YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution — S.K.Somaiya College of Arts, Science & Commerce

- Name of the Head of the institution — Dr. Manali Londhe
- Designation — I/c Principal
- Does the institution function from its own campus? — Yes
- Phone no./Alternate phone no. — 02267169610
- Mobile no — 9867366933
- Registered e-mail — info.sksac@somaiya.edu
- Alternate e-mail — info.sksac@somaiya.edu
- Address — S.K.Somaiya Degree College of Arts, Science & Commerce, 4th floor, Vinay Mandir Building, Vidyanagar Somaiya Campus, Vidyavihar (East), Mumbai-400077.
- City/Town — Mumbai
- State/UT — Maharashtra
- Pin Code — 400077

2.Institutional status

- Affiliated /Constituent — Affiliated
- Type of Institution — Co-education

- Location — **Urban**
- Financial Status — **UGC 2f and 12(B)**
- Name of the Affiliating University — **University of Mumbai**
- Name of the IQAC Coordinator — **Dr. Sujata Khadilkar**
- Phone No. — **9819556562**
- Alternate phone No. — **9819556562**
- Mobile — **9819556562**
- IQAC e-mail address — **iqac.sksac@somaiya.edu**
- Alternate Email address — **iqac.sksac@somaiya.edu**

3.Website address (Web link of the AQAR (Previous Academic Year) — https://sksasc.somaiya.edu.in/media/pdf/AQAR%2020-21%20final%20(1).pdf

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

- if yes, whether it is uploaded in the Institutional website Web link: — https://sksasc.somaiya.edu.in/sksasc/academics/prospectus

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	83	2004	16/09/2004	15/09/2009
Cycle 2	A	3.15	2012	15/09/2012	14/09/2017
Cycle 3	B+	2.59	2020	08/01/2020	07/01/2025

6.Date of Establishment of IQAC — **02/01/2005**

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 **03**

- 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)

The IQAC completed an internal academic audit in July 2021. It was an assessment of 2 academic years- 2019-20 & 2020-21. Under the initiative and support from Nature club of the college, IQAC facilitated a green audit. Useful insights and suggestions were given by the expert for eco-friendly practices. The visit to the college by the expert and finalization of the report was done in August 2021. In September 2021, the IQAC team assisted the college office in terms of CAS file verifications, logistics, procedures & documentation in conduction of CAS promotion process of the faculties. A 2 day online FDP was organized by IQAC on 16 th & 17 th September 2021 on very pertinent topics to enhance the quality of TLP and inspire faculties to undertake innovative teaching- learning methods. LMS was the theme of day one of the FDP and “Experiential learning: Models, Methods, & Practices, Synchronous (interactive) learning” was the theme on the second day of the FDP. IQAC provided guidelines on supporting documents requirements and the 7 th pay API format from time to time to all teachers on 28th August 2021. AQAR for 2020-21 was submitted on time in December 2021.

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
To assess the teaching-Learning program & other co-curricular activities carried out in the recent years.	The IQAC completed an internal academic audit in July 2021. It was an assessment of 2 academic years- 2019-20 & 2020-21.
In view of shifting to another building, it was felt necessary to further the process of eco-friendly practices in the institution by seeking expert review & suggestions.	Under the initiative and support from Nature club of the college, IQAC facilitated a green audit. Useful insights and suggestions were given by the expert for eco-friendly practices.
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Regular guidelines for CAS to be provided from time to time.	The IQAC provided a copy of CAS under 7th pay APAR format of University of Mumbai. IQAC also evolved a set of guidelines including the list of supporting documents & format for preparing committee work report under 7th pay CAS guidelines to be followed at the institutional level.

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC (Internal & External members) & CDC (Internal members)	30/04/2022

14.Whether institutional data submitted to AISHE

NAAC

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- Name of the statutory body

Name	Date of meeting(s)
IQAC (Internal & External members) & CDC (Internal members)	30/04/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22 (Data ready to upload, portal not opened)	13/10/2022

15.Multidisciplinary / interdisciplinary

The college has multiple faculties- programs in Arts, Commerce, Management studies, mass media, banking & insurance, Accounting & Finance, Financial Markets, Computer science and Information Technology. The interdisciplinary approach is followed in the teaching-learning program. Curriculum enrichment activities and topics covered are interdisciplinary in nature. For example Third year project work is based on topics & methodology that is interdisciplinary and provides the students with wider insights. Socially relevant issues and themes are analyzed under internal assessment component of various courses offered at first year & second year level too. To illustrate, third year BA Economics projects include topics like financial literacy, financial planning, financial inclusiveness & equity research which are interdisciplinary in nature. Third year BA Sociology students have live projects. The experiential learning exposes students to various dimensions of particular socio-economic themes as well.

16.Academic bank of credits (ABC):

The institution is not autonomous. The college is in the process of applying for academic autonomy.

17.Skill development:

A certificate course in shipping/ export import services in

collaboration with IIFTSA (Government recognized) was conducted during 2021-22. This enables students to grasp the technical and procedural skills required in foreign trade transactions. Employability skills such as resume writing, enhancement, PPT etc are facilitated through the mentoring activity as well as the Placement & training cell of the college. 'Career Katta' program was launched at college level in 2021-22. This is a Government of Maharashtra initiative. It aims to impart skill sets as per the changing job profiles via online sessions and training programs free of cost. Analytical skills and research acumen is developed by encouraging students to participate in co-curricular activities and research competitions.

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

Integration of Indian knowledge system was undertaken via extra-curricular activities and also as a part of curriculum in case of select courses. The International Yoga day was celebrated as is a practice every year. Also Exam committee took a lead along with IQAC in celebrating Chhatrapati Shivaji Maharaj Jayanti and Dr. B./R Ambedkar Jayanti.

In case of courses like Psychology & in humanities, in the first year of the program topics related to Indian contribution and views/approaches of Indian psychologists is covered in the curriculum. Indian languages such as Hindi and Marathi are offered at the first year BA program and are compulsory. Marathi Bhasha Diwas and Hindi Diwas were celebrated in 2021-22. Traditional performing arts such as classical dance, music and folk etc were included in events organized by cultural forum and Marathi Vangmay Mandal.

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

One of the primary medium for assessing the outcome of the teaching learning program was the pass percentage of students in semester end exams. These were very high (90% & above) across all courses & programs for the odd semesters. The second parameter for measuring outcome based education is the student feedback on teaching methods. Curriculum feedback was also taken applying multiple stakeholder approach, covering students, parents, faculty & alumni during 2021-22. The continuous internal assessment program also has an outcome based perspective and evaluation system.

20.Distance education/online education:

The lectures were conducted in online mode for all the classes during academic year 2021-22 for the entire first term. In the second term of the year First year classes of the BA & Bcom programs continued in the online mode. Google meet and microsoft teams platform were used for conduction of online lectures.

All teachers created their google classrooms for sharing study material, references, audio-video material, quizzes & conduction of class tests.

Several faculties of the college have contributed in capacity as course writers for the distance education module of the University of Mumbai.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	274

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	3578

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	00

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	1651

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**56**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**56**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**14**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**222.12**
4.3 Total number of computers on campus for academic purposes	**142**

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

Curriculum delivery is done at following phases:

Planning phase - The time table is prepared well in advance and shared with the faculties so that they get enough time to plan effectively.

The planning for curriculum delivery is done at three levels.

Lecture plan – This specifies the tentative date of completion of topics as per syllabus for each class and division.

Subject plan – It indicates information regarding various modes and methods that a teacher is planning to use to teach a particular topic.

Departmental plan - This is a description of curricular and co-curricular activities that department has decided to do in the entire year. All these plans are submitted to planning board in the college which is constituted of three senior teachers and the Principal.

Execution and self – monitoring phase – Teachers fill academic diary everyday which helps them to track the execution of the plan . IQAC has also designed an effective mechanism to monitor effective curriculum delivery through open house, interaction with students and feedback on curriculum.

Review and feedback phase–At the end of the each semester the reports for lecture, subject and departmental plan are submitted to planning board for review.

Mentoring system – Under this system, the mentor and the mentee team assists students with academic difficulties . If needed, help of the student-counseling cell is also taken.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/drive/folders/1Yso3YYiQQ310oHbNRhhMnJCYOZlVGKqB?usp=sharing

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

Every year the college follows the academic calendar provided by University of Mumbai since the college is affiliated to the said university. In 2021-22, college has prepared its academic calendar in line with university academic calendar. The college follows the starting and ending day of terms as given by the university.

As the colleges have been divided into various clusters. Accordingly the guidelines for the preparations of question bank, paper setting and marking system has to be followed. The exam time table was in line with the one given by the cluster head college. For the internal evaluation of self-financing courses, exam committee in consultation with principal has decided the schedule.

As the academic year was affected due to second wave of COVID-19 pandemic and subsequent restrictions, even the co-curricular activities were conducted online with the prior permission from principal and in consultation with IQAC. Many departments and committees have conducted various seminars, workshops and guidance session for students, faculties as well as non-teaching staff.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1g0mS0zxtAc06f3V_c52lBzRO1w7jBSvy/view?usp=share_link

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)

01

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

13

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

The institution is affiliated to university of Mumbai so it is following the curriculum designed at the university level. There

are many crosscutting issues which have been included in the syllabus such as gender equality and women empowerment is taught in Sociology of Gender course of Sociology programme. Environment Protection, Environmental Hazards and concept of sustainability is taught in Environmental Studies course of Bachelor of Commerce programme. Environmental Economics is also done in Bachelor of Arts programme.

Human values and its important is discussed in details in the Business law. The concept of Business and Professional Ethics is discussed in Commerce. Foundation course which is common for Bachelor of Arts as well as Bachelor of Commerce include topics as status of women, constitutional and legal rights of women, Redressal mechanism etc. This course also include the environment, ecology, sustainability and disaster management related issues.

Women Development cell of the college has also conducted various events like a session on "Myths of gender, role of gender and understanding intimacy between genders", Talk on "An overview of Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal" and online get together of all female teachers of the college for a Session on women health issues on account of International Women's Day by Dr. Angelica D'Souza.

File Description	Documents
Any additional information	**No File Uploaded**
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

05

File Description	Documents
Any additional information	View File
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

525

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	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	https://drive.google.com/drive/folders/1kcXoAY5XrT-lRSvAUWXeP5sNPv6mLGDN?usp=share_link
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	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://drive.google.com/drive/folders/1kcXoAY5XrT-lRSvAUWXeP5sNPv6mLGDN?usp=share_link

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

1047

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

43

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

Advanced learners are encouraged to attend seminars and conferences and present research papers on the topics and subjects in which they have great potential. Further few mentor teachers have introduced “Teach The Peer” concept. Advance learners are selected and assigned subjects in which they want to specialize and have expertise. They are assigned four to five slow learners. They will plan guidance lectures in consultation with subject teachers and slow learners will be guided accordingly.

Extra sessions and practical’s for slow learners are conducted. Amongst the final year students, advance learners are also given the reference material for additional knowledge and opportunities to make presentations to the class. This leads to curriculum enhancement as well. For slow learners the following programmes are also conducted, to motivate and boost the confidence

• Bridge course to introduce the basic concepts of the subject and develop confidence in the subject.

• Remedial lectures to help all the students who failed in particular subjects and weak students.

During Examination period also, students with special needs are given additional facilities. For instance, extra time is given for students with learning disabilities, visually challenged students and slow learners. Visually challenge students are provided with question papers in big font. The college also takes special care in bringing slow learners to the mainstream.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3578	56

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

The college has emphasized on participative methods of teaching learning. The planning boards of the college have supported student centric methods in its teaching-learning process. During this academic year,several departments have tried to experiment with the 'flipped classroom' model. The student plays a pivotal role in influencing the depth of the topic coverage, adding to the quality of the curriculum delivery.

Student centric methods such as access to empirical data and macro data sources in a 'smart' class setting or even independently by the student beyond the classroom exposes them to practical knowledge and builds their analytical abilities. Some departments like mass media and English also support the writing skills of the students through student oriented exercises on report writing, letter writing and other communication skill assignments. Even the add-on courses that inculcate proficiency skills are student centric not only in terms of curriculum delivery but also in terms of evaluation, using mechanisms such as group mentoring, reviewing and peer evaluation. Peer to peer assessment encourages healthy interaction and discussion among the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Majority of faculties are using Google Meet for conducting lectures. Some of the faculties are also using Microsoft team for conducting lectures and sharing reference material. In G-Suit, some faculties are using advance application such as Pear deck, Insert Learning, Jam board etc. Google Classroom is used for sharing notes, assignments, tests and Quizes by all faculties. After the completion of syllabus, faculties are taking examination guidance lecture and providing practice of MCQs through quiz and test in online mode. Also all assignments are posted on google classroom giving easy access to the students.

Attendance of students was maintained in the google drive. Academic dairies of the faculties were updated in online mode throughout the year.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

52

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
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

56

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

15

File Description	Documents
Any additional information	No File Uploaded
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

741

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.

In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Examination Committee holds meetings of the faculties and suggest them to ensure effective implementation of the evaluation process.

Learners are assessed continuously through various evaluation processes at college/University level. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation. Online internal Examination are conducted as per the schedule declared by the University of Mumbai time to time on account of pandemic situation. Given in academic calendar. The weightage for the unit tests varies as per the concerned faculty (Arts/Commerce/ Science) respectively.

The results/performance of the students is displayed on the college website and communicated to the students. Personal guidance is given to the academically weak Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare for power point presentation.

For transparent and robust for internal assessment, the following mechanisms are conducted

- **Steering Committee**
- **Question Paper Setting/allotment of topics to learner by the faculty.**
- **Conduct of Examination/viva-voce and presentation of learners**
- **Result display**

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The internal assessment process also offers a variety of modes on which the learner may be assessed such as class test, assignment, project work etc. The College ensures Effective implementation of students Grievance Mechanism. Grievance related to assessment or any examination related matter is done as per the ordinance O.5050 framed by University of Mumbai.

Mechanism to deal with examination related grievances is transparent, time bound and efficient.

- **University guidelines of conducting online exams for internal assessment have been followed abiding by the Covid protocol.**
- **Timetables for internal examination are displayed on the college website well in advance. Class mentors are also encouraged to circulate timetable links.**
- **Proctoring is done to curb malpractices .**
- **The marks obtained by the students are displayed on the college website.**
- **To address grievances learners are encourage to mail studentinfo.exam@somaiyua.edu**
- **Grievances are responded on time to time basis by the examination committee**

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

Semester wise program and course outcomes are displayed by the examination committee on the college website under the 'examination notices' heading. In addition, weblinks to the semester end exam results is also provided to the students by the examination committee to the students via mentor teachers. The results for students having backlog is also displayed on the college website in the form of ATKT results.

The program and course outcomes are presented in the staff common room meetings as well. The detailed program and course wise outcomes are prepared by the examination committee and provided to the Heads of the departments. The course outcomes are then analysed in the department meetings. Academic performance of the students is analysed for different classes and wherever the performance is low, the departments may modify their teaching-learning/ subject plans.

Apart from the academic performance or semester-end exam results, each department also lays down the learning outcomes expected from the various courses it deals with for the students. Accordingly the teachers also prepare the subject plan containing the teaching-learning modes other than chalk-duster mode. The skills, concepts and applications the students are expected to learn are identified and specified for each course by the departments. Each department, then devises the mechanisms for implementing these mechanisms during curriculum delivery and achieving these learning goals. The learning goals and outcomes are modified as the syllabi for courses are revised by the Board of Studies in the subject by the university the college is affiliated to.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://docs.google.com/spreadsheets/d/15Ou-pd0ugvFlzkDk_9NXg8YbwzB8p6v4/edit#gid=1081307328
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 program and course outcomes are presented in the staff common room meetings. This is followed by appreciation of programs and courses with high academic performance of students. The low performing courses/programs are identifiedas well. A discussion is done on remedial measures for improving the course outcomes.

The detailed program and course wise outcomes are prepared by the examination committee and provided to the Heads of the departments. The course outcomes are then analysed in the department meetings. Academic performance of the students is analysed for different classes and wherever the performance is low, the departments may modify their teaching-learning/ subject plans.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

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

1690

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	https://drive.google.com/drive/folders/1kIqvhB5C-vCkQGjP1aaGeLH2KsS4shRh?usp=share_link

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://drive.google.com/drive/folders/1kAr4eEZBUp-rNI_93XWzG3MSUaXuxO5b?usp=share_link

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)

14,20,000

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)	View File

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

3

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

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

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
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

Following measure are taken for promoting research culture in the institution

1. The self-appraisal form is filled by every faculty. They get feedback based on it from senior faculty. This practice provides nurturing space for the initiative of faculty for research and so in other endeavors.

2. The faculty members are provided financial assistance of Rs 1000/- for or presenting papers atseminars and conferences. For the faculty is registering for doctorate degree seed money (Rs 10,000/-) is provided.

3. The college research committee with faculty who has experience in research guides and mentors research initiatives by faculty. The students are also guided for submitting their research projects for 'Avishkar' intra universities research convention

4. Excellent resources for research are provided by the well - equipped library. The library is partially automated with in-house developed library management software 'Bookworm' with more than 50000 books and journals. The Somaiya Digital Library offers access to over 121000+ e-books and 90000+ e- journals online resources provided by EBSCOhost to Somaiya Vidyavihar campus.

5. On the campus level incubation centre, Riidl which provides nurturing environment to startups by providing them work space and mentoring which enables them to contribute to the community. Students and faculties from the all institutes in Somaiya group can utilize this facility.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

13

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

0

File Description	Documents
URL to the research page on HEI website	Nil
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

25

File Description	Documents
Any additional information	No File Uploaded
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

5

File Description	Documents
Any additional information	No File Uploaded
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 holistic development of the students requires them to be aware of the issues of and requirements for community development. It is thus necessary to facilitate extension activities involving

students, faculty and the stakeholders in the neighborhood.

Few departments have been carrying out research on socially relevant topics and field visits to sensitize students towards the vulnerable sections of the society. To illustrate, the department of Economics each year conducts research projects on various pertinent topics such as financial awareness/ literacy among UG students sustainable consumption and pro-environment practices among households and Study of home- based workers in Mumbai city

Our college NSS unit is in the forefront of providing a platform to students in terms of extension and community outreach activities they facilitate for the students.

The Nature Club of our college conducted a host of activities in online mode that promote environmental awareness and sustainability. This year 700 students were involved in researching mangrove, desert, marine, freshwater, grassland and tundra ecosystems.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1wfWE-Ao1J7w5-xWF-tBmQ8nA4rcu08nz/edit
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)	View File
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

29

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

1449

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

1

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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.

Classrooms form the basic physical infrastructure in the teachinglearning process. The classrooms have adequate lighting andventilation.We have an elevator facilitating the mobility ofteachers and staff within the college building.

The college provides internet/ Wi-fi facilities that can be accessed with unique login details provided to all members. This enablesteachers and students to obtain a quick access to subject materialsand references available on the various websites. We have anexclusive well furnished, air-conditioned research room withinternet terminals, current national and international journals,their bound volumes, and research thesis of faculty

members. We havewell equipped library consisting of reading section, referencesection and circulation section.

The institute has one computerlaboratory.There are approximately 45computers incomputer lab including standby computers. In addition to this the institute also has 11 laptops, 10printers and 2 scanners. Labtimings are from morning 9 am till evening 5 pm. We have a dedicated lab staff forhandling all thesoftware installations, Minor hardware issues and Network issues.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

The Gymkhana of College is located on the 5th Floor of the college building which is open from 10 a.m. in the morning to 4 p.m. in the evening. The gymkhana is always welcome for the students of different fields. The Gymkhana has a non-teaching staff that monitors the wear and tear of the equipment's. The following equipments are available in the Gymkhana: 4 Table Tennis bats, 40 Table Tennis balls, 2 shuttle cock box, 2 table tennis nets, 4 table tennis clips, 2 footballs, 4 Carom pieces Box, 12 Chess Boards, 1 boxing gloves, 12 batons, 4 pairs of cricket bats, 4 pairs of cricket pads, 2 discuss, 2 shotput ball, 6 Badminton Rackets, 10 Basketball, 2 Taekwondo Headgear, 10 Volleyball, 4 Carom Boards, 4 Carom stands, 8 stools.

The College gives first preference to talented students involved in sports. The selection notice is circulated in the college to all the divisions and different streams. The college also provides travelling allowance and match allowance for the students so that they need not pay from their own pockets.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
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)

128.86863

File Description	Documents
Upload any additional information	View File
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 Somaiya Library provides ample space and comfort to its users. The main library is located on the fourth floor of the institutional building and comprises of Reading Section, Reference Section. Circulation Section are located on the terrace of fourth floor of the building. The Reading Section can accommodate around 45 students at a time. The library resources of the college include a good collection of the latest books, journals, and periodicals and magazines. The library maintains a good collection of reference books published by National and International

publishers. The College Library is fully automated with 13 computers, online services provided to students and teachers through web based open access catalogue. The library has separate website at www.somaiya.edu and opac.somaiya.edu where students can browse online catalogues or can have remote access to e resources at https://library.somaiya.edu/. The library has its own in-house developed, integrated, multi-user, multi-tasking library management software called Bookworm.

The library website provides google like single window integrated search for EBSCOHOST database as well as local data generated by the Somaiya Vidyavihar Institutes. Automated inter-library loan facility is available for all students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://library.somaiya.edu/user/login

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	View File
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)

367473

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

18

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

Institution frequently updates its IT facility including Wi-fi. Theday-to-day administrative work of the institute is doneelectronically with the help of computers. Each administrative staffmember is equipped with dedicated desktop computers and activeinternet connection. The management has installed 'Sensys' software(Since 2016) used by teaching and non-teaching staff which includes(leave management, profile management, student profile management,salary management, HR etc.). The computers are timely upgraded withnecessary hardware and software requirements. There exists highspeed internet along with Wi-fi facility. Most of the administrativeprocesses are now digitized by University of Mumbai as well as college. At College level thefollowing process are carried out digitally such as: Acceptance ofonline application forms for admission, Display of merit list ofeligible students for admission, Railway concession forms, and students' feedback etc. The campus hascentralized computer / data center which regulates and controls thenecessary hardware and software procurements and up-gradations.The college has all the licensed software installed in thelaboratories, library, examination department, staff room andadministrative office. The teaching and non-teaching staff isregularly offered technical training for knowledge up-gradation.

The bar code system is deployed in library for issuing of books.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

142

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

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

File Description	Documents
Upload any additional Information	No File Uploaded
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)

89.19558

File Description	Documents
Upload any additional information	View File
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.

Physical and academic infrastructure is an important support for the progress of HEI. The college recognized that we need to have systematized and concretely laid down policies, practices and protocols for the upkeep and enhancement of all the support facilities. With the view to ensure optimum utilization of the facilities, various policies such as library manual, laboratory usage policy, sports and gymkhana manuals etc. have been diligently prepared keeping in view the interest of the institution and all concerned stakeholders. These policy documents are uploaded on the website for the reference of all stakeholders.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sksasc.somaiya.edu.in/sksasc/updates

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

30

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

06

File Description	Documents
Upload any additional information	View File
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	**B. 3 of the above**

File Description	Documents
Link to Institutional website	https://sksasc.somaiya.edu.in/sksasc/activities/co curricular
Any additional information	No File Uploaded
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

2473

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

2473

File Description	Documents
Any additional information	No File Uploaded
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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

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

86

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

49

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

26

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.

04

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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)

The students' efforts are most visible in the nature and body ofthe work performed. A large group of committed students relentlessly work for campus drives with established companies. The activities inthis regard are the creativity and efforts by our students in preparing and sending college brochures to various companies. Adetailed students profile has been built to understand students' placement requirements. High decentralisation gives the students afree hand in the functioning of the committee. A well designed portal and website reveal the efforts of the students in shaping themanagement of the committee activities.The outcome of the decentralised functioning reflects in the events and a series ofguest lectures organised, enabling the Somaiya graduates assess their employability skills and find good placements. The studentspitch corporate heads for placement through extensive use of both formal and informal communication channels built through socialmedia, Facebook and Whatspp.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	No File Uploaded

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

01

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
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

We do not have a Registered Alumni Association However, variousDepartments invites Alumnis for Alumni/guest Lectures.

BFM Dept- Alumni lecture on Further Studies after Graduation on 10th Mar. 2022 by Resource person Meera Gada is our own student of TYBFM of 2020-21 batch and presently she is doing a profession of Investment consultant. She shared her experiences with students and gave tips to score marks. She explained future carrier options available for BFM and BAF

BAF Dept- Alumni Lecture on FURTHER STUDIES AFTER GRADUATION" on 10th Mar. 2022 by Meera Gada, BFM Alumni

Guest Lecture on Career Guidance Developing careers in the field

of Social Psychology, Corporate Social Responsibility and Social Work on 28th of Oct 2021 by Ms Minal Karani our alumni student is a gold medalist from TISS and specialized in Social Counselling, students had a good insight into the possibility of developing careers in the field of Social Psychology, Corporate Social Responsibility and Social Work

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

The vision of the college is to provide a dynamic learning continuum. The Thrust has always been on providing students with a well-rounded education that comes to fruition when they succeed in securing gainful employment. The Placement Cell of the college has evolved a well designed concept of achieving this objective by closely working with three stakeholders – the students, the faculty, and the companies. The world of work is changing very rapidly. Keeping this in mind, a strong liaison with the industry is maintained for continuous monitoring of changing trends and conditions in the global job market. The Placement Cell has undertaken several measures to attract companies to recruit fresh talent nurtured on the campus. The Placement Cell has also made its presence felt on social media such as Facebook Instagram, and LinkedIn. It has created an exclusive website for the registration of students.

File Description	Documents
Paste link for additional information	https://sksasc.somaiya.edu.in/sksasc/about_us/vision_and_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 college practices decentralized participative management in several areas of administration. The teaching, non-teaching staff, and students participate in the designing and functioning of several committees. The Placement cell, Feedback committee, and Admission committee are some of the most mentionable, working on decentralised lines.

We focus on the

Admission: Work of admission is a high major task during the covid period. Admission committee members were involved in checking the admission form online. Access to the admission portal was given to the members of the admission committee to check the university enrollment form, results, Transfer certificate, undertaking form, Allocation of fees as per the criteria, etc.

PLACEMENT CELL: Inaugurated in the year 2016, it is the committee that is run by the students for the students with assistance from the alumina and the faculties.

STRUCTURE: The Cell functions through its 'Operational group'. The students are organised into various groups like Operations, Talent management, Event management, etc. with specific responsibilities. The Operation Group elicits data from various sources like personal contacts, contact with the alumina, Gate Crashing, internet to prepare a databank of companies offering placements.

Student representatives are included in various academic bodies like IQAC, CDC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college envisions being a proactive centre of learning and skill development with its students empowered to excel in the dynamic world of work, entrepreneurship and pursue higher career advancement. The institution with effective academic freedom and mobilizing contributions from all its stakeholders aims to be the top preferred choice of the student community among the colleges in the city.

This vision can be transformed to reality by directing continued efforts towards providing a vibrant learning experience, supporting the enhancement of employability skills, life skills and providing varied opportunities for all round personality development of the students.

In its journey towards achieving this vision-mission, the institution has adopted a multi- stakeholder approach with participation of the Head of the institution, IQAC members, external experts, management representatives, the alumni, planning & executive boards, Academia- Industry interface committee, Placement cell, research forum and various other committees of the college. The ideas, suggestions and the crucial roles executed by all the teachers and students are represented through these bodies. These bodies are involved in contributing by the way of planning strategies, making decisions and implementing the mechanisms to achieve the cherished goals.

In order to achieve the cherished vision, the institution through its leadership and governance has been working towards defining & monitoring a set of outcomes that form a part of the institution's perspective plan.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

Organizational Structure/Organogram Principal Vice-Principal

Local Management IQAC Planning Board Heads of the Departments/ In Charges/ Course Co-ordinators Class Mentors Faculty Members Librarian Non-teaching Staff Click here for Organogram

Local Management IQAC Planning Board Heads of the Departments/ In Charges/ Course Co-ordinators Class Mentors Faculty Members Librarian Non-teaching Staff

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://sksasc.somaiya.edu.in/sksasc/updates/NAAC_AQAR
Upload any additional information	No File Uploaded

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

Staff Welfare Measures Teaching An amount of Rs. 500/Reference Book/Year is reimbursed on the book ordered by the teaching faculty. An amount of Rs. 10000/PhD Research Scholar as Seed Money is awarded to the enrolled Scholar for the program. An amount of Rs. 5000/academic year / teacher staff is paid as registration fees for attending workshops, symposia, conference and seminar Non Teaching An amount of Rs. 1000/academic year / staff whose ward/ child has successfully cleared the final exam. An amount of Rs 2,00,000 Medical insurance for the entire family. The uniform cost and the tailoring cost for the Class 4 staff is incurred by the college.

File Description	Documents
Paste link for additional information	Nil
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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	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

10

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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 system forms a crucial mechanism for quality enhancement. In case of teaching staff, students are the major stakeholders in the teaching-learning process. Students' feedback is procured at 3 levels: entry level given by first year students of all UG courses, term wise feedback and exit level feedback from students of the third year of all UG courses. The feedback of all faculties covering all the classes and subjects taught by them is taken in both the terms. Both online and manual feedback are taken on rating scale that includes aspects such as concept clarity, regularity of lectures, learning resources provided, use of ICT etc. This feedback is then disseminated to the respective faculty, department head/course coordinator and the head of the institution. If any glaring remark is noticed, then the case is discussed with the concerned faculty in a positive and confidential manner. This creates a conducive environment for the faculty to take necessary measures.

File Description	Documents
Paste link for additional information	Nil
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

Financial audit aims at ensuring financial discipline and transparency essential for the smooth running of the institution. It is also crucial for the fulfillments of requisites notified by the University and Joint Director’s office from time to time. Since our college is one among the umbrella of institutions under the Somaiya Trust, balance sheet and budget inputs are also prepared and provided as per the management requirements. Thus, the financial mechanism of the college requires preparation and audit of institution level budget & balance sheet, inputs for the campus level Trust balance sheet & budget. Besides, cash balance sheet and audited grants statement also encompass the financial mechanism. The college follows a systematic procedure to resolve financial matters through a financial audit mechanism. Internal and external audit of mercantile balance sheet are conducted every six months. Queries raised in the internal audit related to voucher payments are rectified. The queries are resolved by verifying whether the amounts stated in the voucher are as per the relevant policies approved for such expenditure. With verification of the alignment of the amounts spent with policies approved, the queries are closed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

NIL

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

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

The Students Welfare Fund is a collection of contributions made by the teaching, the non-teaching, and the college alumni. Under the student welfare committee, there are two types of schemes implemented by the institute where the mobilization of funds and resources are optimized An amount of Rs. 4000/- concession in fees is given to students as general financial aid on filling an application form. The decision for the disbursement taken by the head of the institute The Full/ Part payment of fees for the economically backward or students who require financial aid is disbursement from the student welfare fund. The student welfare committee circulates a notice for needy students who need financial support toward their fees. The students apply for the same with an income certificate. The student welfare committee and the head of the institute recommend and decide on the disbursement for students.

File Description	Documents
Paste link for additional information	Nil
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

- **Separate Somaiya email ID with more drive space.**
- **Appointment letters to internal IQAC members.**
- **Turnitin plagiarism check software.**
- **Verification of API scores to be sent to the HR department, Somaiya campus.**
- **AISHE report for 2021-22 prepared.**
- **Green audit initiated on annual basis in collaboration with Nature club.**
- **Online FDP for enhancing innovative/participative practices in teaching-learning process.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

1. IQAC has promoted the inclusion of more students participating & involving modes of teaching-learning. The idea of the flipped model classroom was introduced by IQAC and lesson-cum- subject plans for select subjects were accordingly prepared and reviewed under the guidance ofIQAC external expert members. All faculties now prepare their academic plan accordingly. It includes laying down learning objectives, interactive modes proposedfor teaching each topic, time for completion, and specifying the learning outcome. The planning and audit boards andIQAC then undertake a term-end review of the reports submitted by the teachers/ departments. In the future, the IQAC also intends to introduce a departmental review of the teaching-learning plans. It would promote the interdisciplinary approach in the teaching-learning process (TLP) and peer review/learning.

2. Apart from this IQAC also aimed at encouraging the effective use of ICT in the TLP. With this end in view, it conducted sessions on making effective PPTs, and the use of google forms, and google classroom. Many faculties have resorted to starting a google classroom separately for each subject/class. This classroom acts as a mode for the dissemination of learning resources such as notes, reference material,PPTs, educational videos.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sksasc.somaiya.edu.in/sksasc/updates/NAAC_AQAR
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
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

The institution is committed to maintaining gender equity and ensures the same by conducting various activities during the academic year.The Women Development Cell of the College strives towards promoting awareness about providing amiable environment for gender equality amongst the students and faculty of the college. With this aim, the Women Development Cell conducted multiple events throughout the year.The Internal Complaints Committee (ICC) of the institution looks into the prevention, prohibition, and redressal of sexual harassment of women employees and students. It is committed to zero tolerance policy towards sexual harassment. With this aim, it creates awareness regarding what constitutes sexual harassment and holds programs about the same.

Gender equality is important for a sustainable tomorrow. Girls are motivated to participate in sports, NCC and NSS wings of the college as it develops strength, confidence and leadership qualities in them. Women Development Cell (WDC) works for promoting awareness aboutlaws protecting women from sexualharassment and providing amiable environment for gender equality amongst the students and faculty of the College. International Women's Day marks a call to action for accelerating gender parity which is celebrated at our institute where teachers mingle and discuss various issues confronting women. The Internal Complaints Committee follows a zero-tolerance policy towards sexual harassment. It is committed to creating a campus free from discrimination, harassment, or sexual assault. Related to this,

the committee conducts awareness programs on sexual harassment.

File Description	Documents
Annual gender sensitization action plan	**Nil**
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	**Nil**

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

D. Any 1 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 and liquid waste management – The institution has a cleaning contract which includes not only the premises but washrooms too. Dustbins are provided at various locations in order to imbibe a sense of cleanliness. The waste is commonly accumulated and after a security check is disposed in a common place in accordance with the management policy which is later on collected by the municipality of the local area. There is a penalty of Rs. 500/- for littering and waste generation. There is a board displayed with this information to this effect.

At the campus level dry waste is segregated at 'Suruchi' and near vermi-compost site. Wet waste is spread in the vermi-compost pit (area: 25 sq. mt. * 10 pits = 2500 sq. mt). There are a number of initiatives that are being worked on in terms os sewage treatment and for converting waste to fuel.

E- waste management – The College has a contract with ACMA COMPUTERS which takes care of the overall maintenance of computers. As part of the e management process out of used old electronic equipment which include monitors, cabinets keyboards, mouse, SMPS, RAM, CPU's, mother board, hard disks, cables are handed over to K. J. Somaiya Private Industrial Training Institution (VTI) where it is recycled and reused.

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	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

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**	**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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	C. Any 2 of the above

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

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	C. Any 2 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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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).

The Student Welfare Scheme provides financial assistance to economically weaker learners in the institute. This year 06 students have availed the scheme. This is an inclusive practice undertaken with the aim of extending financial aid to economically weaker students in the form of fee waivers, grants etc. Despite the challenges faced, the scheme has succeeded in helping those students from extremely poor financial backgrounds and allows them to pay fee in instalments.

Commemorative days are celebrated in the college to build and promote an environment for ethical, cultural and spiritual values among students and staff. This year the exam committee took the initiative and celebrated World Peace Day and Shivaji Jayanti to promote the spirit of diversity and harmony.

Student mentoring is one of the core practices of the institution. Each class across different programs is assigned a mentor who is responsible for managing and attending to students' academic and administrative needs, addressing their grievances, discharging appropriate remedial measures to academically weak students and providing guidance to emotionally and psychologically distressed students. In addition, the mentor also motivates students to join and participate in the activities organized by various forums in the college. Thus, the mentor ensures that an inclusive environment is provided to the students wherein they participate in and benefit from the various academic, cultural and other extracurricular platforms provided to them.

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	No File Uploaded

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

Not conducted. NIL

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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	**C. Any 2 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	View File

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

- **The Examination Committee took the initiative in celebrating World Peace Day on 21st September 2021 a joint effort by non-teaching staff and examination committee was organized with presentations by staff on the necessity for Global peace.**
- **Shivaji Jayanti was celebrated on 21st February 2022 with representations by staff, highlighting various skills of Shivaji Maharaj.**
- **Nature Club celebrated Wildlife Conservation Day on 4th December 2021 by organizing an intercollegiate video making competition.**
- **World Water Day was celebrated on 22nd March 2022 was conducted by organizing a Photography Competition.**
- **World Meteorological Day was celebrated on 23rd March 2022 by an online presentation by students on Types of Clouds.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
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.

Two best practices that have been successfully implemented by the institution in the academic year 2021-22 are:

1. Student Mentoring

The college has a well-planned student mentoring system in place and it is implemented meticulously in each class across different programs. Its objectives include undertaking academic and career counselling tasks, attending to the distress and issues faced by students in class with regard to the academic, social, emotional problems, to motivate them to become members of various forums and fests conducted by the college, and to. The success of the mentoring system is evident from the positive response of the students to the various opportunities provided to them in terms of academics, career, extra-curricular and co-curricular activities.

2. Placement Cell

The Placement Cell of the college is a robust cell comprising of students and faculty functioning throughout the year. It is an executive body that plays an active role in liaisoning excellent placement and internship opportunities to the students of the institution. This was the first on campus recruitment taking place after a gap of two years due to the pandemic when it was held online. The success of this year's Placement Cell drive is evident from the presence of 25 companies on campus to conduct recruitment. A total of 400 students participated in the event. 75 students were placed through campus recruitment while 35 students received job offers from companies off campus.

File Description	Documents
Best practices in the Institutional website	**Nil**
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

The student welfare scheme provides financial assistance to economically weaker learners in the institute. This scheme has obtained the unceasing support from management, staff and alumni. This scheme is directed towards achieving an inclusive

institution. Its noble objectives include: to extend financial aid to the economically weaker students, by providing grants, fee waivers etc., provide discrete academic assistance and auxiliary services such as book bank scheme offered through the library for economically backward students. The outcome of this practice is striving towards upholding equity and inclusion among the economically disadvantaged learners through systematic execution of funding approaches.

Despite facing several challenges, the scheme has emerged successful. A unique aspect of this scheme is that learners belonging to various castes and creed are permitted to pay their fees by submitting cheques from their trusts or associations. Later, the college reimburses the fees through a cheque in the name of the respective trusts. This ensures timely collection of fees of these students by the college.Administered and piloted by an efficient committee the students find this the most transparent mechanism for obtaining financial assistance. Learners are offered the following benefits under this scheme: Fee waiver in case of extremely poor financial and permission to pay fees in instalments. The resources are pooled from the contributions made by staff, alumni, and the institution.

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

Lecture series on various facets of research in collaboration with Research Forum. ? Session for CAS promotion guidelines for teachers ? Financial literacy/awareness activity ? Health monitoring & guidelines for better nutrition for students ? To initiate the use of renewable energy sources