

ANNUAL INTERNAL QUALITY ASSURANCE

CELL REPORT

2013 – 2014



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

I. 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-bottom
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	1 st Cycle	A	--	2004	5 years
2	2 nd Cycle	A	3.21	2010	5 years
3	3 rd Cycle			Due in Sept., 2015	
	4 th Cycle	--	--	--	--

1.7 Date of Establishment of IQAC

: DD/MM/YYYY

10th September, 2003

1.8 AQAR for the year (for example 2010-11)

2013-2014

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

- i. AQAR 2012-2013 7-7-2014 (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)
(Submitted in Old format)

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)

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

Autonomy by state/Central Govt./University	<input type="checkbox" value="√"/>		
University with Potential for Excellence	<input type="checkbox" value="--"/>	UGC-CPE	<input type="checkbox" value="--"/>
DST Star Scheme	<input type="checkbox" value="√"/>	UGC-CE	<input type="checkbox" value="--"/>
UGC-Special Assistance Programme	<input type="checkbox" value="--"/>	DST-FIST	<input type="checkbox" value="√"/>
UGC-Innovative PG programmes	<input type="checkbox" value="--"/>	Any other (Specify)	<input type="checkbox" value="--"/>
UGC-COP Programmes	<input type="checkbox" value="--"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="04"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="--"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="--"/>
2.8 No. of other External Experts	<input type="text" value="--"/>
2.9 Total No. of members	<input type="text" value="13"/>

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders No.

--

Faculty

01

Non-teaching staff

Students

--

Alumni

--

Others

--

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes mention the amount

300000/-

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

15

International

02

National

01

State

--

Institution level

14

(ii) Themes

- Health Awareness
- Counselling and Career Guidance
- Environment consciousness
- Training programmes on laboratory techniques
- ICT integration
- Bioinformatics
- Animal and Plant tissue culture
- Quality of work life

2.14 Significant Activities and contributions made by IQAC

- Infrastructure development
- Career Advancement Scheme (CAS) for teaching staff members
- Induction programme for FYBSc/BCom and M.Sc./M.Com. Part-I students
- Recording of lectures and uploading them on you tube
- Formation of BOS in all subjects under autonomy
- Workshops on autonomy

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	Achievements
<ul style="list-style-type: none"> To apply for the UGC grant for IQAC as per the UGC guidelines XII th Plan which is awaited. To Set up statistics and Mathematics laboratory To improve the infrastructure of examination cell. To facilitate central instrumentation laboratory To encourage the students to take up small projects at undergraduate level To design some programmes to improve the English language of the students. To apply for Star College Award to DBT To introduce the new evaluation and examination system. To introduce honors programme for undergraduate students. To give the flexibility in choice of subject offered to the students in lieu of foundation course. 	<ul style="list-style-type: none"> The grant of Rs.3,00,000/- has been received for IQAC Statistics and Mathematics laboratory has been set up Renovation of examination cell has been undertaken Central instrumentation laboratory has been facilitated on the Sixth floor of engineering college Annex building. The instruments like GC FTIR, HPTLC, HPLC and UV-visible spectrophotometer have been installed The students are encourage to take small projects Introduce English as a compulsory subject at first year level of B.Sc. and B.Com. has been included. The college has been sanctioned the grant of Rs.69,00,000/- under star scheme from DBT. Examination reforms like dual checking has been introduced Honors programme for undergraduate students has been started. The flexibility in the syllabus is the salient feature of the revised syllabus. The subjects like foreign languages viz. German, Spanish, French, Chinese and also the languages like Sanskrit, Pali were introduced in lieu of Foundation Course.

* 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	01	01	01
Others				
Total	45	01	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 feedback : 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.

- S.Y.B.Sc./B.Com. Syllabus has been revised under autonomy which is students centric
- 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.
- The flexibility in the syllabus is the salient feature of the revised syllabus. The subjects like foreign languages viz. German, Spanish, French, Chinese and also the languages like Sanskrit, Pali were introduced in lieu of Foundation Course.
- The students were also given the option to study music, dance and sports in lieu of Foundation Course.

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

- The Central instrumentation laboratory has been facilitated on the Sixth floor of engineering college Annexe building. The instruments like GC FTIR, HPTLC, HPLC and UV-visible spectrophotometer have been installed.
- The Experiential learning cell has been established in the college and the students are trained through this cell by sending them to various industries and to the actual field.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst.Professors	Associate Professors	Professors	Others (librarian)
70	32	38	Nil	01

2.2 No. of permanent faculty with Ph.D.

24

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
39	--	31	20	--	--	01	--	70	21

2.4 No. of Guest and Visiting faculty and Temporary faculty

--

24

08

2.5 Faculty participation in conferences and symposia:

No.of Faculty	International level	National level	State level
Attended	05	36	06
Presented Papers	15	28	01
Resource Persons	02	11	05

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

- The flexibility in the syllabus is the salient feature of the revised syllabus. The subjects like foreign languages viz. German, Spanish, French, Chinese and also the languages like Sanskrit, Pali were introduced in lieu of Foundation Course.
- The students are also given the option to select music, drama and sports in lieu of Foundation Course.
- Students can opt for book review or a small project as a part of internal examination system in addition to the assignments and written test
- Recording of the lectures of all the faculty members has been done and the lectures are uploaded on you tube for the reference of the students.
- 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)

- The College follows Central Assessment of Papers (CAP) for all undergraduate and postgraduate programmes
- The answer papers are masked to unveil 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

--	--	--

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	05
UGC- Faculty Improvement Programme	--
HRD programmes	--
Orientation Programmes	02
Faculty exchange programme	--
Staff training conducted by the University	01
Staff training conducted by other institutions	--
Summer / Winter schools, workshops etc.	49
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	61	46	Nil	02
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.
- 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 labo
- Undergraduate students are encouraged to take up mini projects.
- College has organised Vigyan Yadnya –a science exhibition in which around 360 exhibits were invited from all over India.
- Prof.Stefan Neumann and Prof.Larry Walker from Cornel University were called to deliver the lectures on “Application and synthesis of cyclodextrins “ and “Late night thoughts on system Biology by listening to thelonious monk”.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	06	01	07	07
Outlay in Rs. Lakhs	1,60,000/-	80,000/-	2,40,000/-	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	12	06	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings		05	

3.5 Details on Impact factor of publications :

Range Average 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	--			
Minor Projects	1 year	University of Mumbai	1,60,000/-	1,60,000/-
	2 year	UGC	80,000/-	55,000/-
Interdisciplinary Projects	--			
Industry sponsored	--			
Project sponsored by the University/College	--			
Students research projects (other than compulsory by the University)				
Any other (Specify)	4 years	Somaiya Trust	66,000/-	66,000/-
Total			3,06,000/-	2,81,000/-

3.8 No.of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For Colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any other (Specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences Organised by the Institution

Level	International	National	State	University	College
Number	01	01	-	-	-
Sponsoring agencies		UGC	-	-	-

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

3.13 No.of Collaborations International National Any other

3.14 No.of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No.of patents received this year

Type of Patent		Number
National	Applied	NIL
	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	--	01	02	--	02

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

and students registered under them

M.Sc.(By Res)

Ph.D.

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="03"/>	State level	<input type="text" value="01"/>
National level	<input type="text" value="02"/>	International level	<input type="text" value="--"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="--"/>
NCC	<input type="text" value="36"/>	NSS	<input type="text" value="64"/>
		Any other	<input type="text"/>

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	102506 Sq.ft	2200	--	104706
Class rooms	35	05	--	40
Laboratories	37	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)	--	18,29,758/-	FIST College Fund	29,95,744/-
Others Central instrumentation lab	--	01	--	--

4.2 Computerization of administration and library

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.
- 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.
- Biometric 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

- 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 2013)		Newly added (from April, 2013 to March, 2014)		Total	
	No	Value	No.	Value	No.	Value
Text Books	29521	27,46,497/-	3021	4,18,654/-	32542	31,64,151/-
Reference Books	30279	1,20,34,443	1227	9,68,447/-	31506	13002890/-
e-Books	46	6,635/-	-	-	46	6635/-
Journals	1698	21,10,479/-	410	73,322/-	2108	21,83,801/-
e-Journals				10,000/-		10,000/-
Digital Database	-	-	-	-	-	-
CD & Video	93	22,748/-	-	-	93	22748/-
DVD/ VCD	89	21,217/-	-	-	89	21217/-
Others (specify) (Presentation)	1694	-	377	-	2071	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	200	4 + 3	200	02	--	01	22	--
Added	30	01	----	--	--	--	--	--
Total	230	08	200	02	--	01	22	--

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	3,32,208/-
ii) Campus Infrastructure and facilities	11,41,107/-
iii) Equipments	--
iv) Others	--
Total :	14,73,315/

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.

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
Aided	1951	182	07	2140
Unaided	921	305	--	1226
PG Diploma in RST & GIS	--	03	--	03
University Certificate in RST & GIS	12	--	--	12
University Diploma in RST & GIS	02	--	--	02

(b) No. of students outside the state

42

(c) No. of international students

NIL

Men	No	%
	--	--

Women	No	%
	--	

2013-14

This Year								
General	SC	ST	OBC	Physically Challenged	DT (A)	NT(1, 2,3)	SBC	Total
2906	182	11	224	--	1	58	1	3383

2012-13

Last Year								
General	SC	ST	OBC	Physically Challenged	DT(A)	NT(1,2,3)	SBC	Total
2814	188	9	179	--	2	59	1	3252

Demand ratio 1: 9 Dropout Negligible

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

There is no formal coaching mechanism but the students are given a guidance for NET, SET examinations by the teachers of Chemistry and Microbiology Department.

No. of students beneficiaries

25

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	02	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	02

5.6 Details of student counselling and career guidance

- Student's counselling is done at departmental level. Departments organize the programmes on career guidance. The placement cell organizes various programmes on career guidance.
- Student's welfare committees organised training programmes for undergraduate students in the vacation at RCF, Mumbai and Godavari Biorefineries Sakharwadi.
- A microbiology department organised a lecture on Entrepreneurship as Career option by Mr.Sujith Roy for undergraduate students.
- Department of Biotechnology organize a lecture on 'Recent advances in Targetted Genome Engineering' by Ms.Nandita Vishwanathan, University of Minnesota.
- A talk on career counseling with respect to CA course was organised by Mr.Mangesh Kinare and Preeti Sawala.

No. of students benefitted 100

5.7 Details of campus placement

<i>On Campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	225	Approx. 142	N.A.

5.8 Details of gender sensitization programmes

- Women Development Cell organized seminar-cum workshop on the title, **Breast Cancer awareness Program** on 19th September 2013, in collaboration with Vasanth Memorial Trust, a Non-Governmental Organization (NGO) which has its branches well established in various cities of Tamil Nadu and Mumbai.
- Anti-dowry movement programme was organized by NSS.
- Our NSS unit was a part of a programme 'Nirbhaya Ek Aatmachintan' organized by University of Mumbai .
- Poster making event on gender equality was arranged for community benefit by NSS.
- An exhibition entitled 'Respect to Woman' was organized at Shivaji Park for community by NSS. One thousand five hundred people were benefited.

5.9 Students Activities

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

State/University level National level International level

No. of students participated in cultural events

University level National level International level

State level 50

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

Sports : State/University level National level International level

Cultural : University level National level International level

State level 04

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial Support from institution		
Financial support from government	259	2796315/-
Financial support from other sources		
Number of students who received International/National recognitions	06 (inspire) 01 JAM 01 JNU AGRI	Not available

5.11 Student organised / initiatives

Fairs : State / University level National level International level

Exhibition : State / University level National level International level

5.12 No. of social initiatives undertaken by the students

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.
- 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.
- Biometric 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 F.Y.B.Sc. and F.Y.B.Com. was revised after due deliberations in several BOS meetings. The approach was to remove overlap, 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 renowned institution. The average deviation from University syllabus was around 20 to 25%. It was then approved by the academic board and the Board of Management.
- The flexibility in the syllabus is the salient feature of the revised syllabus. The subjects like foreign languages viz. German, Spanish, French, Chinese and also the languages like Sanskrit and Pali were introduced in lieu of Foundation Course. The students were also given the options to study music, dance and sports in lieu of Foundation Course.

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
- Recording of lectures and uploading on YOU tube

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
- Dual and triple checking of papers
- Revaluation/Photocopy of answer papers given to students if applied for.

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
- Participation in Avishkar
- Organisation of Vidyan Yadnya-A science exhibition
- Encouraging undergraduate students to take Mini projects.
- Interaction of research students with Cornell University students.

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 and 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 programmes for the new 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.

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 Laboratory 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 for the placement of the students.

6.3.9 Admission of Students

- Online application forms.
- Online payment of fees for pre-admission form.
- 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. by external examiners.
- Triple checking in case of more than 10 % difference in the first two checking.
- Scaling down of internal marks.

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 22 nd 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

- 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.

The feedback from parents is taken to improve upon 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.

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

- Solar energy for street lights.
- Set up of Chemical effluents treatment plant.

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 syllabus under autonomy
- Flexibility in syllabus as explained earlier
- Inclusion of sports, music, drama etc in syllabus has increased the participation of the students in extra curricular activities.
- Foreign languages in syllabus in lieu of Foundation Course.

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.
- Online railway concession for students.
- RTGs transfer for refund of cancellation of admission.

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

7.4 Contribution to environmental awareness / protection

Department of Environmental Science has conducts various programmes on regular basis to create awareness abot the environmental issues.

- Invited talk on ‘Advance career opportunities in Environment management ’ By Dr Dhanya Nambiar, Director,Center for environment education and development(CEED) .
- Snakes awareness programme was conducted to spread awareness about importance of snakes in our ecosystem. Followed by skit, a student gave presentation on Identification of common snakes, how to avoid snake bites and how can awareness be spread among local people and society.
- Invited talk on’ Renewable energy’ sources by Dr.Priyadarshini Karve, Director, Samuchit Envirotech was organized.
- The nature tour was organized to the recently declared world heritage site in Maharashtra,Western Ghats known as plateau of flowers with Mrs .Medha Karkhanis .

In this visit students learnt about Eco tourism, wind mills and saw more than 200 species of endemic flowers found only in the western ghats and some only on the Kas plateau. It is situated about 25 kilometer from Satara a small township in Western Maharashtra. kaas is a

laterite based plateau spread over a few kilometers due to the geographical situation of high elevation surrounded by mountains it has a unique flora. During the monsoon months from August till November one can see spectacular mass flowering of various flowers.

- Convergence-2013

The annual fest of department of environmental science is known as 'Convergence'. It is inter college event where students from various colleges of Mumbai city participated

This year the theme of the fest was 'Water.... Every drop counts' Several interactive competitions were arranged to raise the sense of responsibility towards environment were arranged. The two day fest was packed with entertaining activities like Mind Craft-The Quiz on water as natural resource, Strike out- An Enviro Housie game, Nature Hunt- treasure hunt with difference .Ecojocky,Green walk- A fashion show using eco-friendly materials ,debates, photography etc. About 150 students from various colleges in Mumbai participated in this festival. Birla College won the trophy for best participation in the fest

In festival was inaugurated by Mr. Kiran Purandare, Freelance Environment Educator, Water Conservation Project, Nagzira who gave a mesmerizing live presentation 'Mantarleli Wat' on melodious bird calls during his address that left audience spellbound. Another eminent personality Mr. Suresh Khanapurkar, Rtd. Geologist and Project Director, Water conservation, Shirpur, Dhule, Maharashtra was invited as chief guest for Valedictory session. Mr.Khanapurkar explained his famous Shirpur pattern for solving water scarcity problem in drought prone areas in Maharashtra during his lecture on 'Water conservation in Maharashtra and Shirpur pattern' About 400 students and 25 teachers participated.

- One day Field visit to Rashtriya Chemicals and Fertilizer Industry (RCF) was organized for 27 students from M.Sc. Part I and II to learn about disaster management and various safety measures.
- **Rural Sustainability Immersion Initiative program** Jointly By Dept of EVS, S.K Somaiya, SIMSR, K.J.Polytechnique and H.O

Rural sustainability immersion initiative was a workshop conducted on 10th December 2013 in the Department of Environmental Science, K. J .Somaiya college of Science and Commerce. Talk on sustainability was given by Smt. Priyadarshani Karve , Founder Director at Samuchit Enviro Tech Pvt Ltd (SET); Project Coordinator at Appropriate Rural Technology Institute.

Mr. Timothy Reber from Cornell University, New York was present for the workshop who gave an insight of Rural Sustainability immersion initiative programme , which is to be conducted in Samirvadi, Karnataka, India. Purpose of this workshop is to understand the concept of sustainability and enlighten young minds.

It is discussed in a workshop that the need for rural communities to approach development from a wider perspective has created more focus on a broad range of development goals rather than merely creating incentive for agricultural or resource based businesses. For such kind of

development to take place, sustainable solutions are required.

Rural Sustainability can be achieved by applying innovative, cost effective and socially adaptable techniques which will meet human need without disturbing the natural balance of ecosystem and will serve the purpose of conservation, zero waste and economic well being. Some of the technologies developed in ARTI such as Samuchit sarai system- a portable cooking device, Bharatlaxmi smokeless chulha, Biochar and Building greenhouses by using bamboo.

- **Visit to BARC**

A batch of 35 students of Department of Environmental Science visited Bhabha Atomic Research Centre (BARC) on 20th December 2013. Aim of these students was to know different applications of nuclear energy and its environmental friendliness.

The Bhabha Atomic Research Centre (BARC) is India's premier nuclear research facility based in Trombay, Mumbai. BARC is a multi-disciplinary research centre with extensive infrastructure for advanced research and development covering the entire spectrum of nuclear science, engineering and related areas.

Mr. Singh explained us about contribution of nuclear energy in Agriculture, Food preservation, Water distillation, Industries, Medicine, Research reactors, Nuclear defence and many other fields. Waste management division recovers useful materials like nitric acid and solvents from waste. Also, Nisargruna is biogas preparation project of BARC. It is "Zero Energy, Zero Garbage, Zero Effluent" Biodegradable waste handling system which has both rural and urban applications.

The research reactors APSARA, CIRUS and DHRUVA at Trombay are utilized for basic and applied research, isotope production, material testing and training for human resource development. Students saw Dhruva reactor and tried to understand its working.

India is more than one billion of population which requires large amount of electricity generation by using renewable sources. In which nuclear power is less waste generating source with less emissions. For energy security, diversity is a key. Nuclear energy is basic unit of human body and when used by the right hands it would be more useful for the society.

- **MSc EVS Part 1 & Part 2 students Excursion to Rajasthan (Ranthambore, Bharatpur, Alwar-TBS and Jaipur)**

The faculty of the Department of Environmental Science organized an educational excursion for their students to Rajasthan from the 9th to 16th January 2014.

The students were taken to visit Ranthambore National Park famous for its Project tiger and Keoladeo Ghana Bird Sanctuary at Bharatpur where hundreds of native as well as migratory birds can be viewed every year were fort. The students were fortunate to site tiger in wild during their morning and evening safari durin this visit.

This was followed by a visit to the Tarun Bharat Sangha Ashram and NGO working on rain

water harvesting in the villages near Sariska national park in Rajasthan . It was established by Shri Dr. Rajendrasinghi ,a Magsaysay award winner .he revived the traditional water conservation system known as Johad in Rajasthan .The students stayed for two days in the Asram and learned about organic farming and watershed management of several small rivers in the region.They visited one of the projects on Jahajwali Nadi and learnt about the rain water harvesting using Johads, the small soil dams in the area.

The excursion concluded with a tour of The Pink City, Jaipur. Students visited the famous Amer Fort, Hawa Mahal. The excursion exposed the students to the biodiversity of Rajasthan as well as the social issues faced by the people and some solutions that have come up to solve the water problems of the villagers.

- **Guest lecture on ‘Narmada Bachao Andolan’ by Mr Ganesh Nochur, Ex Director, Green Peace.** About 30 students and 3 teachers attended the talk.

- **IMMERSION PROGRAM AT SAMIRWADI,Karnataka:**

Mr. Timothy Reber from Cornell University, New York introduced the first program in Rural Sustainability for the students at Somaiya Vidyavihar. Nine Students from Department of Environment Science and 11 students from K J Somaiya Polytechnic participated in one week Immersion program organized in collaboration with Godavari Biorefineries limited and K J Somaiya institute of applied agriculture research (KIAAR) at Samirwadi Karnataka. Students interacted with farmers and introduced sustainable practices of farming such as organic farming ,drip irrigation, biodigester and solar lighting. This program was coordinated by Dr. Sugandha Shetye, Ms.Mamata Tendulkar ,faculty from Kjsomaiya Arts and comm. and Mr. Ozarkar from K J Somaiya Polytechnic.

- **DEORAS MEMORIAL LECTURE SERIES**

Dept. Of Environment Science and NGO SOCLEEN organized Dr Deoras Memorial Lecture. Two speakers were invited to deliver the lecture Dr Parvish Pandya, HOD, Dept of Zoology,Bhavan’s College, Andheri gave a talk on “Biodiversity Conservation’ and Mr. Sitaram Shelar,YUVA, Mumbai gave a lecture on “Political Economy of Water”.

Energy audit workshop was conducted for MSc EVS , Sem 4, part 2 students under Mumbai university namely KJSSC, Birla College, Kalyan; VIVA college , Virar ; SIES, Nerul; University of Mumbai, Ratnagiri subcentre. Dept of EVS K.J Somaiya College took the initiative to conduct energy udit which is also a part of practicals . Resource Person was Mr Ravindra Datar, Synergy consultancy, the topic for the workshop was Energy Audit in Residential/small commercial premises. Mr Datar explained fundamentals terms related to energy audit; electricity bill followed two theory and practical session on air conditioner and illumination. For air conditioners, energy efficiency ratio was estimated and for illumination saving potential was calculated. About 75 student’s participated in the workshop.

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.
- 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.

Opporunities

- M.Sc. Autonomy which will enable to undertake the change in syllabus which will focus on industry requirement.
- Backward integration with the school on Campus and other school in the vicinity.
- State of the art infrastructure development.
- Improve research temperament with mini projects based learning.

Threats

- The number of examination offer 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

- Research journal of the College should be launched. It will provide an opportunity to generate a research database.
- To encourage the faculty members to apply for FIP & research grants from different agencies.
- To convert 2 classrooms into AVR Rooms.
- To equip Examination Cell with all the necessary facilities such as Xerox machines, Scanners, Printers, etc.
- Program to develop SMS alert for students.
- To encourage Undergraduate research.
- Plan to take Group Insurance & health check packages for teaching and non-teaching staff.
- To take feedback for non-teaching staff, Laboratory staff and office staff, etc. i.e SSI(Student Satisfaction Index).
- It is suggested that Academic audit should be conducted every year in the second week of August.
- Review the options provided to the students in lieu of FC, elective courses and English as a compulsory subject and suggest reforms.
- To discontinue additional exam system and follow the earlier ATKT system for UG and PG programmes.
- Monitoring of conduct of regular lectures and practicals for undergraduate and post graduate courses.
- Fixing the schedule for PG lectures & practicals.
- Forming a committee of all the HODs of PG Department for of review M.Sc. Part-I/M.Com. and prepare for the implementation of M.Sc./M.Com. Part-II autonomous syllabi for the year 2015-2016. This includes making a time-table, internal evaluation system and external evaluation system (theory & Practical both) in the month of March, 2015.
- To conduct National level workshop on Research Methodology and Communication in July, 2015.

Name Dr.Pradnya J.Prabhu
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Principal
Chairperson, IQAC

Annexure I

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
