ANNUAL INTERNAL QUALITY ASSURANCE CELL REPORT

2016 – 2017

K.J.SOMAIYA COLLEGE OF SCIENCE AND COMMERCE,

VIDYAVIHAR , MUMBAI 400 077

Tel. 022-21025919 Fax : 022-21025915

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

K.J.SOMAIYA COLLEGE OF SCIENCE AND COMMERCE

1.2 Address Line 1

VIDYANAGAR

Address Line 2

VIDYAVIHAR

City/Town

MUMBAI

State

MAHARASHTRA

Pin Code

400 077

Institution e-mail

Principal.kjssc@somaiya.edu

address Contact Nos.

022-21025919

Name of the Head of the Institution:

Dr.Vijay B.Joshi

Tel. No. with STD Code:

022-21020718

Mobile: 09930179920

Name of the IQAC Co-ordinator: Dr.Pradnya J.Prabhu

Mobile: 09820009267

IQAC e-mail address: iqac.kjssc2003@somaiya.edu

1.3   NAAC Track ID (For ex. MHCOGN 18879) _____8970_____

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

EC/PCRAR/53/03 dated 4-9-2010

1.5   Website address:

www.somaiya.edu/vidyavihar/kjssc

Web-link of the AQAR:

www.somaiya.edu/vidyavihar/kjssc/achievements/AQAR

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.6 Accreditation Details

Sr.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	--	2004	5 years
2	2nd Cycle	A	3.21	2010	5 years
3	3rd Cycle	A	3.24	April 2016	5 years
4	4th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC
                          :   DD/MM/YYYY   10th September, 2003

1.8 AQAR for the year (*for example 2010-11*)   2016-2017

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

   i. AQAR ___2014-2015_____10/08/2015___ (DD/MM/YYYY)

   ii. AQAR___ 2015-2016_____13/09/2016 _ (DD/MM/YYYY)

   iii. AQAR_____ (DD/MM/YYYY)

   iv. AQAR_____ (DD/MM/YYYY)

1.10 Institutional Status

University   State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [√] No [ ]

 Constituent College   Yes [√] No [ ]

Autonomous College of UGC   Yes [√] No [ ]

Regulatory Agency approved Institution   Yes [√] No [ ]
 (eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√] Men [ ] Women [ ]

                  Urban [√] Rural [ ] Tribal [ ]

Financial Status   Grant –in-aid [ ] UGC 2(f) [√] UGC 12B [√]

         Grant-in-aid + Self Financing [√] Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [ ] Science [√] Commerce [√] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

Others (Specify) | -- |

1.12 Name of the Affiliating University *(for the Colleges)*

University of Mumbai

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by state/Central Govt./University   √

University with Potential for Excellence   --   **UGC-CPE**   √

DST Star Scheme   √   **UGC-CE**   --

UGC-Special Assistance Programme   --   **DST-FIST**   √

UGC-Innovative PG programmes   --   **Any other** (*Specify*)   --

UGC-COP Programmes   --

2. IQAC Composition and Activities

2.1 No. of Teachers   08

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   04

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

2.6 No. of any other stakeholder and community representatives   02

2.7 No. of Employers/ Industrialists   02

2.8 No. of other External Experts `--`

2.9 Total No. of members
2.10 No. of IQAC meetings held `20`

2.11 No.of meetings with various stakeholders No. `--` Faculty `01`

Non-teaching staff Students `02` Alumni `01` Others `--`

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No `√`

If yes mention the amount `NA`

2.13 Seminars and Conferences (only quality related)

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

Total Nos. `10` International `--` National `01` State `--` Institution level `9`

(ii) Themes

- Academic amd administrative audit (National)
- Effective Parenting
- Safety Measures
- Solid waste management
- Health awareness
- Quality in Teaching
- Self-motivation
- Scientific Writing

2.14 Significant Activities and contributions made by IQAC

- National Conference on Academic and Administrative Audit sponsored by NAAC
- Energy Audit/Green Audit of College
- Signed MOU with ECO-ROX an NGO
- E waste drive in college
- Induction programme for FYBSc/BCom and M.Sc./M.Com. Part-I students
- Health awareness programme for non teaching staff members
- Health check up plan for teaching and non teaching staff
- Scientific workshop for post graduate students
- Talk on Self motivation for non teaching staff
- Lecture on Effective Parenting for parents
- Training programmes for teachers on Google class room

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievement
• To apply for ISO certification.	• The Committee has been formed to look into ISO certification.
• To organize National Conference on Academic and Administrative audit	• Organised the conferenece sponsored by NAAC
• To organize a lecture on Effective Parenting for parents during PTA	• Lecture by a counseller was organized for parents of undergraduate students
• To organize open day for school children	• Open day was organized for school children of schools and also for economically week students
• Activities for non teaching staff	• A talk on Self motivation was organized for non teaching staff
• Teachers training programmes	• Teachers were given training on Google class room

* Attach the Academic Calendar of the year as Annexure.   Please refer Annexure -I

2.16 Whether the AQAR was placed in statutory body   Yes | √ | No | |

Management | √ | Syndicate | | Any other body | |

Provide the details of the action taken

AQAR was approved by the statutory bodies and was uploaded on the college website.

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of Self-financing programmes	Number of value added / Career Oriented programmes
PhD	04	--	--	--
PG	13	--	06	--
UG	21	--	06	--
PG Diploma	01	--	01	--
Advanced Diploma	--	--	--	--
Diploma	01	--	01	--
Certificate	05	06	01	01
Others				
Total	**45**	**06**	**15**	**01**

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	21
Trimester	--
Annual	20

1.3 Feedback from stakeholders Alumni [√] Parents [√] Employers [ ] Students [√]

(On all aspects)

Mode of feeback   :   Online [ ]   Manual [√]   Co-operating schools (for PEI) [ ]
*Please provide an analysis of the feedback in the Annexure : Please refer to Annexure II

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.
- M.Sc part II Syllabus has been revised under autonomy which is as per the requirement of the industries.
- It includes relevant latest knowledge as per current requirement and creates the awareness about experiential learning.
- It has been approved by Board of Studies, Academic Board and Board of Management.
- Post graduate students are given the flexibility in internal examination component. Students can opt for Powerpoint presentation, projects, industrial training programmes, MOOC,short term courses etc.

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst.Professors	Associate Professors	Professors	Others (librarian)
77	49	27	---	01

2.2 No. of permanent faculty with Ph.D. [38]

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others (Librarian)		Total	
R	V	R	V	R	V	R	V	R	V
4	10	----	-	---	-	---	---	4	10

2.4 No. of Guest and Visiting faculty and Temporary faculty [--] [27] [ ]

2.5 Faculty participation in conferences and symposia:

No.of Faculty	International level	National level	State level
Attended	8	22	4
Presented Papers	14	45	---
Resource Persons	--	4	--

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

- Introduced MOOC , poster presentation,power point presentation and industrial training as an internal assessment at Post graduate level.
- Organisation of lecture series by eminent Alumni for students.
- The students are also given the option to select music, drama and sports in lieu of Foundation Course.
- The activities like Learn from stalwarts, Abhyas Mahotsav are organised in which the eminent speakers are invited to deliver the lectures to the students.
- The College has introduced Honours programme for the undergraduate students where the students can earn extra credits.

2.7 Total No. of actual teaching days during this academic year

| 188 |

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Under autonomy the students are given the marksheets having the logo of college as well as University of Mumbai.
- The marksheets are printed with the security measures like High resolution Guiloche Border,Gold foil on logo, fluorescent orange anticopy,Releief background, Microtext on the entire page.Also the marksheet cannot be created on inkjet printer.
- The College follows Central Assessment of Papers (CAP) for all undergraduate and postgraduate programmes
- The answer papers are masked to unreveal the identity of the students .
- Dual checking is done for all answer papers of T.Y.B.Sc / B.Com by the external examiners. If the difference between the two assessment is more than 10 % the paper is assessed by the third examiner.
- The students can apply for the revaluation of the answer papers and also the photocopy of it.
- Mark sheet is secured with a watermark on it.The student's photograph is printed on the marklist.
- **Options given to the students for External/internal component of examination :** Students were given the option to select foreign languages, Business Ethics, Geeta Ethics and Buddhist studies in lieu of Foundation Course. Students were also allowed to take a music, dance, drama, yoga and sports as a part of internal examination for Foundation Course.

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

| All | | |

2.10 Average percentage of attendance of students

| 80 |

2.11 Course/Programme wise distribution of pass percentage : Please refer Annexure III

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

- At the beginning of every academic year an academic calendar of all the activities for the year is planned.academic audit induction.
- Academic plan for the entire academic year is prepared by all the departments and is displayed on the college website before the academic year starts.
- Class time-table for the year is finalized by individual department which is submitted to the time-table committee. It is then displayed on the notice boards for the students.
- Teacher's diary is maintained by all the faculty members in which day to day entry of all the lectures and practicals conducted by them is done which is signed by the Head of the Department and the Principal at the end of every month.
- The feedback from the students for all the faculty members is taken once in a year which is analyzed by the Head of the Department and the Principal. If required the feedback analysis report is discussed with the respective teacher.
- Result analysis for all the classes is done critically and the majors are taken to improve the results if required.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher Courses	02
UGC- Faculty Improvement Programme	--
HRD programmes	01
Orientation Programmes	03
Faculty exchange programme	--
Staff training conducted by the University	--
Staff training conducted by other institutions	--
Summer / Winter schools, workshops etc.	24
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	89	24	NIL	NIL
Technical Staff	---			

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The College has a research and consultancy committee which encourages and facilitates faculty members to apply for the various grants funded by the various agencies. It undertakes the responsibility of forwarding the project proposal.
- College has started Research Methodology course for the students of Ph.D. as a course work.
- Students and teachers are encouraged to participate in Avishkar an inter university festival of University of Mumbai.
- Students of S.Y.B.Sc and Ph.D were selected at Interuniversity level at Avishkar.
- Teaching faculty members are encouraged to apply for FIP under UGC scheme.
- The laboratory facilities are made available to the faculty to carry out their research work .
- The central instrumentation laboratory is well equipped with hi-end instruments.
- Undergraduate students are encouraged to take up mini projects.
- Post graduate students are given projects as their internal evaluation.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	01	19,69,000	--
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	06	-	
Outlay in Rs. Lakhs	--	3,35,000	--	---

3.4 Details on research publications

	International	National	Others
Peer Review Journals	24	3	-
Non-Peer Review Journals	01	4	-
e-Journals	05	-	-
Conference proceedings	11	21	8

3.5 Details on Impact factor of publications :

Range 1.5 – 5   Average 4.1   h-index --   Nos. in SCOPUS --

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	5 years	DST-SERB	19,69,000	9,89,666
Minor Projects	2 year	UGC	1,33,000	1,33,000
Interdisciplinary Projects	--			
Industry sponsored	--			
Project sponsored by the University/College	1 year	University of Mumbai	1,55,000	1,55,000
Students research projects (other than compulsory by the University)	---	------	----	----
Any other (Specify)	----	----	-----	-----
Total			**22,57,000**	**1277666**

3.8 No.of University Departments receiving funds from

UGC-SAP [--]   CAS [--]   DST-FIST [06]

DPE [--]   DBT Scheme/funds [06]

3.9 For Colleges   Autonomy [√]   CPE [√]   DBT Star Scheme [√]

INSPIRE [√]   CE [---]   Any other (Specify [FIST]

3.10 Revenue generated through consultancy [Rs 2,50,000/-]

3.11 No. of conferences Organised by the Institution

Level	International	National	State	University	College
Nu mber	-----	01	-	----	---
Sponsoring agencies		NAAC	-	----	----

3.12 No.of faculty served as experts, chairpersons or resource persons [28]

3.13 No.of Collaborations International [--] National [02] Any other [03]

3.14 No.of linkages created during this year [03]

3.15 Total budget for research for current year in lakhs :

From Funding agency | 22,57,000 | From Management of University/College | nil

Total | 22,57,000

3.16 No.of patents received this year

Type of Patent		Number
National	Applied	01
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

3.17 No of research awards / recognition received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
06	01	02	----	01	--	03

3.18 No. of faculty from the Institution who are Ph. D. Guides

13

and students registered under them   M.Sc.(By Res)   01   Ph.D.   17

3.19 No. of Ph.D. awarded by faculty from the Institution   06

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   --   SRF   --   Project Fellows   01   Any other   --

3.21 No. of students Participated in NSS events:

University level   200   State level   20

National level   ---   International level   ---

3.22 No. of students participated in NCC events:

University level	50	State level	06
National level	04	International level	NIl

3.23 No. of Awards won in NSS:

University level	1	State level	--
National level	1	International level	--

3.24 No. of Awards won in NCC:

University level	03	State level	01
National level	--	International level	--

3.25 No. of Extension activities organized

University forum	01	College forum	10
NCC	37	NSS	178	Any other	---

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility   Please refer to Annexure IV

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	104706 Sq.ft	----	--	104706
Class rooms	40	05	--	40
Laboratories	39	02	--	39
Seminar Halls	01	--	--	01
No.of important equipments purchases ($\geq$ 1-0 lakh) during the current year	06	03	FIST	09
Value of the equipment purchased during the year (Rs. In Lakhs)	--	32,00,000	FIST College Fund	32,00,000
Others Central instrumentation lab	--	--	--	--

4.2 Computerization of administration and library

Computerization of administration :
- Implementation of new HR software
- Online generation and printing of general register,salary register and leaving certificate
- Online recruitment process
- Optimum use of website
- With regard to financial management the Brainstorming International Pvt.Ltd. incorporated by the Somaiya Group has created a dedicated Data Centre on Somaiya Vidyavihar Campus. The Centre has a team of dedicated IT professionals who have developed College Worm Software which is utilized for the organization and management, personnel management, payroll, time management, PF management and Income Tax deductions. For all types of internal financial transactions including payments and receipts Tally 9.1 is made use of.
- Preparation of Roll calls and generation of Hall tickets is done using software.
- All the admissions are being done on-line and the students can also pay registration fee using the credit / debit card. The merit lists are generated from the software and are displayed on the college website. All the relevant circulars / notices are also displayed on the website.
- The software as developed by Maharashtra Knowledge Corporation Limited (MKCL) is used for online registration and admission process.
- The Book Worm software tailor-made for library use has been created by Brainstorming International Pvt.Ltd.
- Students apply online for the railway concession.
- Reviews, feedbacks, results and attendance reports are generated through the soft-wares. There is a plan to implement to communicate the attendance of the students through the parents on mobiles and integrate the same with SMS alert service using RFID Cards in the near future.
- Biomatric system of attendance is being made use of College to record the daily attendance (Arrivals/Departure) and various reports are being generated with its help.

Computerization in Library
• Online renewal of books
• Library website : web page on College website
• Computerized circulation of books
• OPAC is available in the library for students and staff members and web base OPAC is also available on URL : http//115.114.107.46/opac
• **Electronic resource :** Online journals (e-Resources) of N-List were subscribed which include 4000+e Journals an 90000 + e-books. The N-list project provides access to e-resources to students, researchers and faculty members from college and other beneficiary institutions through servers installed at the INFLIBNET centre Ahmadabad**.**
• Integrated E resources and Databases named as EBSCOHOST Discovery services are also available on Somaiya website which include 4000+databases and 60000+ebooks.
• All the libraries of the sister institution of Somaiya are linked to each other through Bookworm library software.

Library services:

	Existing (upto March 2016)		Newly added (from April, 2016 to March, 2017)		Total	
	No	**Value**	**No.**	**Value**	**No.**	**Value**
Text Books	38,856	36,54,901/-	3319	4,44,435/-	42175	40,99,336/-
Reference Books	33,043	1,45,29,806/-	995	11,11,153/-	34038	1,56,40,959/-
e-Books	41	6635/-	-	-	41	6635/-
Journals	2709	22,57,123/-	-	-	2709	22,57,123/-
e-Journals		20,275/-		5,750/-		26,025/-
Digital Database	-	-	-	-		
CD & Video	93	22748/-	-	-	93	22,748/-
DVD/ VCD	90	21,817/-	-	-	90	21,817/-
Others (specify) (Presentation)	2243	-	60	-	2303	

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

• Data Centre has organized training programmes for teachers and students on Google Apps.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   3,00,000/-

   ii) Campus Infrastructure and facilities   22,34,000/-

   iii) Equipments   32,00,000

   iv) Others   --

                        Total :   57,34,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The prospectus of the college gives the details about the admission process, fee structure,Courses offered,scholarships and freeships,various college committees,examination reforms,rules and regulations of the college etc. The prospectus is available on the website of the College.

- The information about various events to be organised and examination schedule is also made available on the LED display and the website of the college.

- Induction Programme for First Year students of undergraduate and post graduate was organised to give the students information about the support system,examination reforms etc

5.2 Efforts made by the institution for tracking the progression

The individual departments are encouraged to keep the formal record of their alumni.
The tracking of student's progression is done through alumni meets.

5.3 (a) Total Number of students

	UG	PG	Ph.D.	Total
Total	3103	658	6	3767

(b) No. of students outside the state   45

(c) No. of international students   NIL

	No	%
Men	--	--

	No	%
Women		--

2016-2017

This Year								
General	**SC**	**ST**	**OBC**	**Physically Challenged**	**DT (A)**	**NT(1, 2,3)**	**SBC**	**Total**
2983	294	20	369	---	13	87	01	3767

2015-2016								
General	**SC**	**ST**	**OBC**	**Physically Challenged**	**DT (A)**	**NT(1, 2,3)**	**SBC**	**Total**
3078	248	10	327	-----	02	86	---	3751

Demand ratio   1: 16   Dropout   Negligible

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

The students are given a guidance for NET, SET examinations by the teachers of Chemistry and Microbiology Department.

No. of students beneficiaries

56

5.5 No.of students qualified in these examinations

NET 01 SET/SLET 4 GATE 05 CAT --

IAS/IPS etc -- State PSC -- UPSC -- Others 13

5.6 Details of student counselling and career guidance

- Student's councelling is done at departmental level. Departments organize the programmes on career guidance. The placement cell organizes various programmes on career guidance.
- Workshop on Yoga, Stress management and increase in concentration.
- Workshop on Communication Skills, interview techniques and resume writing was organised.
- Appointment of counseller for the students
- Tutor mentor scheme : Each faculty member is given the responsibility of 20 students . The faculty members are mentors for these students.

No. of students benefitted   Around 1000

5.7 Details of campus placement

On Campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	166	24	45

5.8 Details of gender sensitization programmes

- A sensititation workshop on Women respect was organised by NSS in collaboration with Mumbai Police.
- NSS students participated in Women respect training Camp and Women rights street play.
- WDC organized talks on gender issues.

5.9   Students Activities

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

State/University level | 11 | National level | 01 | International level | -- |

No. of students participated in cultural events

University level | 50 | National level | 01 | International level | -- |

State level | - |

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

Sports : State/University level | 17 | National level | 03 | International level | |

Cultural : University level | 15 | National level | 01 | International level | -- |

State level | ---- |

5.10   Scholarships and Financial Support

	Number of Students	Amount
Financial Support from institution		
Financial support from government	224	21,21,699/-
Financial support from other sources		
Number of students who received International/National recognitions	06 (inspire)	Not available

5.11 Student organised / initiatives

Fairs : State / University level | 16 | National level | ---- | International level | -- |

Exhibition : State / University level | -- | National level | -- | International level | |

5.12 No. of social initiatives undertaken by the students | 200 |

5.13 Major grievances of students (if any) redressed: _____NIL_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the founder

- Equip the students with knowledge and skill of their chosen vocation.
- Inculcate values.
- Provide them opportunity for all round growth and prepare them for life.

Mission of the founder

- To equip the students with advanced knowledge and skill in their chosen vocation.
- To provide value-based education and opportunities to the students to help them to face challenges in life.
- To nurture a scientific attitude, temperament and culture among the students.
- To continually review, develop and renew the approach to build India of the Founder's dream.

6.2 Does the Institution has a management Information System

Computerization of administration :
- With regard to financial management the Brainstorming International Pvt.Ltd. incorporated by the Somaiya Group has created a dedicated Data Centre on Somaiya Vidyavihar Campus. The Centre has a team of dedicated IT professionals who have developed College Worm Software which is utilized for the organization and management, personnel management, payroll, time management, PF management and Income Tax deductions. For all types of internal financial transactions including payments and receipts Tally 9.1 is made use of.
- Preparation of Roll calls and generation of Hall tickets is done using software.
- All the admissions are being done on-line and the students can also pay registration fee using the credit / debit card. The merit lists are generated from the software and are displayed on the college website. All the relevant circulars / notices are also displayed on the website.
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- Students apply online for the railway concession.
- Reviews, feedbacks, results and attendance reports are generated through the soft-wares. There is a plan to implement to communicate the attendance of the students through the parents on mobiles and integrate the same with SMS alert service using RFID Cards in the near future.
- Biomatric system of attendance is being made use of College to record the daily attendance (Arrivals/Departure) and various reports are being generated with its help.

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

- The syllabus for M.Sc part II was revised after due deliberations in several BOS meetings. The approach was to remove overlapse, delete redundant portion include relevant latest knowledge as per current requirement and increase awareness for experiential learning.
- The academic board comprised of eminent personalities from industries and faculties from renowed institution. It was then approved by the academic board and the Board of Management.
- Post Graduate courses are included under autonomy and students are given the flexibility for internal examination component like MOOC, industrial training programmes, short term courses etc

6.3.2 Teaching and Learning

- Monitoring of lectures and practicals by Teacher;s Diary.
- Biometric attendance
- Lecture series by Alumni, Industry experts
- Abhyas Mahotsav
- Honours Programme, Experiential Learning
- Summer schools for students
- Organising workshops for students
- Industrial training for UG and PG students
- Mini projects for UG students

6.3.2 Examination and Evaluation

- Continuous evaluation
- Project,Book review as a part of internal assessment in addition to assignments and written test
- Masking of answer papers
- Centralised assessment of Papers for UG and PG
- Dual and triple checking of papers for UG and PG
- Revaluation/Photocopy of answer papers given to students if applied for.
- Marksheets with the logo of University of Mumbai and Security measures.

6.3.4 Research and Development

- Setting the Central Instrumentation Laboratory
- Encouraging teachers to apply for the grants
- Providing the laboratory facilities to teachers for their research work
- Encouraging faculty members to pursue Ph.D.
- Learn From Stalwart series for students
- Student's and teacher's achievements at Avishkar- National level competition
- Encouraging undergraduate students to take Mini projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library website : web page on College website
- Computerized circulation of books
- OPAC is available in the library for students and staff members and web base OPAC is also available on URL : http//115.114.107.46/opac
- **Electronic resource :** Online journals (e-Resources) of N-List were subscribed which include 4000+e Journals an 90000 + e-books. The N-list project provides access to e-resources to students, researchers and faculty members from college and other beneficiary institutions through servers installed at the INFLIBNET centre Ahmadabad**.**
- Integrated E resources and Databases named as EBSCOHOST Discovery services are also available on Somaiya website which include 4000+databases and 60000+ebooks.
- All the libraries of the sister institution of Somaiya are linked to each other through Bookworm library software.
- Seminar hall with ICT facility.
- Internet connectivity to all departments.
- Well-equipped central Instrumentation Laboratory.
- Lavish Green college campus of 66 acre.
- Olympic Certified ground.
- Adequate class rooms and laboratories.

6.3.6 Human Resource Management

- Induction progammes for the newly joined faculty members and the non teaching staff members
- Training programmes for teaching and non teaching staff members.
- Felicitation of teaching and non teaching staff members for their long service to the institute.
- Monthly meetings of Principal with the Heads of the Departments and the subsequent meetings with the faculty members.
- Organisation of Health check up camp ,motivational talks , picnic for non teaching staff

6.3.7 Faculty and Staff recruitment

Non teaching staff members:
- The advertisement in the news papers as per the university norms.
- The written examination of the candidates applied for the posts for scrutiny.
- The panel interview.

Teaching faculty:
- Appointment on the CHB till the NOC is obtained.
- The workload calculation is sent to Joint Director office to get NOC.
- Panel interview
- Demo lecture

6.3.8 Industry Interaction / Collaboration

Students of M.Sc Chemistry are sent to Indian Testing Laboratiry for a weeks training programme.

Collaboration with CIRCOT, TIFR, IIT Bombay, NEERI, CFRI, Naushad Ali Sarovar Sambardhini and BARC for various programmes.

Lectures by expertise in Industries for the students.

Collaboration with Godavari Sugar Mills and Analytical Solutions,Inventia Pharma for the placement of the students.

6.3.9 Admission of Students

- Online application forms.
- Online payment of fees for pre-admission form.
- Admissions strictly on merit basis , no donation.
- Merit lists on a college website.
- Freeships and scholarships as per the government norms.
- Reservation policy as per the government norms.

6.4 Welfare schemes for

Teaching	NIL
Non-teaching	Credit society Books for their children
Students	NIL

6.5 Total corpus fund generated NIL

6.6 Whether annual financial audit has been done Yes √ No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	Principals and Vice principals of other colleges	Yes	Principal
Administrative	Yes	HR department	Yes	Principal

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes √ No

For PG Programmes Yes √ No √

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Masking of answer papers.

- Dual checking of answer papers for T.Y. B.Sc/ B.Com. and post graduate students by external examiners .

- Triple checking in case of more than 10 % difference in the first two checking.

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

The University of Mumbai vide notification No.Aff/Recog.I/914 of 2012 dated 22nd October, 2012 conferred Autonomous Status to K.J.Somaiya College of Science and Commerce for the period of six years w.e.f. the academic year 2012-2013.

6.11 Activities and support from the Alumni Association

- Organisation of Alumni meet.

- Alumni as members of the Board of Studies constituted under autonomy.

- Guest lectures by alumni on various topics in the curriculum and also on career guidance.

- Assistance of alumni in placement of students.

6.12 Activities and support from the Parent – Teacher Association

- Regular meetings of parents are organised to make them aware of the new syllabus and examination system.

- Lecture on Effective Parenting for parents at the time of parent's meeting.

- Parents as a member of IQAC.

- The feedback from parents is taken to improve the system.

6.13 Development programmes for support staff

- Soft skill programmes for non teaching staff .
- HR software training to office staff by data centre.
- Training to the support staff at Joint Director office and University

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

- Tree Plantation drive by Zoology students
- Ecofriendly Prizes and Soveniers of decoration to the guests who visit the collge
- 'Nature Walk ' in th campus (to study flora of Fauua)
- Medicinal plants garden

Criterion – VII

7. Innovations and Best Practices

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

- Revised postgraduate syllabus under autonomy
- Flexibility in syllabus at PG level as explained earlier
- Inclusion of sports, music, drama etc in syllabus has increased the participation of the students in extra curricular activities.
- Invited talks by eminent alumni for the students.
- Learn from Stalwarts series

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year   Please refer to 2.15

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- ICT integration in office administration.
- Project based learning

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

7.4 Contribution to environmental awareness / protection

- Capacity Development Program in Environment Management (CDEM) in collaboration with Mumbai Metropolitan Region -Environment Improvement Society (MMR-EIS):

College has been entrusted the responsibility for developing Capacity Development Program in Environment Management (CDEM) with a generous financial support of Rs. One crore for a period of five years by The Environmental Improvement society of

MMRDA in April 2016.
In order to meet the various aspects of environment management and improvement a series of training programs targeted towards diverse stakeholders, Environmentalists,Officials from Urban planning Dept. Municipality, District Collector, Architects, Engineers, Developers, Academicians ,students, citizens, representatives from NGOs This Course has been designed and subsidized by the MMR Environment Improvement Society and Conducted by KJ Somaiya College of Science & Commerce, Mumbai, this Modular Course can be completed within one or two years, and a Diploma is awarded after an examination.

Inauguration of Capacity Development Program sin Environment Management
CDEM Program was formally launched on August 27 by Honourable Vice Chancellor University of Mumbai Prof. Sanjay Deshmukh on August 27, 2016 .
Module 1 : Environment policy & Regulation
The first Module "Environment policy & Regulation" was conducted during 26th Sep. – 30th Sep.2016.The Module Coordinators for this program were Dr.Prasad Modak (Director EMC), Adv.Pravartak Pathak (Adv. Bombay High Court).MS Lucille Andrade (EMC LLP)

Module 2: Approaches to Urban Ecology
The second Module "Urban Ecology" was conducted during 17th Oct. -21st Oct 2016.The Module coordinators were Mr.Prashant Mahajan (Director & Learning Catalyst, Somaiya Centre For experiential, learning.) & Shri Rishi Aggarwal (Environmental Activist).This module was designed & developed by Mr.Prashant Mahajan, Dr.Sugandha Shetye, & Mr. Rishi Aggarwal .

Module 3: Water Management at local level
The third module on "Water Management at local level " was conducted during 28th Nov.-2nd Dec.2016.The Module coordinators for this module were Well known Environmental engineer from IITBombay, Prof.Shyam Asolekar (CESE ,IIT Bombay) & Dr.Sanjay Joshi (Director ,Envirovigil).This Module was designed & developed by Prof. Shyam Asolekar, Dr.Sanjay Joshi & Dr.Sugandha S Shetye.

Module 4:Integrated Solid Waste Management

Module IV on Integrated Solid Waste Management of Capacity Development Program on Environment Management Program was conducted during February 6 -10, 2017 in collaboration with Econnect Knowledge Foundation under the guidance of the Module Coordinator Dr. Prasad Modak, Director Ekonnect Knowledge Foundation. 14 Participants having diverse background attended the program.

At the outset Dr. Modak, Director Ekonnect Knowledge Foundation introduced the concept of Integrated Solid Waste Management .Mr.Chandrakant Tambe, Jr. Overseer, Solid Waste Management Department , H Ward , Bandra (West) MCGM illustrated Municipal solid waste management problems .He explained various initiatives taken by MCGM as well as residents of H Wards for separation ,collection and transportation of waste .

The Course participants paid visit to Solid Waste segregation ,sorting and collection center , H (West) ward, Bandra and appreciated the efforts taken by Mr Tambe for   waste

management in H Ward, MCGM. Plastic, tin, paper, glass was separated from the collected dry waste with the help of an NGO AASRA and sent for recycling.

This module on ISWM was designed to cover the best practices across the globe with local examples as case studies. Learning happened through the group activity of Project Case Work for H (West) Ward, Bandra after visiting this collection center.

Various experts from Industries like Excel, Mailhem Ikos, AECOM & RUR introduced latest Waste Composting techniques, Organic Waste Converter Model, Waste Processing Techniques & Decentralized Solutions for waste management .Mrs Jyoti Mhapsekar from NGO Stree Mukti Sangathana enlightened the participants with social perspective on waste management that highlighted on women waste pickers life.

At the end of the module, the participants presented an Integrated Solid Waste Management Action Plan for the "problem or opportunity statement" provided. The plan included "solutions" and "innovations' for segregation of waste at source, recycling and reuse, collection & transport treatment and secured disposal. The discussion was moderated by Dr. Prasad Modak, Dr. Sneha Palnitkar, Program Director, All India Local Self Government.

Module 5:Green Built Environment

Module V on Green Built Environment of Capacity Development Program in Environment Management program was conducted during 14th – 18th March 2017 .The Program was designed and developed by Mr.Srinivas (Deputy Executive Director, CII, and Godrej- GBC) & Ms. Malini Krishnankutty (Secretary MMR-EIS). 11 Participants having diverse background attended this program aimed at imparting knowledge on various aspects of green building concepts and share best practices & technologies on energy and environmental management.

During first three days Mr. Praveen Kumar & Mr.Sampat Kumar Senior Counsellor, Green Building, CII illustrated the key points of sustainable building like site selection & planning, water conservation, Energy efficiency, Building Materials & Resources & Indoor Environmental Quality. They presented and discussed various case studies on certified green buildings in which the best practices and latest technologies were implemented. A few videos of ongoing green projects in India were screened and discussed.

Ar. Hiten Sethi, CEO, HSA Mumbai who has designed the iconic structure i.e. .Navi Mumbai Municipal Corporation, Vashi , illustrated the concept & design of NMMC building with reference to three pillars of Sustainability i.e. Economic Development, Social Development & Environment.

On day four, interaction with various experts and Architects like Mr.Rumi Engineer, from Godrej , Mr.V.Suresh Chairman of IGBC, Mr.Chitranjan Kaushik, , Landscape Ar.Mohan Rao Inde,Ar. Malak singh Gill , Ar. Vikas Dilawari , awardee of 12 UNESCO projects, Ar. Roshni Yehuda HOD, Rachana Sansad enlightened the participants on Sustainable built environment , Commissioning in green buildings, green designing aspects, Policies and

advocacy of green buildings, Sustainability and Site planning at different scales ,Dewats water System and Solar System in detail.

On the last day of the course, field visit to sustainable Architecture project designed by Ar Malak singh Gill at Karjat, was organized to get a first-hand experience on green Building concepts.

- E waste drive awareness programees in the campus and community

- Biocomposting in the campus

- Waste audit of canteen

- Energy Audit of the college by approved institute

7.5 Whether environmental audit was conducted Yes √   No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

 Strength

- Central location of the institute and good connectivity by public transport.

- Dynamic leadership with powerful vision and zealot motivate the stakeholders to achieve the mission

- Highly qualified, committed teaching staff members to contribute to the overall development of students and themselves.

- College is rewarded with FIST grant by DST, STAR award by DBT and CPE by UGC.

- The only autonomous college in Mumbai to have maximum number of M.Sc. and Ph.D. research guides in the faculty of Science.

- Students centric, flexible syllabus.

 Weakness
- Poor students to teacher ratio.

- Space crunch for extended availability and courses.

 Opportunities
- State of the art infrastructure development.

- Industry collaboration

- New certificate courses

- Students and teachers exchange programmes

Threats

- The number of examinations offered to the students in a year has reduced the time available for teachers to impart knowledge resulting in only concentration on syllabus completion.
- Extensive involvement of teaching staff in administrative responsibilities.

8. Plans of institution for next year

- Implementation of Flip class Pedagogy and to develop necessary infrastructure for that.
- Increase the use of e-learning resources for teaching like moodle, google class etc
- Training of faculty members in Flip class padagogy
- Library automation ,laboratories and class rooms upgradation

Dr.Pradnya J.Prabhu   Dr.Vijay B.Joshi
Vice-Principal   Principal
Coordinator, IQAC   **Chairperson, IQAC**

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Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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