration to campuses and help global competence. The College within the framework of the University is well equipped to start this scheme. Workshops and training programs will be enabled to educate and train academicians about the scheme and its implementation.

17.Skill development:

The College has collaborated with institutions like IDEMI in the neighbourhood to expose students to work environment and hands-on-training for skill development and employability. The college has started certificate courses like Entrepreneurship Development Program, Campus to Corporate and Digital Marketing for equipping students with knowledge, skills and competencies which would prepare them for life and work. Responding to the changing skills and technology requirements in the labour market, the College has undertaken a plethora of certificate courses and plans to

integrate with more industries for internship and apprenticeship programs. The management of the college organized an 'Online Panel Discussion on NEP 2020 - Relevance to Teachers' on 14th May, 2020 inviting Ex-Vice Chancellors and Directors in education field to enable teachers to understand the dimensions of NEP 2020 and what teachers need to do proactively. The management has recognized that the development of human resource by way of skills on pedagogical approach that is imperative for operationalizing the NEP. The College focuses on developing teachers' skills, performance and efficiency and creating a positive work culture.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

In order to inculcate spiritualism, ethics, values and Universal brotherhood, the College conducted events on National Youth Day which would be an annual event hereinafter. On Independence day and Republic day patriotic programs are organized to create awareness on India's diversity, tradition and culture and spread the message of 'Vasudhaiva Kutumbakam'. The message on human and constitutional values like liberty, responsibility, pluralism, equality, justice, empathy, cleanliness, democratic spirit and community service are conveyed to students through lectures and website. In order to develop arts and Indian culture the College has conducted group and solo competitions in music, dance, rangoli and mehendi under the banner 'Swastika'. The College has a Music Circle where in stalwarts are invited for a rendition and this performing arts is mainly to spread knowledge of Indian Classical music. The Marathi Vagmay Mandal, Gujarthi Sahitya Mandal, Hindi Literary Association and Southern Cultural Association of the College are instrumental in propagating Indian languages among posterity. Workshops and Seminars with themes like Universal Values, importance of Yoga are organized to impart knowledge on balancing physical and mental well-being.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

All programs of the college have stipulated well defined Program Objectives and Course Outcomes that are displayed on the website and in the departments. The objectives are clearly expressed to the students during the Induction / Orientation Program at the beginning of the Academic Year. The students are evaluated on the basis of their achievement mentioned in the outcome of the course. Small tests, quizzes and oral presentations have become the norm. The College aims at strengthening high-order skills like creativity, critical thinking and logical problem solving as

the objective of testing to evaluate the outcome of teaching and learning process. The College is technology driven and enables the students with technical skills for integration with the national and international community. The global pandemic has made us realize the importance of empathy and compassion and in order to develop emotional quotient, the College has a mentor-mentee program for psychological counselling to help students to face the more challenging world. There are splendid opportunities for performing arts to equip students with good inter-personal skills and turn them out as vibrant individuals to lead a happy stress-free life.

20.Distance education/online education:

The Institute has successfully delivered lectures for all courses in online mode during the Covid -19 pandemic and also conducted exams and certificate courses through our own team of faculty members. Students from abroad have also participated in the College programs on IT, gender and environment and given a positive feedback. The College intends to have more linkages and collaborations for distance online education. Teachers are motivated to generate high quality content using online e-learning platforms and tools for facilitating and active engagement of students using a learner centric pedagogy. The College intends to provide appropriate e-learning platforms such as SWAYAM, DIKSHA to provide teachers with a structured, user-friendly assistive tools for monitoring progress of learners. The institution is undertaking all possible efforts to integrate the objectives of the NEP-2020 within the existing initiatives and by engaging the relevant stakeholders in the effective implementation of the policy so as to create awareness that education in future involves greater digitalisation of content.

Extended Profile

1.Programme

1.1   **505**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **3265**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2   **478**

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

File Description	Documents
Data Template	View File

2.3   **1095**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **55**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **61**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**505**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**3265**

File Description	Documents
Institutional Data in Prescribed Format	View File

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

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**1095**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**55**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**61**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**42**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**206.05**
4.3 Total number of computers on campus for academic purposes	**146**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

I.Q.A.C.conducts meeting at the beginning of academic year and plans the academic calendar.

Timetable: 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.

Teaching Plan: The teachers are encouraged to frame a 15 week teaching plan for each semester. It ensures 90 days of teaching foreach 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	View File
Link for Additional information	https://siwscollege.edu.in/feedback/

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:

1. Term dates
2. Admission schedules
3. Class start dates
4. Co-Curricular & Extra-curricular Activities schedules
5. Examination schedules
6. 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
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Link for Additional information	https://siwscollege.edu.in/wp-content/uploads/2022/11/Academic-calendar_rotated.pdf

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

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)

15

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

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

1103

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

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.

The topics incorporated in Foundation Course are gender studies
ecofeminism, environmental ethics, human rights, team building,
stress management, time management, health and hygiene and
recent developments in science and technology.

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

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	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

2154

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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	https://siwscollege.edu.in/feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://siwscollege.edu.in/feedback/

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

1210

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

495

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

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 theirassignments.

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-PairingSharing (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	https://siwscollege.edu.in/business-communication/#1622453792821-eb1d2917-dc14
Upload any additional information	View File

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

Number of Students	Number of Teachers
3261	54

File Description	Documents
Any additional information	View File

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 orderthinking 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	[View File](View%20File)
Link for additional information	https://siwscollege.edu.in/wp-content/uploads/2021/08/Raw-chef-300x200.png

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	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

51

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

58

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

19

File Description	Documents
Any additional information	View File
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)	View File

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

743

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

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	**No File Uploaded**
Link for additional information	https://siwscollege.edu.in/examination-committee/

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 aregiven 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	[View File](#)
Link for additional information	https://siwscollege.edu.in/unfair-means-committee/

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 classrooom.

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) Programme 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	No File Uploaded
Paste link for Additional information	https://siwscollege.edu.in/courses-and-syllabus/
Upload COs for all Programmes (exemplars from Glossary)	View File

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 nonconventional 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 gaugestudents' 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	[View File](#)
Paste link for Additional information	https://siwscollege.edu.in/physics/

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

1050

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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/2022/12/SIWS_SSS_2021-22.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

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	<u>View File</u>

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	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

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 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	[View File](#)
Paste link for additional information	https://siwscollege.edu.in/staff-colloquium-and-research-committee/

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

2

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

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	https://siwscollege.edu.in/research/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

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

6

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

9

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

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.

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

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

File Description	Documents
Paste link for additional information	https://siwscollege.edu.in/national-cadet-corps/
Upload any additional information	View File

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

6

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

204

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

3

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

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

13

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

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. Collegeis 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 23 LargeClassrooms, 2 Smaller Classrooms.

The Self-Financing section operated in Central Biilding having 15 medium sized classrooms.

The third floor of the college has state-of-art laboratries 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 aplayground 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	[View File](#)
Paste link for additional information	https://siwscollege.edu.in/ssr/Criteria-4/4.1.1/SIWSSSR1621CR4.1.1-3.pdf

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 athleticcompetitions. 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	[View File](#)
Paste link for additional information	[https://siwscollege.edu.in/gymkhana/](#)

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	[View File](#)
Paste link for additional information	[https://siwscollege.edu.in/wp-content/uploads/2021/08/IT2-300x223.jpeg](#)
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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)

83.06

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

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	[View File](#)
Paste link for Additional Information	http://siwscollege.edu.in/library/

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	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	*View File*

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)

0.90

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	*View File*

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

11

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	*View File*

4.3 - IT Infrastructure

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

Entire college is digitalized through wi-fi connections. Eachadministrative 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, Enrollment, 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 softwares to suit the curriculum.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://siwscollege.edu.in/computer-laboratory/

4.3.2 - Number of Computers

146

File Description	Documents
Upload any additional information	View File
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

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)

75.18

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 mintenance.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://siwscollege.edu.in/laboratory/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

20

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

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

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

308

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

308

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

72

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

302

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

24

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<u>View File</u>

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	https://siwscollege.edu.in/students-council/
Upload any additional information	View File

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

24

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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 registered. 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	https://siwscollege.edu.in/alumni-association/
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year   **E. <1Lakhs**
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

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 extracurricular 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	https://siwscollege.edu.in/vision-mission/
Upload any additional information	No File Uploaded

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 extracurricular 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 insome committees. The students are motivated to plan and execute the activities of committees under the guidance of respective teacher incharge.

File Description	Documents
Paste link for additional information	https://siwscollege.edu.in/wp-content/uploads/2021/07/Organogram.pdf
Upload any additional information	View File

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
- InitiateCommunity 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	View File
Paste link for additional information	https://siwscollege.edu.in/minutes-of-meeting/
Upload any additional information	View File

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 is the academic and administrative head who leads the College in coordination with Vice Principals, I.Q.A.C. Coordinator, Heads of the Departments, Courses Incharges 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 nonstatutory committees for efficient functioning.

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

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	View File
Screen shots of user inter faces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

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 nonteaching 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 nonteaching 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	https://siwscollege.edu.in/i-q-a-c/#1622790788179-e6e8c2a4-78ee
Upload any additional information	View File

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

3

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

3

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

6

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

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	https://siwscollege.edu.in/i-q-a-c/
Upload any additional information	View File

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.

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	https://siwscollege.edu.in/i-q-a-c/
Upload any additional information	No File Uploaded

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)

23.55

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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	https://siwscollege.edu.in/wp-content/uploads/2022/02/8-Resource-Mobilization-Policy.pdf
Upload any additional information	No File Uploaded

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	https://siwscollege.edu.in/i-q-a-c/
Upload any additional information	View File

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.

- **Yearly Academic Calendar of the routine eventsis prepared and printed in the college prospectus and uploaded on the website.**
- **I.Q.A.C. ensures Fifteen Week Academic Planis prepared 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. It is an effective means to make plans for further improvement and enhance quality education**
- **Departments of Business Economics & Commerce (Aided and Self Financing) jointly with IQAC in collaboration with International Institute for population Sciences organized International workshop in Research Methodology in Social Sciences from 5-9 October, 2021**
- **Department of Business Communication & IQAC in collaboration with Universal Human Values Cell, the University of Mumbai orgaanized a webinar on 'Values: A Compass for Navigating Uncertain Times on 27th November, 2021**

File Description	Documents
Paste link for additional information	https://siwscollege.edu.in/i-q-a-c/
Upload any additional information	View File

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   **A. All of the above**

**initiatives with other institution(s)
Participation in NIRF any other quality
audit recognized by state, national or
international agencies (ISO Certification,
NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	https://siwscollege.edu.in/wp-content/uploads/2023/01/annual-Report-for-the-academic-year-2021-2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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	https://siwscollege.edu.in/wp-content/uploads/2022/12/7.1.1.-Gender-sensitization-Action-plan-21-22.pdf
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	https://siwscollege.edu.in/wp-content/uploads/2023/02/20-21-7.1.1-Geotagged-photos.pdf

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

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Solid Waste Management:

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.

Liquid Waste Management:

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.

Biomedical Waste Management:

Science students are informed of their course about biologicalhazards, 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	<u>View File</u>
Geo tagged photographs of the facilities	<u>View File</u>

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. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	**No File Uploaded**

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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).

Students' Council:

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

helps tointegrate 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)	View File
Any other relevant information	View File

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: Campaigns are undertaken to create awareness
about various socioe

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' program.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://siwscollege.edu.in/wp-content/uploads/2023/02/21-22-7.1.9.pdf
Any other relevant information	https://siwscollege.edu.in/national-service-scheme/

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

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.

'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)	**No File Uploaded**
Geo tagged photographs of some of the events	<u>View File</u>
Any other relevant information	**No File Uploaded**

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.Students' involvement in Community services:

Objectives

- Make students socially responsible citizens
- Sensitize them to the needs of disadvantaged sections
- Help them to improve their credibility in society
- Enrich them with self-confidence and a sense of accomplishment

Practice

Students volunteered in cleaning the College premises, blood donation camps and campaigning to collect daily essential materials for Konkan region flood victims.

Evidence

The volunteers improved inter-personnal communication skills.

Problems Encountered and Resources Required

Initially students were reluctant to participate in such social activities thinking that it would be a waste of time.

II.Value added courses for skill development

Objectives

- Help students achieve holistic development.
- Enable students to acquire a more holistic perspective of life.
- Have a better understanding of current industry challenges.

Context

Interdisciplinary courses will help them expand their horizons and make them think out of the box.

Practice

16 Value added courses were conducted in 2021-22.

Evidence

During the courses, students were seen interacting with the resource person, proving that some of them were genuinely interested and were taking benefit from these courses.

Problems Encountered and Resources Required

Due to the Pandemic situation, the courses had to be conducted online and some students had an issue with network connectivity.

File Description	Documents
Best practices in the Institutional website	https://siwscollege.edu.in/wp-content/uploads/2022/12/Best-Practices-2021-22.pdf
Any other relevant information	Nil

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

S.I.W.S. College being a South Indian minority institution constitutes a unique association namely Southern Cultural Association. This Association comprises of faculty members and students mainly from the Southern states of India, though others are also allowed to be members. The association takes pride in showcasing the traditional culture of the southern states especially Tamil Nadu and its neighbouring state Kerala. It organizes cultural programs with singing, dancing, drama, fine arts and literary events depicting the rich culture of these states.

Onam, the festival of Kerala is celebrated in our college every year with staff and students dressed in traditional Keralite attire, Pookalam (rangoli made with colourful flowers) competition and kaikottikali (the traditional dance of Kerala).

Pongal, the harvest festival of Tamil Nadu is celebrated with great enthusiasm, when the entire college adorns a festive look. The students decorate the college and organize Pongal (sweet made out of rice) making competition, Ma-Kolam (rangoli with rice flour), and traditional dances from Tamil Nadu.

Pattimandaram (debate in Tamil) is the popular literary event where scholars in Tamil are invited and staff and students participateenthusiastically. The association also organizes Tamil poetry recitation competitions where poems by Thirukural are recited.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

I.Q.A.C.conducts meeting at the beginning of academic year and plans the academic calendar.

Timetable: 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.

Teaching Plan: The teachers are encouraged to frame a 15 week teaching plan for each semester. It ensures 90 days of teaching foreach 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	[View File]()
Link for Additional information	[https://siwscollege.edu.in/feedback/]()

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:

1. Term dates
2. Admission schedules
3. Class start dates
4. Co-Curricular & Extra-curricular Activities schedules
5. Examination schedules
6. 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	[View File](#)
Link for Additional information	https://siwscollege.edu.in/wp-content/uploads/2022/11/Academic-calendar_rotated.pdf

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	A. All of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

15

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

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

1103

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

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.

The topics incorporated in Foundation Course are gender studies ecofeminism, environmental ethics, human rights, team building, stress management, time management, health and hygiene and recent developments in science and technology.

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

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	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

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

2154

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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	https://siwscollege.edu.in/feedback/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://siwscollege.edu.in/feedback/

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

1210

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

495

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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 theirassignments.

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-PairingSharing (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	https://siwscollege.edu.in/business-communication/#1622453792821-eb1d2917-dc14
Upload any additional information	View File

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

Number of Students	Number of Teachers
3261	54

File Description	Documents
Any additional information	View File

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 orderthinking 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	[View File](#)
Link for additional information	https://siwscollege.edu.in/wp-content/uploads/2021/08/Raw-chef-300x200.png

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	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

51

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

58

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

19

File Description	Documents
Any additional information	View File
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)	View File

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

743

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

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	**No File Uploaded**
Link for additional information	https://siwscollege.edu.in/examination-committee/

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 aregiven 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	[View File](#)
Link for additional information	https://siwscollege.edu.in/unfair-means-committee/

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 classrooom.

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) Programme 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	No File Uploaded
Paste link for Additional information	https://siwscollege.edu.in/courses-and-syllabus/
Upload COs for all Programmes (exemplars from Glossary)	View File

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 nonconventional 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 gaugestudents' 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	[View File](#)
Paste link for Additional information	https://siwscollege.edu.in/physics/

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

1050

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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/2022/12/SIWS_SSS_2021-22.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

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	<u>View File</u>

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	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

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 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	View File
Paste link for additional information	https://siwscollege.edu.in/staff-colloquium-and-research-committee/

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

2

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

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	https://siwscollege.edu.in/research/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

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

6

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

9

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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.

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

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

File Description	Documents
Paste link for additional information	https://siwscollege.edu.in/national-cadet-corps/
Upload any additional information	View File

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

6

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

204

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

3

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

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

13

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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. Collegeis 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 23 LargeClassrooms, 2 Smaller Classrooms.

The Self-Financing section operated in Central Biilding having 15 medium sized classrooms.

The third floor of the college has state-of-art laboratries 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 aplayground 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	[View File](#)
Paste link for additional information	https://siwscollege.edu.in/ssr/Criteria-4/4.1.1/SIWSSSR1621CR4.1.1-3.pdf

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 athleticcompetitions. 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	[View File](#)
Paste link for additional information	https://siwscollege.edu.in/gymkhana/

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	[View File](#)
Paste link for additional information	https://siwscollege.edu.in/wp-content/uploads/2021/08/IT2-300x223.jpeg
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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)

83.06

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

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	[View File](#)
Paste link for Additional Information	http://siwscollege.edu.in/library/

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	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

0.90

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

11

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Entire college is digitalized through wi-fi connections. Eachadministrative 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, Enrollment,
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 softwares to suit the curriculum.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://siwscollege.edu.in/computer-laboratory/

4.3.2 - Number of Computers

146

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

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

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)

75.18

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 mintenance.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://siwscollege.edu.in/laboratory/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

20

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

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	**A. All of the above**

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

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

308

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

308

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

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

72

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

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

302

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

24

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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	https://siwscollege.edu.in/students-council/
Upload any additional information	View File

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

24

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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 registered. 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	https://siwscollege.edu.in/alumni-association/
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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
extracurricular 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	https://siwscollege.edu.in/vision-mission/
Upload any additional information	No File Uploaded

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 extracurricular 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 insome committees. The students are
motivated to plan and execute the activities of committees
under the guidance of respective teacher incharge.

File Description	Documents
Paste link for additional information	https://siwscollege.edu.in/wp-content/uploads/2021/07/Organogram.pdf
Upload any additional information	View File

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
- InitiateCommunity 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	View File
Paste link for additional information	https://siwscollege.edu.in/minutes-of-meeting/
Upload any additional information	View File

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 is the academic and administrative head who leads the College in coordination with Vice Principals, I.Q.A.C. Coordinator, Heads of the Departments, Courses Incharges 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 nonstatutory committees for efficient functioning.

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

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	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

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 nonteaching 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 nonteaching 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	https://siwscollege.edu.in/i-q-a-c/#1622790788179-e6e8c2a4-78ee
Upload any additional information	View File

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

3

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

3

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

6

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

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	https://siwscollege.edu.in/i-q-a-c/
Upload any additional information	View File

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.

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	https://siwscollege.edu.in/i-q-a-c/
Upload any additional information	No File Uploaded

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)

23.55

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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	https://siwscollege.edu.in/wp-content/uploads/2022/02/8-Resource-Mobilization-Policy.pdf
Upload any additional information	No File Uploaded

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	https://siwscollege.edu.in/i-q-a-c/
Upload any additional information	View File

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.

- Yearly Academic Calendar of the routine eventsis prepared and printed in the college prospectus and uploaded on the website.
- I.Q.A.C. ensures Fifteen Week Academic Planis prepared 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. It is an effective means to make plans for further improvement and enhance quality education
- Departments of Business Economics & Commerce (Aided and Self Financing) jointly with IQAC in collaboration with

> **International Institute for population Sciences organized International workshop in Research Methodology in Social Sciences from 5-9 October, 2021**
> - **Department of Business Communication & IQAC in collaboration with Universal Human Values Cell, the University of Mumbai orgaanized a webinar on 'Values: A Compass for Navigating Uncertain Times on 27th November, 2021**

File Description	Documents
Paste link for additional information	https://siwscollege.edu.in/i-q-a-c/
Upload any additional information	View File

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)	**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://siwscollege.edu.in/wp-content/uploads/2023/01/annual-Report-for-the-academic-year-2021-2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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	https://siwscollege.edu.in/wp-content/uploads/2022/12/7.1.1.-Gender-sensitization-Action-plan-21-22.pdf
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	https://siwscollege.edu.in/wp-content/uploads/2023/02/20-21-7.1.1-Geotagged-photos.pdf

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	A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Solid Waste Management:

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.

Liquid Waste Management:

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.

Biomedical Waste Management:

Science students are informed of their course about biologicalhazards, 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	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

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. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Various policy documents / decisions circulated for implementation	[View File](#)
Any other relevant documents	[View File](#)

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

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	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	[View File](#)
Any other relevant information	No File Uploaded

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 facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft	A. Any 4 or all of the above

copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	[View File](#)
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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).

Students' Council:

Students' Council organizes programs on Gurupournima and Teachers' day every year to show reverence to teachers. This helps tointegrate 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)	View File
Any other relevant information	View File

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: Campaigns are undertaken to create awareness about various socioe

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' program.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://siwscollege.edu.in/wp-content/uploads/2023/02/21-22-7.1.9.pdf
Any other relevant information	https://siwscollege.edu.in/national-service-scheme/

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	**A. All of the above**

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

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.

'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)	**No File Uploaded**
Geo tagged photographs of some of the events	<u>View File</u>
Any other relevant information	**No File Uploaded**

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.Students' involvement in Community services:

Objectives

- Make students socially responsible citizens
- Sensitize them to the needs of disadvantaged sections
- Help them to improve their credibility in society
- Enrich them with self-confidence and a sense of accomplishment

Practice

Students volunteered in cleaning the College premises, blood donation camps and campaigning to collect daily essential

materials for Konkan region flood victims.

Evidence

The volunteers improved inter-personnal communication skills.

Problems Encountered and Resources Required

Initially students were reluctant to participate in such social activities thinking that it would be a waste of time.

II.Value added courses for skill development

Objectives

- Help students achieve holistic development.
- Enable students to acquire a more holistic perspective of life.
- Have a better understanding of current industry challenges.

Context

Interdisciplinary courses will help them expand their horizons and make them think out of the box.

Practice

16 Value added courses were conducted in 2021-22.

Evidence

During the courses, students were seen interacting with the resource person, proving that some of them were genuinely interested and were taking benefit from these courses.

Problems Encountered and Resources Required

Due to the Pandemic situation, the courses had to be conducted online and some students had an issue with network connectivity.

File Description	Documents
Best practices in the Institutional website	https://siwscollege.edu.in/wp-content/uploads/2022/12/Best-Practices-2021-22.pdf
Any other relevant information	Nil

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

S.I.W.S. College being a South Indian minority institution constitutes a unique association namely Southern Cultural Association. This Association comprises of faculty members and students mainly from the Southern states of India, though others are also allowed to be members. The association takes pride in showcasing the traditional culture of the southern states especially Tamil Nadu and its neighbouring state Kerala. It organizes cultural programs with singing, dancing, drama, fine arts and literary events depicting the rich culture of these states.

Onam, the festival of Kerala is celebrated in our college every year with staff and students dressed in traditional Keralite attire, Pookalam (rangoli made with colourful flowers) competition and kaikottikali (the traditional dance of Kerala).

Pongal, the harvest festival of Tamil Nadu is celebrated with great enthusiasm, when the entire college adorns a festive look. The students decorate the college and organize Pongal (sweet made out of rice) making competition, Ma-Kolam (rangoli with rice flour), and traditional dances from Tamil Nadu.

Pattimandaram (debate in Tamil) is the popular literary event where scholars in Tamil are invited and staff and students participateenthusiastically. The association also organizes Tamil poetry recitation competitions where poems by Thirukural are recited.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

(1) To organize Local, National and International student centric seminars on currently relevant 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 allied and interdisciplinary fields.

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

(4) To collaborate with global institutions and industry through research work.

(5) To go for autonomous status for the institution

(6) To avail DBT - Star Institute status from UGC

(6) To apply to UGC for the ststus of Institute with Potential for Excellence