ANNUAL INTERNAL QUALITY ASSURANCE CELL REPORT 2017 – 2018

K.J.SOMAIYA COLLEGE OF SCIENCE AND COMMERCE,

VIDYAVIHAR , MUMBAI 400 077

Tel. 022-21025919   *Fax : 022-21025915*

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution	K.J.SOMAIYA COLLEGE OF SCIENCE AND COMMERCE
1.2 Address Line 1	VIDYANAGAR
Address Line 2	VIDYAVIHAR
City/Town	MUMBAI
State	MAHARASHTRA
Pin Code	400 077
Institution e-mail	Principal.kjssc@somaiya.edu
Address and Contact Nos.	K.J.Somaiya College of Science and Commerce, Vidyanagari, Vidyavihar, Mumbai-400 077 Contact No.:022-21025919
Name of the Head of the Institution:	Dr. PradnyaPrabhu
Tel. No. with STD Code:	022-21020718
Mobile:	09820009267
Name of the IQAC Co-ordinator:	Dr.PradnyaJ.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 :

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

(For Example EC/32/A&A/143 dated 3-5-2004
This EC no. is available in the right corner-buttom of your institution's Accreditation
Certificate)

1.5   Website address:

www.somaiya.edu/vidyavihar/kjssc

Web-link of the AQAR:

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

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

1.6 Accreditation Details

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

l.7   Date of Establishment of IQAC :   DD/MM/YYYY

10th September, 2003

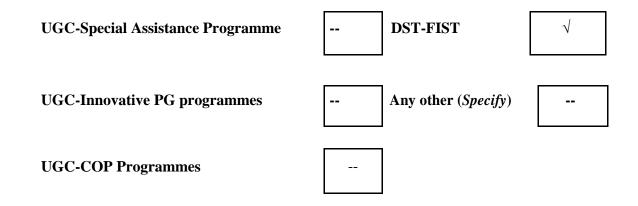**1.8 AQAR for the year** (*for example 2010-11*)

2017-2018

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 ____2014-2015_____10/08/2015__ (DD/MM/YYYY)
    ii. AQAR____ 2015-2016_____13/09/2016 __(DD/MM/YYYY)
    iii. AQAR____2016-2017_____15/08/2017___(DD/MM/YYYY)

iv. AQAR_____(DD/MM/YYYY)

1.10 Institutional Status

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

Affiliated College   Yes [√]   No [ ]

Constituent College   Yes [√]   No [ ]

Autonomous College of UGC   Yes [√]   No [ ]

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

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

                    Urban [√]   Rural [ ]   Tribal [ ]

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

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

1.11 Type of Faculty/Programme

Arts [ ]   Science [√]   Commerce [√]   Law [ ]   PEI (PhysEdu) [ ]

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

Others (Specify) | -- |

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

| University of Mumbai |

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

Autonomy by state/Central Govt./University   [√]

University with Potential for Excellence   [--]   UGC-CPE   [√]

DST Star Scheme   [√]   UGC-CE   [--]

UGC-Special Assistance Programme	--	**DST-FIST**	√
UGC-Innovative PG programmes	--	**Any other** (*Specify*)	--
UGC-COP Programmes	--		

2. IQAC Composition and Activities

2.1 No. of Teachers   07

2.2 No. of Administrative/Technical staff   03

2.3 No. of students   11

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

**2.6 No. of any other stakeholder and
community representatives**   05

2.7 No. of Employers/ Industrialists   01

                                                                          --
2.8 No. of other External Experts

2.9 Total No. of members   30

2.10 No. of IQAC meetings held   06

2.11   No.of meetings with various stakeholders   Faculty 04
Non-teaching staff --   Students 04   Alumni 02   Others --

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

If yes mention the amount   NA

2.13   Seminars and Conferences (only quality related)

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

Total Nos. 10   International 01   National 02   State --   Institution level 07

(ii) Themes

- National Conference on Curriculum Design and Evaluation
- National Conference on GST and Indirect Tax reforms: Impact on economy
- Effective Parenting
- Flipped learning Pedagogy
- Curriculum Designing
- New Amendments for NAAC
- Nuts and Bolts of Research Methodology
- Self Development Program
- Lecture on Deconstruction of the Ras switching cycle through saturation mutagenesis (International)

- How to understand students?

2.14 Significant Activities and contributions made by IQAC

- National Conference on Curriculum Design and Evaluation sponsored by NAAC
- National Conference on GST and Indirect Tax reforms: Impact on economy
- Induction programme for FYBSc/BCom and M.Sc./M.Com. Part-I students
- One Day Picnic for non teaching staff members
- Nuts and Bolts of Research Methodology for post graduate students
- Lecture on Effective Parenting for parents
- Training programmes for teachers on Flipped Class Pedagogy
- Teachers sent for training in RBPT(Research Based Pedagogical Tool) Training
- Setting up of computer Laboratory Facility for Maths, Statistics, and Commerce subjects
- Setting up of Language Laboratory
- Organisation of Haldi-Kumkum for Female teaching and Non-teaching staff

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievement

• InitiatingValue Education course.	• Initiated by Training the faculty in this year.
• To organize National Conference on Curriculum Design and Evaluation	• Organised the conference sponsored by NAAC
• To organize a lecture on Effective Parenting for parents during PTA	• Lecture by a counseller was organized for parents of undergraduate students
• To organize workshop forPost graduate students	• Organised a Research Methodology Workshop for Post graduate students at Mumbai Level.
• Activities for non teaching staff	• One day Picnic to Imagica Adventure Park.
	• HaldiKumkum
• Teachers training programmes	• Teachers were given training in Flipped Learning Pedagogy, Curriculum Designing, New NAAC Amendments and Research Based Pedagogical Tools.

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

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

Management [√] Syndicate [ ] Any other body [ ]

Provide the details of the action taken

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

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

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

Interdisciplinary	--	01	--	--
Innovative	--	--	--	--

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

(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	21
Trimester	--
Annual	20

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

(On all aspects)

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

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- F.Y.B.Sc Syllabus has been revised under autonomy which is as per the requirement of the industries.
- Revamping of M.Sc. II Syllabus whereby students are available to take up 6 month research Project or training in research Institutes as a part of the Curriculum has been done.
- It has been approved by Board of Studies andAcademic Council.

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanentfaculty

Total	Asst.Professors	Associate Professors	Professors	Others (librarian)
70	49	19	01	01

2.2 No. of permanent faculty with Ph.D. 34

2.3 No. of Faculty PositionsRecruited (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
---	23	----	-	---	-	---	---	--	--

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

2.5 Faculty participation in conferences and symposia:

No.of Faculty	International level	National level	State level
Attended	4	31	9
Presented Papers	29	32	16
Resource Persons	--	6	2

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

- Introduced MOOC , poster presentation,power point presentation and industrial training as an internal assessment at Post graduate level.
- Organisation of lecture series by eminent Alumni for students.
- The students are also given the option to select music, drama and sports in lieu of Foundation Course.
- The activities like Learn from stalwarts, Abhyas Mahotsav are organised in which the eminent speakers are invited to deliver the lectures to the students.
- The College has introduced Honours programme for the undergraduate students where the students can earn extra credits.
- New Certificate Courses in Cosmetology and Perfumery.
- Several Other Certificate and Diploma Courses designed and approved in Board of Studies and Academic Board to be implemented from 2018-19.

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

188

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

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

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

All		

2.10Average percentage of attendance of students

80

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

2.12How 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.Induction of students at the entry point is done.
- 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 measures such as remedial teaching, extra classes 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	--
UGC- Faculty Improvement Programme	03
HRD programmes	01
Orientation Programmes	02
Faculty exchange programme	--
Staff training conducted by the University	--
Staff training conducted by other institutions	2
Summer / Winter schools, workshops etc.	61
Others	11

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	87	22	NIL	NIL
Technical Staff	---			

Criterion – III

3. Research, Consultancy and Extension

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

- The College has a research and consultancy committee headed by Dean, Research and Consultancy 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 proposals.
- Students and teachers are encouraged to participate in Avishkar an inter university festival of University of Mumbai.
- Students of S.Y.B.Sc were selected at Interuniversity/ State level at Avishkar.
- Teaching faculty members are encouraged to apply for FIP under UGC scheme.
- The laboratory facilities are made available to the faculty to carry out their research work.
- The central instrumentation laboratory is well equipped with Hi-end instruments.
- Undergraduate students are encouraged to take up mini projects.
- Post graduate students are given projects as their fulfillment of degree requirements.
- Seminar on Research Methodology was organized for post graduate students.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	01	---	--
Outlay in Rs. Lakhs	--	19,89,666	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	02	06	---
Outlay in Rs. Lakhs	25000	65,000	2,31,000	---

3.4 Details on research publications

	International	National	Others
Peer Review Journals	58	7	-
Non-Peer Review Journals	01	0	-
e-Journals	01	1	-
Conference proceedings	04	6	-

3.5 Details on Impact factor of publications:

Range 0.235-7.086   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	5 years	DST-SERB	19,69,000	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Project sponsored by the University/College	1 year	University of Mumbai	2,31,000	2,31,000
Students research projects (other than compulsory by the University)	2-3 months	College under DBT-Star Scheme	--------	--------
Any other (Specify)	----	----	-----	-----
Total			**22,00,000**	**22,00,000**

3.8 No.of University Departments receiving funds from

UGC-SAP --   CAS --   DST-FIST 06

DPE --   DBT Scheme/funds 05

3.9 For Colleges   Autonomy √   CPE √   DBT Star Scheme √

INSPIRE √   CE ---   Any other (Specify FIST

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

3.11 No. of conferences Organised by the Institution

Level	International	National	State	University	College
Nu mber	-----	02	-	----	---
Sponsoring agencies	------	NAAC (01)	-	----	----

3.12 No.of faculty served as experts, chairpersons or resource persons   37

3.13 No.of Collaborations   International --   National ----   Any other 03

3.14 No.of linkages created during this year   03

3.15 Total budget for research for current year in lakhs :

From Funding agency 22,00,000/-   From Management of University/College nil

Total 22,00,000

3.16 No.of patents received this year

Type of Patent		Number
National	Applied	--
	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
12	01	04	05	----	--	02

3.18 No. of faculty from the Institution who are Ph. D. Guides 14

and students registered under them   M.Sc.(By Res) 9   Ph.D. 20

3.19 No. of Ph.D. awarded to faculty from the Institution -----

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

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

3.21 No. of students Participated in NSS events:

University level 50   State level ---

National level ---   International level ---

3.22 No. of students participated in NCC events:

University level	20	State level	12
National level	---	International level	----

3.23No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

University level	07	State level	04
National level	--	International level	--

3.25 No. of Extension activities organized

University forum	10	College forum	15
NCC	----	NSS	185	Any other	01

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

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	104706 Sq.ft	----	--	104706
Class rooms	40	05	--	40
Laboratories	39	02	--	39
Seminar Halls	01	--	--	01
No.of important equipments purchases ($\geq$ 1.0 lakh) during the current year	09	01	FIST	10
Value of the equipment purchased during the year (Rs. In Lakhs)	--	18,00,000	FIST College Fund	18,00,000
Others Central instrumentation lab	--	--	--	--

4.2 Computerization of administration and library

Computerization of administration :
- Implementation of HR software
- Online generation and printing of general register,salary register and leaving certificate
- Online recruitment process
- Optimum use of website
- With regard to financial management the Brainstorming International Pvt.Ltd. incorporated by the Somaiya Group has created a dedicated Data Centre on SomaiyaVidyavihar 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

- Online renewal of books
- Library website : web page on College website
- Computerized circulation of books. The issue and return of the books is through RFID reader.
- Students can Re-issue or Reserve the book through there SVVNet Id's.
- .WEBOPAC is available on link opac.somaiya.edu
- **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.
- An Auto reminder for issued books before due date and after due date.
- Global Common Circulation was started within the Vidyavihar and Ayurvihar Campus for students and staff. GCC policy were finalized by management
- Credit system for fine collection were introduced . The fine credit limit is uptoRs. 50/-.This system automatically lock the issue after crossing the credit limit.

Library services:

	Existing (upto March 2017)		Newly added (from April, 2017 to March, 2018)		Total	
	No	**Value**	**No.**		**No**	**Value**
Text Books	42175	4099336/-	2904	Text Books	42175	4099336/-
Reference Books	34038	15640959/-	991	Reference Books	34038	15640959/-
e-Books	41	6635/-	-	e-Books	41	6635/-
Journals	2709	22,57,123/-	-	Journals	2709	22,57,123/-
e-Journals		26025/-	-	e-Journals		26025/-
Subscribed journals		107300/-	26	Subscribed journals		107300/-
Digital Database	-	-	-	Digital Database	-	-
CD & Video	93	22748/-	-	CD & Video	93	22748/-
DVD/ VCD	90	21,817/-	-	DVD/ VCD	90	21,817/-

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.

- Library staff had organized training programmes for Post graduate students for Inflibnet.

4.6 Amount spent on maintenance in lakhs :

i) ICT   3,00,000/-

ii) Campus Infrastructure and facilities   25,34,000/-

iii) Equipments   18,00,000

iv) Others   --

Total :   46,34,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

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

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

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

	UG	PG	Ph.D.	Total
Total	3342	703	4	4049

(b) No. of students outside the state   79

(c) No. of international students   3

	No	%
Men	3	

	No	%
Women		

2017-2018

General	SC	ST	OBC/SBC	Physically Challenged	DT (A)	NT(1, 2,3)	Total
3251	289	25	373	---	19	92	4049

2016-2017								
General	SC	ST	OBC	Physically Challenged	DT (A)	NT(1, 2,3)	SBC	Total
2983	294	20	369	---	13	87	01	3767

Demand ratio: 1: 16   Dropout: Negligible

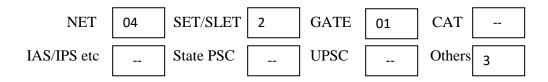**5.4 Details of student support mechanism for coaching for competitive examinations (If any)**

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

The college has established Somaiya Centre for Competitive examinations to guide the students for MPSC, UPSC, Bank Examinations and all other Government Examinations.

No. of students beneficiaries

150

5.5 No.of students qualified in these examinations

NET 04   SET/SLET 2   GATE 01   CAT --

IAS/IPS etc --   State PSC --   UPSC --   Others 3

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 programmeson career guidance.
- Workshop on Yoga, Stress management and Value building.
- Workshop on Communication Skills, interview techniques and resume writing was organised.
- Appointment of counseller for the students
- Tutor mentor scheme : Each faculty member is given the responsibility of 35 students . The faculty members are mentors for these students.

No. of students benefitted: Around 1000

5.7 Details of campus placement

On Campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
14	193	72	32

5.8 Details of gender sensitization programmes

- WDC organized talks on gender issues.
- IQAC conducted the gender audit in the college.

5.9   Students Activities

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

State/University level | 171 | National level | 05 | International level | -- |

No. of students participated in cultural events

University level | 90 | National level | 01 | International level | -- |

State level | -- |

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

Sports : State/University level | 01 | National level | 03 | International level | --- |

Cultural : University level | 11 | National level | | International level | -- |

State level | ---- |

5.10   Scholarships and Financial Support

	Number of Students	Amount
Financial Support from institution	-----	------
Financial support from government	241	27,33,693/-
Financial support from other sources	----	----
Number of students who received International/National recognitions	-----	-----

5.11   Studentorganised / initiatives

Fairs   :   State / University level | 01 | National level | ---- | International level | -- |

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

5.12 No. of social initiatives undertaken by the students   200

5.13 Major grievances of students (if any) redressed: <u>NIL</u>

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of our Institute

- 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 our Institute

- 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 SomaiyaVidyavihar 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 inCollege 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 was revised after due deliberations in several BOS meetings. The approach was to remove overlaps, delete redundant portion include relevant latest knowledge as per current requirement and increase awareness for experiential learning.
- The academic board comprised of eminent personalities from industries and faculties from renowed institution. It was then approved by the Academic Board and the Board of Management.
- M.Sc-II syllabus was revamped to accommodate six month Training/ Project/ Hands on training in research Institutes.
- Internal Flexibility for Undergraduate and Post graduate courses was increased.
- New Certificate Courses in Cosmetology and Perfumery, Cancer Biology Initiated.
- Several Other Certificate and Diploma Courses designed and approved in Board of Studies and Academic Board to be implemented from 2018-19.

6.3.2 Teaching and Learning

- Monitoring of lectures and practicals by Teacher;s Diary
- Biometric attendance for Faculty members
- RFID attendance for students
- Lecture series by Alumni, Industry experts
- AbhyasMahotsav
- HonoursProgramme, Experiential Learning
- Summer schools for students
- Organising workshops for students
- Industrial training for UG and PG students
- Mini projects for UG students

6.3.2 Examination and Evaluation

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

6.3.4 Research and Development

- Encouraging teachers to apply for the grants
- Providing the laboratory facilities to teachers for their research work
- Encouraging faculty members to pursue Ph.D.
- Learn From Stalwart series for students
- Student's and teacher's achievements at Avishkar- National level competition
- Encouraging undergraduate students to take Mini projects.
- Organising Research Scholar Meet for Research 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 an 90000 + e-books. The N-list project provides access to e-resources to students, researchers and faculty members from college and other beneficiary institutions through servers installed at the INFLIBNET centre Ahmadabad**.**
- Integrated E resources and Databases named as EBSCOHOST Discovery services are also available on Somaiya website which include 4000+databases and 60000+ebooks.
- All the libraries of the sister institution of Somaiya are linked to each other through Bookworm library software.
- Seminar hall with ICT facility.
- Internet connectivity to all departments.
- Well-equipped central Instrumentation Laboratory.
- Lavish Green college campus of 66 acre.
- Olympic Certified ground.
- Adequate class rooms and laboratories.

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

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

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

6.3.8 Industry Interaction / Collaboration

- Students of M.Sc Chemistry are sent to Indian Testing Laboratiry for a weeks training programme.
- Students of Microbiology were sent for a week long training programme in Animal Tissue culture Laboratory, Pune.
- 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,InventiaPharmafor the placement of the students.

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	NIL
Non-teaching	Credit societyBooks 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	No	----	Yes	Principal
Administrative	Yes	HR department	Yes	Principal

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

For UG Programmes   Yes   √   No ☐

For PG Programmes   Yes   √   No ☐

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

- Masking of answer papers.

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

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

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

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

6.11 Activities and support from the Alumni Association

- Organisation of Alumni meet.

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

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

- Assistance of alumni in placement of students.

6.12 Activities and support from the Parent – Teacher Association

- Regular meetings of parents are organised to make them aware of the culture , Committee support and examination system.

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

- Parents are inducted as members of IQAC.

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

6.13 Development programmes for support staff

- Soft skill programmes for non teachingstaff .

- HR software training to office staff by data centre.

- Training to the support staff at Joint Director office and University

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

- Tree Plantation drive by Unaided Commerce students

- Ecofriendly Prizes and Soveniers of decoration to the guests who visit the collge

- 'Nature Walk ' in the campus (to study flora of Campus)

- Medicinal plants garden

- E-waste drive

- Signed MOU with ECO ROX- an NGO involved in Environment Management

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.

- Revamped postgraduate syllabus to facilitate student exposure to training in Industries and Research Institutes of Repute.
- Flexibility in Internal Evaluation
- Training of teachers in Flipped Learning pedagogy and its Implementation in classes.
- Invited talks by eminent alumni for the students.
- Learn from Stalwarts series

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

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

- Faculty updation by regular training in different current pedagogies
- Enriching Expressions- A series of lectures by eminent Alumni

Please refer Annexure -V

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

7.4 Contribution to environmental awareness / protection

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

K J Somaiya College of Science & Commerce, Mumbai has been entrusted the responsibility for developing Capacity Development Programme in Environment Management (CDEM) with a generous financial support of INR One Crore for a period of five years by The Environmental Improvement society of MMRDA in April 2016.

In order to meet the various aspects of environment management and improvement, a series of training programs targeted towards diverse stakeholders - Environmentalists,officials from Urban planning Dept. Municipality, District Collector, Architects, Engineers, Developers, Academicians ,students, citizens, representatives from NGOs has been developed.

This training programme has been designed and subsidized by the MMR - Environment Improvement Society and conducted by KJ Somaiya College of Science & Commerce, Mumbai, this Modular Course can be completed within one or two years, and a Diploma is awarded after an examination.

Based on the feedback received from participants and core team members a few modifications were made to the training content for year 2017-2018. Mr. PrashantMahajan of Somaiya Center for Experiential Learning (SCEL) was commissioned for the overall programme coordination along with team members from KJSSC for the CDEM training module 2017-2018.

Module 1: Environment policy & Regulation
Date: 11th to 15th December 2017
Module Coordinator:Dr. GeetanjoySahu, Assistant Professor Tata Institute of Social Sciences
Overview of Module: This module on Environmental Policy and Regulations was aimed at imparting knowledge about the overall Environmental Law and Policy regime in India. During this module participants spent time deliberating on the evolution of environmental legislation in India, existing legal framework, role of various institutions in the environmental governance and environmental jurisprudence. The participants interacted with experts and stakeholders who provided multiple perspectives and insights into the laws and regulations governing various environmental concerns.
Speakers for Module 1: Dr. GeetanjoySahu, Adv. PravartakPathak, Adv. Dr. SadhanaMahashabde, Dr. Sanjay Joshi and Adv. UdayWarunjikar, DrSugandhaShetye

Module 2:Integrated Solid Waste Management
Date:8th to 12th January 2018
Module Coordinator: Dr. Sanjay Joshi, Department of Environmental Science, KJSSC
Overview of Module:The module on Integrated Solid Waste Management (ISWM) helped participants gain deeper understanding about classification of solid waste, process of ISWM, legal framework, segregation, collection and transport, technological options for waste management, 3R's, strategy & framework for ISWM. The module covered the best practices across the globe & preparation of ISWM action plan.
Speakers for Module 1: Dr. Sanjay Joshi,Mr. VidyadharWalawalkar, Ms. SeemaRedkar, and Dr. AmiyaSahu

Module 3:Water and Waste-Water Management
Date:23rdto 27thApril 2018
Module Coordinator:Prof.ShyamAsolekarIndian Institute of Technology-Mumbai and Dr. Sanjay Joshi, Department of Environmental Science, KJSSC
Overview of Module:The module on Water and Waste Water management delved into fundamentals of water and waste water management from a sustainability perspective. This module provided multi-dimensional perspectives on the socio-political challenges of water availability and accessibility in Mumbai.
Speakers for Module 3: Prof.ShyamAsolekar,Mr. PradeepPurandare, Mr. MayureshBhadsavle, Mr. ShrikantArgade, Mr. SitaramShelar, Dr. ChandrashekharJoglekar

and Mr. Sandeep Adhyapak

7.5 Whether environmental audit was conducted   Yes [   ]   No [√]

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

<u>**Strength**</u>

- Central location of the institute and good connectivity by public transport.
- Dynamic leadership with powerful vision and zeal to motivate the stakeholders to achieve the mission
- Highly qualified, committed teaching staff members to contribute to the overall development of students and themselves.
- College is rewarded with FIST grant by DST, STAR award by DBT and CPE by UGC.
- The only autonomous college in Mumbai to have maximum number of M.Sc. and Ph.D. research guides in the faculty of Science.
- Students centric, flexible syllabus.

<u>**Weakness**</u>

- Poor students to teacher ratio.
- Space crunch for extended availability and courses.

<u>**Opportunities**</u>

- State of the art infrastructure development.
- Industry collaboration
- New certificate/Diploma/ Post-graduate courses
- Students and teachers exchange programmes

<u>**Threats**</u>

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

8. Plans of institution for next year

- Implementation of Flip class Pedagogy on a larger scale and to develop necessary infrastructure for that.
- Training of faculty members in Flip class pedagogy. Trained teachers to train the other faculty.
- Increase the use of e-learning resources for teaching like moodle, google classroom etc
- Continuous evaluation in Practicals thus saving on considerable time by not taking Semester end Practical Examinations.
- Library automation ,laboratories and class rooms upgradation

Dr.PradnyaJ.Prabhu   Dr.PradnyaJ.Prabhu
Vice-Principal   I/C Principal
Coordinator, IQAC   **Chairperson, IQAC**

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Abbreviations:

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

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