YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	S.K. Somaiya College of Arts, Science & Commerce
• Name of the Head of the institution	Dr. Manali M. Londhe
• Designation	In-charge Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02267169601
• Mobile no	9867366933
• Registered e-mail	info.sksac@somaiya.edu
• Alternate e-mail	principal.sksac@somaiya.edu
• Address	4th floor, Vinay Mandir Building, Vidyanagar Somaiya Campus, Vidyavihar (East), Mumbai- 400077.
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400077
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Mumbai**
• Name of the IQAC Coordinator	**Dr. Sujata S. Khadilkar**
• Phone No.	**02267169601**
• Alternate phone No.	**02267169601**
• Mobile	**9819556562**
• IQAC e-mail address	**iqac.sksac@somaiya.edu**
• Alternate Email address	**sujata.khadilkar@somaiya.edu**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://sksasc.somaiya.edu.in/media/pdf/AQAR%2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**No**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

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

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NA	NIL	NA	NIL

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

• Upload latest notification of formation of IQAC	[View File](#)	
9.No. of IQAC meetings held during the year	`05`	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	`Yes`	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	`No`	
• If yes, mention the amount		

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

`• Awareness about the precautions to be taken by students during pandemic communicated via mentoring system. • Since all TLP & co-curricular activities were online, IQAC felt that it was pertinent to educate stakeholders about issues related to online mode & resources. With this end in view, the IQAC arranged a session on 'Building Digital Guardians' in collaboration with a NGO 'Responsible Netism'. • Investment awareness and financial literacy workshop was conducted for both teaching & non-teaching staff. • To encourage ethics in research, the application for subscription to 'Urkund' the plagiarism software was made. • Many co-curricular activities involving active participation and presentation by students were carried out by various departments in order to provide them a platform to express their views and also to keep in touch with students during the difficult times of the pandemic. Financial assistance was provided to students facing financial difficulties through students' welfare committee.`

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To further streamline information gathering system and create more space for supporting documents of activities/program conducted by IQAC, departments and committees during the year.	Insitutional email ID and drive space enhanced. Each department and committee assigned a folder in the drive to store their proforma/reports to be submitted to IQAC and supporting documents.
To initiate research ethics by subscribing to plagiarism software	Subcribed
To analyze the impact of the pandemic on various sectos and provide a platform to students to present their research work on the topic.	Webinar on "Impact of the pandemic on Indian Economy & the road ahead" was organized by IQAC and department of Economics on 17.8.2020.
To conduct a training workshop or awareness session for teaching & particularly non-teaching staff on a topic of socio-economic relevance.	The IQAC and department of Accountancy organized a webinar on "INVESTMENT AWARENESS & FINANCIAL LITERACY" on 11th November 2020
Since the entire TLP would be online and most of the administrative functions would be also discharged online, the IQAC felt that it is pertinent to sensitize all stakeholders about the challenges and issues of various online digital platforms and sources.	IQAC in association with 'Responsible Netism'- NGO conducted a session on 'Building digital gaurdians' under the cyber sakhi program for parents, teaching & non-teaching staff alongwith student representatives on 18th Febbruary 2021.
To assess the academic and research performance of the institution and seek suggestions for further progress.	Internal academic audit was conducted by IQAC members for 2019-20 and 2020-21. Two senior faculty from the college were co-opted as part of the audit team especially to provide inputs on suggestions and quality initiatives to be taken in future.

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	03/06/2021

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	420

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	4744

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	00

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	2010

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	56

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	56

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	17
4.2 Total expenditure excluding salary during the year (INR in lakhs)	519.49114
4.3 Total number of computers on campus for academic purposes	116

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college is affiliated to the University of Mumbai. The syllabus and evaluation system are prescribed by the university. Due to COVID outburst and subsequent restrictions, the lectures have been conducted on the online mode. Internal Quality Assurance Cell (IQAC) has conducted training sessions for the faculty regarding the operations and usage of Google meet (2 days) & Microsoft Teams (2 days). Faculties have also attended various Faculty Development Programmes, Workshops, Seminars related to online teaching and multimedia tools.

Curriculum delivery is done at following phases: Planning phase - The time table is prepared well in advance and shared with the faculties so that they get enough time to plan effectively. At the beginning and end of each semester, online staff meeting is conducted to discuss and suggest on the plans of various departments and this helps in the generation of fresh ideas. IQAC also suggest measures to departments for quality enhancement. Google classroom is used by all faculties to share reference materials, assignments, quiz etc. The planning for curriculum delivery is done at three levels. Lecture plan – This specifies the tentative date of completion of topics as per syllabus for each class and division. Subject plan – It indicates information regarding various modes and methods that a teacher is planning to use to teach a particular topic. Teachers are informed to take into consideration the nature of student intake and their interest while preparing the subject plan. Teachers make use of PPT, case studies, quizzes, Peardeck, Insert Learning, assignments to make lectures more interactive & interesting. Departmental plan - This is a description of curricular and co-curricular activities that department has decided to do in the entire year. Curricular activities are focused on enhancing the performance of weaker students like remedial lectures and providing challenging curriculum based activities for the bright ones. Co – curricular activities connect the curriculum to practical world and thereby increase the range of application of the subject knowledge. All these plans are submitted to planning board in the college which is constituted of three senior teachers and the Principal. They review the plans and give suggestions to the teachers. Execution and self – monitoring phase – Teachers fill academic diary everyday which helps them to track the execution of the plan and speed up the efforts when needed as well as alter the plans if situations genuinely demand so. IQAC has also designed an effective mechanism

to monitor effective curriculum delivery through interaction with students and feedback on curriculum. Review and feedback phase-At the end of the each semester the reports for lecture, subject and departmental plan are submitted to planning board. The committee reviews the same and suggests ideas to further enhance the curriculum delivery. Mentoring system – College also has a mentoring system in which mentor teacher is allotted to each class who looks after the overall wellbeing of the class. The mentor and the mentee team assists students with academic difficulties through peer support for improving their academic performance. If needed, help of the student-counselling cell is also taken.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

Every year the college follows the academic calendar provided by University of Mumbai since the college is affiliated to the said university. In 2020-21, due to COVID-19 pandemic, academic calendar was not prepared at the university level. The college follows the starting and ending day of terms as given by the university.

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

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

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**A. All of the above**

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

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

19

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

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)

`01`

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

`12`

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The institution is affiliated to university of Mumbai so it is following the curriculum designed at the university level. There are many crosscutting issues which have been included in the syllabus such as gender equality and women empowerment is taught in Gender & Issues course of Sociology programme.

Natural Resources, Environment Protection, Environmental Hazards and concept of sustainability is taught in Environmental Studies course of Bachelor of Commerce programme. Environmental Economics is also done in Bachelor of Arts programme. Due to unplanned industrial development, uneven use of technology, increased number of automobiles and certain man-made activities the amount of environmental pollution and degradation is increasing. It is resulting into global warming and the life of human being is in danger. So the concept of sustainability will make them sensitive towards the environment.

Human values and its important is discussed in details in the Business law. The concept of Business, Professional Ethics and corporate social responsibility is discussed in Commerce. Ethics deals with morality of life. It helps to distinguish between right and wrong, correct and incorrect and expects a person to choose the right and correct thing always. Knowledge of ethics and corporate social responsibility will not only help the student to be good to themselves but also towards the others also.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

07

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

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

646

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	https://drive.google.com/drive/folders/1BXqO MzT2AHcMDRQQZ2NpB3M43F3k19XP?usp=sharing
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	**No File Uploaded**

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

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://drive.google.com/drive/folders/1qWEQ MxL8nLgj-NSxN6pfQVCOv4EAwq8P?usp=sharing

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

934

2.1.1.1 - Number of students admitted during the year

4744

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

244

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college caters to divergent levels of students in most of the streams. In order to facilitate the smooth learning process of all levels of students, various initiatives are taken up by the institution. At the outset, the mentoring programme is taken up quite diligently by the faculty. Each division is under the mentorship of a faculty member. Regular class assessments and teacher-learner contact help to identify advanced and slow learners. Both of them are given formal and informal assistance to improve critical acumen and academic competence. Advance learners are encouraged to attend seminars and conferences and present research papers on the topics and subjects in which they have great potential. Further few mentor teachers have introduced "Teach Thy Peer" concept. Advance learners are selected and assigned subjects in which they want to specialize and have expertise. They are assigned four to five slow learners. They will plan guidance lectures in consultation with subject teachers and slow learners will be guided accordingly. Notes will be prepared on selected topics nd given to them. The exercise was highly productive for both categories of students. Extra sessions and practicals for slow

learners are conducted. Amongst the final year students, advance learners are also given the task of guiding first and second year students in their specialized subjects. Advance learners are also encouraged to be a part of different forums of the college. For slow learners the following programmes are also conducted, to motivate and boost the confidence .

- Bridge course to introduce the basic concepts of the subject and develop confidence in the subject.
- Remedial lectures to help all the students who failed in particular subjects and weak students.

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

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1aEHAZgWDe5O 3Bg-PwDTJrN1yG07oskHX/view?usp=sharing
Upload any additional information	View File

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

Number of Students	Number of Teachers
4744	56

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college has emphasized on participative methods of teaching learning. The planning boards of the college have supported student centric methods in its teaching-learning process. In the past two years several departments have tried to experiment with the 'flipped classroom' model. The student plays a pivotal role in influencing

the depth of the topic coverage, adding to the quality of the curriculum delivery.

This is aimed at facilitating initiatives by students for application based activities related to their subjects. Various modes such as case study analysis, role play, group discussion, subject related assignments are adopted. Presentation skills and creativity of the students is enhanced through PPTs made by students, analysis of special articles and news items, organizing discussions, conduction of quiz and debates.

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

Experiential learning is yet another avenue experimented in view of student centric methods. To illustrate a few examples: In case of subjects such as law, high court visits are being organized, multi -modal learning is used by faculty of Psychology.

IT skills imparted through running of computer programming, languages, software applications etc via computer practical that are an inherent part of computer science & information technology courses/ subjects. Quantitative skills or numerical abilities are also nurtured through problem solving exercises given to the students in subjects such as mathematics, statistics, economics and accountancy. Field visits, surveys done by students also form a part of student centric method of instruction primarily in humanities, management, banking and related disciplines.

Insistence on registering and completing certain relevant certifications, internships is also a good practice for imparting practical knowledge to the students. This has been carried out in courses such as IT eg: NPTEL programs, NASSCOM training programs, management studies course etc. Book reviews and news analysis on a regular basis keeps the students abreast with the current issues, trends and happenings.

The mentoring system in the institution has also encouraged group learning through mentee students, peer coaching to academically weak and vernacular medium students. In this context, conduction of remedial lectures or guidance sessions and bridge courses signifies that the TLP caters to the needs of the students.

Thus, the student centric methods have not only enhanced the effectiveness of learning outcomes 'in the classroom', but also facilitated a conducive learning environment 'out of the classroom'.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://docs.google.com/document/d/1C4-wIA2-XukbJMwTXK06uiYKbj9k7zG5/edit?usp=sharing&ouid=11550577402026988232&rtpof=true&sd=true

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

The college began with online lectures from 10th August,2020. Majority of faculties are using Google Meet for conducting lectures. Some of the faculties are also using Microsoft team for conducting lectures and sharing reference material.

In G-Suit, some faculties are using advance application such as Peardeck, Insert Learning, Jamboard etc. Google Classroom is used for sharing notes, assignments, tests and Quiz.

After the completion of syllabus, faculties are taking examination guidance lecture and providing practice of MCQ's through quiz and test.

Innovative Practices:

- Dr.Sujata Khadilkar has used application of case study to agro-business, organic farming & agri-tourism units, study of financial assessment & saving pattern of household & application of statistics in analyzing financial performance of corporates and coorelation /forecasting stock prices.
- Prof.Dhaval Bhatt has used Microsoft White Board for teaching graph in Investment Analysis & Portfolio Management (IAPM). One-Note & Microsoft Excel for explaining accounts & IAPM. In all applications, he has used PEN-TABLET for live solving the

sums.

- **Dr.Raji Ramesh & Dr.Sara Thomas has formed English Literary Forum wherein they teach their subject related topics through various events and competitions to make it interesting and to increase the participation of students.**
- **Prof.Bharavi Shinde is using illustrative examples and explanation for making her practical session for Cognitive Process interesting.**
- **Dr.Nigaar Patel has used videos of various advertisement to teach various topics of advertising such as visualization, illustration, layout etc.**

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

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

52

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

2.4 - Teacher Profile and Quality

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

56

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

14

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

685

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in

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

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

Mentor teaches play an important role for the smooth conduct of Online internal/External examination and coordinated with the students/parents during Covid-19.

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

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

 ? Steering Committee

. ? Question Paper Setting/allotment of topics to learner by the faculty.

 ? Conduct of Examination/viva-voce and presentation of learners

? Result display

  The method of online internal assessment helps the teachers to evaluate the students more appropriately. Due to online internal assessment, the interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the interviews. In this way mechanism of internal assessment is

transparent and robust.

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

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

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

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

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

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

• Program Outcomes (POs): It represent the knowledge, skills and attitudes the students should have at the end of a course completion

of their respective engineering program.

· · Course Outcomes (COs): It gives the resultant knowledge and skills the student acquires at the end of each course. It defines the cognitive processes a course provides.

· Program Specific Outcomes (PSOs): These are statements that defines outcomes of a program which make students realize the fact that the knowledge and methods/techniques learnt in this course has direct implication for the betterment of society and its sustainability.

Program Outcomes (POs) , Program Specific Outcomes (PSOs) and course outcomes are communicated to the stake holders of the program by the following procedures.

POs and PSOs are approved by Board of Studies University of Mumbai of respective faculties (B.A / B.Com). POs and PSOs are available on the College website (https://sksasc.somaiya.edu.in/sksasc/updates/NAAC_AQAR).

   During the class committee meeting and faculty meeting POs and PSOs are reviewed among the students and staff members.

 Vision and Mission of the college are informed by the Mentor teacher   to the parents during Parents Teachers Meeting.

Course Outcomes (COs) are framed at Departmental meeting. Even though the COs are given by the University of Mumbai along with the syllabus, if necessary, the COs are modified and reframed by faculty members. COs are communicated to the students during the introduction class itself.

COs along with lesson plan communicated to the students during the first class of each module.

During the discussion of the course, the outcomes of the course are also focused. During the commencement of each unit and after the completion of the unit, the course outcomes are reviewed.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://docs.google.com/spreadsheets/d/1px1nx9OqAssnEKkZrFpk_Kjm20OQv1F6/edit?usp=sharing&ouid=115505774020269882323&rtpof=true&sd=true
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The assessment tools and processes used for measuring the attainment of each of the Program outcome and Program specific outcome are by direct and indirect methods.

Direct method includes direct online assessment of the learning outcomes represented by the evaluation of internal exam and semester end exam performances.

Indirect methods of measuring attainments include online Student Exit Survey , Alumni Survey & Employer Survey.

The program outcomes are assessed with above mentioned data and program assessment committee concludes PO attainment level.

Tools and their specific for PO attainment

Sr. No.	Assessment Tool	Description	Method
1	Online Internal exam	The internal exam class average marks of each course are calculated for attainment of course outcome (Wherever is applicable*)	Direct
2	End Semester Online exam (University exam)	The end semester exam class average marks of each course are calculated for attainment of	Direct

		course outcome.		
3	Student exit survey	The graduate student exit survey is conducted from recent third year students. The survey gives feedback of their overall satisfaction with their academic experience and their professional development, quality of mentoring and career plans		
4	Alumni survey	In the survey, specific questions are designed to support the assessment of level of Pos and how these helped them in their career advancement		

The institute is taking efforts to increase the target level for attainment of POs, PSOs and COs.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1892

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://drive.google.com/drive/folders/1gXkFjzl2yw9GLgSHSLNpPuS1JKlTY2hE?usp=sharing

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://drive.google.com/file/d/18iUrcUZMJntjWXjZ6NAZsIwUjPupj2TW/view?usp=sharing

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

04

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

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The culture of research has been fostered at our institution. This culture only has enabled many faculties attended seminars and workshop that will enhance their research and statistical analysis skill. Three faculties from the college completed their PhDs.

College has taken small yet concrete steps in creating an ecosystem for innovations and other initiatives for creation and transfer of knowledge.

1. Research requires focused study and commitment. The faculty having some exposure to research and human qualities tenacity and meticulousness will be a stepping stone for creating an innovative ecosystem. The human stakeholder in the ecosystem is chosen very carefully. The college recruits meritorious dynamic and enterprising young faculty through an established and elaborate selection process that involves careful scrutiny of applications and selection interviews.

2. The annual performance appraisal in terms of self-appraisal form is filled by every faculty. Provide them to audit the performance in areas of teaching research administrative skills as well as social services. As faculty fills this self-appraisal form they can get valuable feedback from observing their own yearly performance also get some feedback on it from senior faculty and head of the institute. This practice provides nurturing space for the initiative of faculty for research and so in other endeavors.

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

is provided.

4. The college has constituted research committee. This committee has senior faculties having experience in research. They extend their guidance and nurture the research initiatives by faculties who are doing research for the first time or anyone else who needs guidance. This committee also provides guidance for the research initiatives taken by the students. The students are guided for submitting their research projects for 'Avishkar' intra universities research convention

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

6.The College has a well functioning Entrepreneurship Development Cell (EDC)) for training students to hone their entrepreneurial skills and set up their own ventures. Its vision and mission are as follows;

Vision: Creating a culture of Entrepreneurship in young minds to be innovative and aspirational job creators for maximum good and societal welfare.

Mission: Incubating Innovative Ideas and Business Models with venture capital investments and expert guidance.

This year EDC conducted an online workshop on "Guidelines for setting up own start up" by our CS alumni Lobhas on 26th March 2021 at 2.00 pm

7. On the campus level incubation centre is available for all the institutes – Riiddl. Riidl is an incubation centre which provides nurturing environment to early based startups by providing them work space and mentoring which enables them to contribute to the community. It also helps in creating focused groups who wants to work on projects and technology based business ideas. Students and faculties from the all institutes in Somaiya group can utilize this facility.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

15

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	<u>View File</u>

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

00

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The holistic development of the students requires them to be aware of the issues of and requirements for community development. It is thus necessary to facilitate extension activities involving students, faculty and the stakeholders in the neighborhood.

Some departments have been carrying out research on socially relevant topics and field visits to sensitize students towards the vulnerable sections of the society. To illustrate, the department of Economics each year conducts research projects on various pertinent topics such as financial awareness/ literacy among UG students sustainable consumption and pro-environment practices among households and Study of home- based workers in Mumbai city. This not only develops research acumen among the students but sensitizes the students regarding the needs of neighborhood community for sustainable development. This year during Pandemic also survey on financial literacy was done by students

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

they facilitate for the students. It's a unique platform for students to learn, observe, share and serve various socially sensitive and pertinent causes. The NSS functions through student leaders and teams assigned to various tasks planned by the Program Officers. In the process of community service, students act as facilitators. The NSS unit conducts various activities throughout the year encouraging students' participation. This year except blood donation camp all the programs were conducted on online platform.

EVS department of our college conducted a host of activities in online mode that promote environmental awareness and sustainability through preparation of small clips on world environment day, eco-systems, climate change and various landforms in Maharashtra that aims to raise awareness about the importance of these environmental factors in our lives.

File Description	Documents
Paste link for additional information	https://docs.google.com/spreadsheets/d/1A8BZibHwNVQNJ6IZvRGpdHCX72X0sUyC/edit?usp=sharing&ouid=115505774020269882323&rtpof=true&sd=true
Upload any additional information	No File Uploaded

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

11

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

11

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

00

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

01

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Classrooms form the basic physical infrastructure in the teaching learning process. The classrooms have adequate lighting and ventilation. Aisles are provided in these classrooms to ensure sufficient access to seating area. Specious passages are there on each floor that facilitate easy movement of about 4000 students of the institution. We have an elevator facilitating the mobility of students and teachers and staff within the college building. Each floor has access to two staircases, one being a staircase for emergency exit. Most classrooms are equipped with active internet connection. Besides these two floors in the college building have access to unlimited internet through Wi-Fi facility. This enables teachers and students to obtain a quick access to subject materials and references available on the various websites. We have an

exclusive well furnished, air-conditioned research room with internet terminals, current national and international journals, their bound volumes, and research thesis of faculty members. We have well equipped library consisting of reading section, reference section and circulation section. The institute has one computer laboratory for B.Sc. (Computer Science), B.Sc. (Information technology) and B.Com. There are approximately 52 computers in computer lab including standby computers. In addition to this the institute also has 11 laptops, 14 printers and 2 scanners. Lab timings are from morning 9 am till evening 5 pm. Laptops are provided to students on following the procedure of submitting their identity cards and an entry is made in the register available at lab. At the interval of every three months, software upgradation is done in order to keep the system updated by a dedicated Lab assistant Mr. Aziz appointed by the college. He is handling all the software installations, Minor hardware issues and Network issues. For major problems related to Hardware under warranty the respective computer is sent to the vendor for repairing. Cleaning of computer lab is done by the external non-teaching staff on daily basis. Computer practical slots are allotted to all programs as per their subject requirement in the ratio of 1:1.5. If computers are misplaced or damaged a fine is imposed on the concerned person/s. Loss is ascertained and CCTV camera footage is referred if required.

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

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

The Gymkhana of S.K. Somaiya College of Arts, Science and Commerce is located on the 5th Floor of the college building which is open from 10 a.m. in the morning to 4 p.m. in the evening. The gymkhana is always welcome for the students of S.K Somaiya from all different fields. The Gymkhana always has a non-teaching staff that monitors the wear and tear of the equipment's. There are more than 50 to 70 students who regularly utilize the indoor game facilities available there. The following equipments are available in the Gymkhana: 4 Table Tennis bats, 40 Table Tennis balls, 2 shuttle cock box, 2 table tennis nets, 4 table tennis clips, 2 footballs, 2 Carom pieces Box, 5 Chess Boards, 1 boxing gloves, 12 batons, 4 pairs of cricket bats, 2 pairs of cricket pads, 1 discuss, 1 shotput ball, 2

Badminton Rackets, 1 Basketball, 2 Taekwondo Headgear, 1 Volleyball & 1 Volleyball Net, 4 Carom Boards, 3 Carom stands, 8 stools. System and Maintenance: The gymkhana follows a prescribed procedure for issuing of sports equipment. The Somaiya ID cards are taken and then the equipments are issued in their names. We have regular check of our equipments and sports goods and are maintained well. Old goods are replaced with new equipments. Player's Selection: The College gives first preference to talented students involved in sports. The selection notice is circulated in the college to all the divisions and different streams. A good coach is appointed by the college who takes regular practice of the students and also conducts a trial for his selection. The college also provides travelling allowance and match allowance for the students so that they need not pay from their own pockets. The college also provides a full kit (Jersey, shorts, stockings) to the respective players for all sports. Yoga session and meditation workshops are also conducted every year for the concentration and confidence of Players. Committee: S.K Somaiya College has a sports students' committee. Each sport has representatives who become a part of the Gymkhana Committee. The work of the committee is to ensure all the sports activities are conducted properly and conduct athletics event for the college.

S.K Somaiya College has an active gymkhana and has always been producing good results in State, National and International levels.

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

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

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

99.8

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

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Somaiya Library is the sanctum sanctorum of the institution. It is the centre for learning, sharing and the discovery of innovative ideas.

The Somaiya Library provides ample space and comfort to its users. The main library is located on the fourth floor of the institutional building and comprises of Reading Section, Reference Section. Circulation Section are located on the terrace of fourth floor of the building. The Reading Section can accommodate around 45 students at a time.

The library resources of the college include a good collection of the latest books, journals, and periodicals. It subscribes to over 20 journals, magazines, and periodicals. There are 22000 books in

the Circulation Section catering to the learning requirements of undergraduate students. the college have good collection of course specific learning resources such as volumes of Economic development of India, Encyclopaedias and collection of standard dictionaries. The library maintains a good collection of reference books published by National and International publishers.

The College Library is fully automated with 13 computers, online services provided to students and teachers through web based open access catalogue. All the records are computerized. The library has its own app on google play store and separate website at www.somaiya.edu and opac.somaiya.edu where students can browse online catalogues or can have remote access to e resources at https://library.somaiya.edu/. The websites provide access to all resources at anytime from anywhere. In addition to the above, the library has other features such as all books are barcoded; it offers smart identity cards which double up as college identity card also.

The scope of the subjects in which reading/learning material is provided is wide ranging. The subjects range from Philosophy to Psychology to Languages in the Arts stream to Economics, Banking, Management in the Commerce stream to Computers and Information Technology in the Science stream and resources related to Mass Media.

The library has its own in-house developed, integrated, multi-user, multi-tasking library management software called Bookworm. It is very useful for library automation and is very easy to operate. The library staff can use it quickly without any programming language or computer skills.

Bookworm helps to catalogue books, clippings, articles, reports, pamphlets, publications etc. Bookworm adheres to international standards. Retrieval of data is simple, fast, and efficient.

Key Features of Bookworm for library automation

- Speedy book circulation.
- OPAC (Online Public Access Catalogue).
- Different types of search engines.
- Searches by author, title, subject or keyword.
- Book Tags, Borrower Card and Barcode generation support.
- Flexibility in circulation policy defining.
- Different policy for different member types and different material types. Special policy allotment to special members.
- Integration with Admission software enables auto membership to

- Bookworm.
- Self-renewal of books.
- Book reservation.
- Integration with EBSCO Discovery service
- Common Inter Library Circulation Radio Frequency Identification Support

We have the provision for fully automated library systems and currently most of these functions are being utilized.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

13.723447

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

10

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

4.3 - IT Infrastructure

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

Institution frequently updates its IT facility including Wi-fi. The day-to-day administrative work of the institute is done electronically with the help of computers. Each administrative staff member is equipped with dedicated desktop computers and active internet connection. The management has installed 'Sensys' software (Since 2016) used by teaching and non-teaching staff which includes (leave management, profile management, student profile management, salary management, HR etc.). The computers are timely upgraded with necessary hardware and software requirements. There exists high speed internet along with Wi-fi facility. Most of the administrative processes are now digitized by University of Mumbai as well as college. At University level the process like online affiliation, Online question paper, Online Scholarship, Online Marks entry, Online Hall Tickets, Online Enrolment, Online CAS (Career Advancement Scheme) applications etc. and at College level the following process are carried out digitally such as: Acceptance of online application forms for admission, Display of merit list of eligible students for admission, Railway concession forms, and students' feedback etc. The teachers regularly use ICT for teaching learning purpose, the projector and laptops are used by the faculties when needed. The teachers and students are provided institutional Email ID for official communication. The campus has centralized computer / data center which regulates and controls the necessary hardware and software procurements and up-gradations. The center also defines the operational policies related to computer security, license compliance, networking etc. The management has the ethical practice of using licensed software in all the institutes. The college has all the licensed software installed in the laboratories, library, examination department, staff room and administrative office. The teaching and non-teaching staff is

regularly offered technical training for knowledge up-gradation. The bar code system is deployed in library for issuing of books. The college has an infrastructure of 131 Desktops Systems with high-speed processing for Summary of Computer hardware up-gradation.

The college provides one desktop computer of i3 7th generation to each faculty. There is a computer lab equipped with 52 desktop terminals for students' practical of Computer Science course, B.Sc IT course, and B.Com course respectively.

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

4.3.2 - Number of Computers

142

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

59.7

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

71

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

20

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	https://drive.google.com/file/d/1VIm8UoGcxCEbLE0vUxqs1HCxXncKR5RR/view?usp=sharing
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

2379

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

2379

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

101

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

426

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

46

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

01

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

we do not have a Registered Alumni Association However, various Departments invites Alumnis for Alumni/guest Lectures

The Alumni/Guest Lectures for the Year 2020-21 are as follows

Alumni Lecture on WORLD AFTER T.Y by Miss Mansi Pandya (Working with HDFC bank) From 2018-19 Batch. Mr. Sagar Sachdeva (Key Accounts Manager in Nikhil Equipments Pvt. Ltd) from 2015-16 Batch-104 Participants

Alumni Talk on What's Next? – A career guidance course with special emphasis on MCA course by Mr. Ankur Deshmukh- 100 participants

Guest Lecture on Careers in the Social Sciences by Dr Sonam

Mansukhani was the resource person. The session was hosted by the Sociology Dept in collaboration with the Garware Institute of Career Education & Development' (UMGICD)- 200 Participants

Alumni lecture on Quick Tips on Early profile Building by Ms. Ibrat Khan- 70 Participants

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1Ka8dp0N3fHu8wnDKUOdtV-73iTEa4mLb?usp=sharing
Upload any additional information	**No File Uploaded**

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the college is to provide a dynamic learning continuum. The thrust, has always been on providing students with a well-rounded education that comes to fruition when they succeed in securing gainful employment. The Placement Cell of the college has evolved a well designed concept of achieving this objective by closely working with three stakeholders - the students, the faculty and the companies. The world of work is changing very rapidly. Keeping this in mind, a strong liaison with the industry is maintained for continuous monitoring of changing trends and conditions in the global job market. The Placement Cell has undertaken several measures to attract companies to recruit fresh talent nurtured on the campus. In order to reduce the gap between candidate skills and meeting industry standards, the cell organized a two-day pre-event in soft-skills and professional etiquette called "Skillomatics" by eminent personalities from the corporate world. The topics covered during the two days ranged from importance of internships and placements to interview skills and group discussions to corporate etiquette and business grooming. The Placement Cell has

also made its presence felt on social media such as Facebook (2494 following), Instagram, LinkedIn. It has created an exclusive website for the registration of the students. A Career Fest 2020 was organized in the college from 10th to 13th February 2020. Twenty-nine colleges participated in this event and around 1052 students attended the career fest. More than 58 companies participated in the fest conducting around 4000 interviews in the span of 4 days. In addition, 14 other companies visited the campus apart from the career fest 2020. A hundred and ten students have been placed with some of the prominent recruiters including Media.net, Global Business Services, Willios Wilson Tower, Equity Rights, SKM Tech Mahindra. The consistent efforts of the Placement Cell, their outcomes and response of the students along with industry response stands out as a distinctive feature of the college.

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college practices decentralized participative management in several areas of administration. The teaching, non-teaching staff and the students participate in the designing and functioning of several committees. The Placement cell, Feedback committee, Admission committee are some of the most mentionable, working on decentralised lines.

We focus on the

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

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

STRUCTURE:

The Cell functions through its 'Operational group'. The students are organised into various groups like Operations, Talent management, Event management etc. with specific responsibilities. The Operation Group elicits data from the various sources like personal contacts, contact with the alumina, Gate Crashing, internet to prepare a databank of companies offering placements. Talent management department is responsible for recruiting the members of the placement cell and managing the day to day affairs of the placement cell. Event management department is responsible for managing the biggest event of the placement cell -Career Festival.

FUNCTIONING:

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

Effective leadership of IQAC in guiding & enhancing the effectiveness of student mentoring system:

The college has a well-planned student mentoring system in place and it is implemented meticulously in each class across different programs under the leadership & guidance of the IQAC.

The mentoring system is employed to enable students to succeed both, in college and career. Its objectives include: To guide students in their academic progress and set realistic goals To motivate students to become members of various forums and fests conducted by the college. Attend to the distress and issues faced by the students in class with regard to the academic, social, emotional problems of the students. To undertake academic counselling and career counselling

tasks.

Over the years, the mentoring system in the college has emerged as a strong response to meet the various needs of students at the microcosmic level. It has been fully integrated as one of the core practices of the institution. It has transformed from, each mentor submitting an annual report to more structured interventions by the mentor teacher and maintaining records of these interventions.

The IQAC in 2020-21 modified and customized the mentor kit/file further in order to suit the needs of the online mode in which the college operated throughout the academic year 2020-21 due to the pandemic. Each mentor was provided with a mentor kit/file comprising of student academic profile, career aspirations, hobbies, subject teacher information, term-wise record of mentor plans, reports, record of parent-teacher meetings online, record of monthly participation of the students in co-curricular and extra-curricular activities conducted online and their achievements. The mentor arranges for parents' meetings once in each term to discuss about their wards performance, status of attendance and the academic programs of the college. The mentor nurtured and guided the students regarding any issues that confronted them.

They provided guidance and counselling to the students regarding personal and academic issues. Academic counselling and career counselling tasks were performed by the mentors, particularly for students aspiring for higher studies. They counselled students with emotional/psychological problems and those who needed expert guidance were referred to the counselling cell of the college. In this context, the IQAC conducted an online session in June 2020 to address the emotional and academic issues of the students on account of the pandemic. Also their exam related queries were addressed during the session by the convener of examination committee.

The mentors guided students both, in co-curricular and extra-curricular activities motivating them to

become members of various forums and fests organized by the college. The mentors also collected book reviews and assignments of students of the respective class each semester to inculcate reading habit and analytical abilities of the students.

The mentoring program in college has expanded rapidly to emerge as a significant feature in the functioning of the college. It has transformed from the mentor being a mere figurehead to the mentor making more structured and meaningful interventions for mentoring to

become more effective and outcome based. In 2020-21, few mentors of the final year classes took up activities with their respective classes that would enhance the employability skills of the students and motivate the students for CV enhancement. In 2020-21, student representatives were nominated on bodies through mentor recommendations.

The college understands and acknowledges the need for effective mentoring as it results in better outcomes for students. While there was an overall improvement in various facets of student life, problems were encountered too. Reaching out to each student individually due to the big number in class, tracking outcome, lack of motivation among students were some of the problems encountered. The mentoring system faced several challenging issues during its implementation due to the online mode. However, each mentor tried their best in maintaining a rapport with the students on regular basis and by addressing their issues.

The IQAC reviewed the mentor activities. The completed mentor files/kits and reports were submitted to the IQAC drive for future record and reference.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college practices decentralized participative management in several areas of administration. The teaching, non-teaching staff and the students participate in the designing and functioning of several committees. The Placement cell, Feedback committee, Admission committee are some of the most mentionable, working on decentralised lines.

We focus on the

Admission: Work of admission is highly major task under the covid period. Admission committee members were involved in the checking the admission form online. Access to the admission portal were given to the members of admission committee to check the university enrollment form,results,Transfer certificate, undertaking form,

Allocation of fees as per the criteria etc.

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

STRUCTURE:

The Cell functions through its 'Operational group'. The students are organised into various groups like Operations, Talent management, Event management etc. with specific responsibilities. The Operation Group elicits data from the various sources like personal contacts, contact with the alumina, Gate Crashing, internet to prepare a databank of companies offering placements. Talent management department is responsible for recruiting the members of the placement cell and managing the day to day affairs of the placement cell. Event management department is responsible for managing the biggest event of the placement cell -Career Festival.

FUNCTIONING:

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

Effective leadership of IQAC in guiding & enhancing the effectiveness of student mentoring system:

The college has a well-planned student mentoring system in place and it is implemented meticulously in each class across different programs under the leadership & guidance of the IQAC.

The mentoring system is employed to enable students to succeed both,

in college and career. Its objectives include: To guide students in their academic progress and set realistic goals To motivate students to become members of various forums and fests conducted by the college. Attend to the distress and issues faced by the students in class with regard to the academic, social, emotional problems of the students. To undertake academic counselling and career counselling tasks.

Over the years, the mentoring system in the college has emerged as a strong response to meet the various needs of students at the microcosmic level. It has been fully integrated as one of the core practices of the institution. It has transformed from, each mentor submitting an annual report to more structured interventions by the mentor teacher and maintaining records of these interventions.

The IQAC in 2020-21 modified and customized the mentor kit/file further in order to suit the needs of the online mode in which the college operated throughout the academic year 2020-21 due to the pandemic. Each mentor was provided with a mentor kit/file comprising of student academic profile, career aspirations, hobbies, subject teacher information, term-wise record of mentor plans, reports, record of parent-teacher meetings online, record of monthly participation of the students in co-curricular and extra-curricular activities conducted online and their achievements. The mentor arranges for parents' meetings once in each term to discuss about their wards performance, status of attendance and the academic programs of the college. The mentor nurtured and guided the students regarding any issues that confronted them.

They provided guidance and counselling to the students regarding personal and academic issues. Academic counselling and career counselling tasks were performed by the mentors, particularly for students aspiring for higher studies. They counselled students with emotional/psychological problems and those who needed expert guidance were referred to the counselling cell of the college. In this context, the IQAC conducted an online session in June 2020 to address the emotional and academic issues of the students on account of the pandemic. Also their exam related queries were addressed during the session by the convener of examination committee.

The mentors guided students both, in co-curricular and extra-curricular activities motivating them to

become members of various forums and fests organized by the college. The mentors also collected book reviews and assignments of students of the respective class each semester to inculcate reading habit and

analytical abilities of the students.

The mentoring program in college has expanded rapidly to emerge as a significant feature in the functioning of the college. It has transformed from the mentor being a mere figurehead to the mentor making more structured and meaningful interventions for mentoring to become more effective and outcome based. In 2020-21, few mentors of the final year classes took up activities with their respective classes that would enhance the employability skills of the students and motivate the students for CV enhancement. In 2020-21, student representatives were nominated on bodies through mentor recommendations.

The college understands and acknowledges the need for effective mentoring as it results in better outcomes for students. While there was an overall improvement in various facets of student life, problems were encountered too. Reaching out to each student individually due to the big number in class, tracking outcome, lack of motivation among students were some of the problems encountered. The mentoring system faced several challenging issues during its implementation due to the online mode. However, each mentor tried their best in maintaining a rapport with the students on regular basis and by addressing their issues.

The IQAC reviewed the mentor activities. The completed mentor files/kits and reports were submitted to the IQAC drive for future record and reference.

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

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Organizational Structure/Organogram

Principal

Vice-Principal

Local Management

IQAC

Planning Board

Heads of the Departments/ In Charges/ Course Co-ordinators

Class Mentors

Faculty Members Librarian

Non-teaching Staff

Click here for Organogram

https://drive.google.com/open?id=1wXQ190614wPcThgeoU8mgYw6eXL9Dm8j

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Staff Welfare Measures Teaching An amount of Rs. 500/Reference Book/Year is reimbursed on the book ordered by the teaching faculty. An amount of Rs. 10000/PhD Research Scholar as Seed Money is awarded to the enrolled Scholar for the program. An amount of Rs. 5000/academic year / teacher staff is paid as registration fees for attending workshops, symposia, conference and seminar

Non Teaching An amount of Rs. 1000/academic year / staff whose ward / child has successfully cleared the final exam. An amount of Rs 2,00,000 Medical insurance for the entire family. The uniform cost and the tailoring cost for the Class 4 staff is incurred by the college.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

3

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

25

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

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance appraisal system forms a crucial mechanism for quality enhancement. In case of teaching staff, students are the major stakeholders in the teaching-learning process. Students' feedback is procured at 3 levels: entry level given by first year students of all UG courses, term wise feedback and exit level feedback from students of the third year of all UG courses. The feedback of all

faculties covering all the classes and subjects taught by them is taken in both the terms. Both online and manual feedback are taken on rating scale that includes aspects such as concept clarity, regularity of lectures, learning resources provided, use of ICT etc. This feedback is then disseminated to the respective faculty, department head/course coordinator and the head of the institution. If any glaring remark is noticed, then the case is discussed with the concerned faculty in a positive and confidential manner. This creates a conducive environment for the faculty to take necessary measures. Faculties also submit a self-appraisal form in prescribed format on an annual basis. It covers areas such as teaching methods applied, innovative contributions made, about the academic and professional growth of the faculty and contribution made by the teacher in the corporate and administrative system of the institution. Besides, a confidential report is also taken from time to time about the faculty from the respective head of the department or course coordinator. It is also based on his/her relation with the students, colleagues and administration. In case of non-teaching staff, confidential reports are submitted by section or office in charge on an annual basis. As and when the teaching staff satisfactorily completes the eligibility conditions for their promotions under the Career advancement scheme, they present their Performance based appraisal form in the format prescribed by the university from time to time.

Self Appraisal is submitted by each faculty supplemented by confidential remarks/report by the head of the department and HOI.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Financial audit aims at ensuring financial discipline and transparency essential for the smooth running of the institution. It is also crucial for the fulfillments of requisites notified by the University and Joint Director's office from time to time. Since our college is one among the umbrella of institutions under the Somaiya Trust, balance sheet and budget inputs are also prepared and

provided as per the management requirements. Thus, the financial mechanism of the college requires preparation and audit of institution level budget & balance sheet, inputs for the campus level Trust balance sheet & budget. Besides, cash balance sheet and audited grants statement also encompass the financial mechanism. The college follows a systematic procedure to resolve financial matters through a financial audit mechanism. Internal and external audit of mercantile balance sheet are conducted every six months. Queries raised in the internal audit related to voucher payments are rectified. The queries are resolved by verifying whether the amounts stated in the voucher are as per the relevant policies approved for such expenditure. With verification of the alignment of the amounts spent with policies approved, the queries are closed. The scope of the internal auditor extends to verifying the stock register, free-ship and scholarships extended to the students and visiting faculty remuneration. The internal auditing also includes checking accounts, attendance muster (in and out), the library accounts and conducting salary audit. A rigorous process of audit is followed. The balance sheet is prepared. It then goes for internal audit followed by external audit. Thereafter, it is verified by the Somaiya Trust Head Office and the balance sheet is approved. The audited reports are signed and stamped by three signatories: the Principal, Head Office Honorary Secretary- Lt General Jagbir Singh and the external auditor. While the external auditors remain the same, the internal auditors are changed every three years. The current auditors are N.N. Desai and Co The Somaiya Trust balance sheet is prepared on the 30th of September every year by pooling details from all institutions. Similarly the Somaiya trust budget is presented at campus level with institutional inputs provided by each individual institution on the 27th of February, every year. The annual budget is prepared by the college accountants and the audited statements are placed in the Local Management Committee which gets passed after necessary discussions if any. As per the requirements of the university and the Joint Director Office, every year cash balance sheet and audited grants statement are submitted to the Joint Director Office.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

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

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

The Students Welfare Fund is a collection of contribution made by the teaching , the non teaching and the
Alumni of the college.
Under the student welfare committee there are two types of schemes implemented by the institute where the mobilization of funds and resources are optimized

An amount of Rs. 4000/- concession in fees is given to students as general financial aid on filling
an application form.The decision for the disbursement taken by the head of the institute
The Full/ Part payment of fees for the economically backward or students who require financial aid
is disbursement from the student welfare fund. The student welfare committee circulates a notice
for needy students who require financial support toward their fees. The students apply for the
same with income certificate. The student welfare committee along with the head of the institute
recommends and take a decision regarding the disbursement for students.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- **Separate Somaiya email ID with more drive space.**

- **Appointment letters to internal IQAC members.**

- **Urkund plagiarism check software.**

- **Verification of API scores to be sent to HR department, Somaiya campus.**

- **AISHE report for 2020-21 prepared.**

- **Webinar on "Impact of the pandemic on Indian Economy & the road ahead" organized by IQAC and the economics department on 17/8/20. Student panel (guided by faculty), 40 + participants attended.**

- **26/10/2020 IQAC meetings with select committees to plan and guide activities to be conducted during 2020-21 (WDC, Research forum, Value education committee, Student feedback, Industry-academia interface, Nature club and Cultural forum).**

- **IQAC criterion wise meetings for AQAR work (15/10/20 to 29/10/20).**

- **The IQAC & Department of Accountancy of S.K. Somaiya College of Arts, Science & Commerce organized a webinar on "INVESTMENT AWARENESS & FINANCIAL LITERACY" ON 11 TH NOV.2020 AT 5 P.M. on Zoom. Around 38 participants comprising of Teaching & Non-teaching staff of our college grabbed this golden opportunity.**

- **Internal Quality Assurance Cell of S.K. Somaiya College of Arts, Science and Commerce in association with Responsible Netism Team organized one hour online webinar 'Building Digital Guardians' on 18/02/2021 (Thursday) at 04.00 pm for all college students, teaching and non-teaching staff as well as parents. Responsible Netism is the only non-profit organization promoting cyber wellness in the state of Maharashtra. This mission is sponsored under CSR activity and facilitated by Ministry of Education, Government of**

Maharashtra.

- **Internal academic audit would be conducted by IQAC during May-June 2021.**

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1bhY3TXCVOUp_rXRdZhoAbf1vv5oLFqdm
Upload any additional information	**No File Uploaded**

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1.IQAC has promoted the inclusion of more student participating & involving modes of teaching-learning. The idea of the use of flipped model classroom was introduced by IQAC and lesson-cum-subject plans for select subjects were accordingly prepared and reviewed under the guidance of

IQAC external expert member. All faculties now prepare their academic plan accordingly. It includes laying down learning objectives, interactive modes proposed for teaching each topic, time frame for completion and specifying the learning outcome. The planning and audit boards along with IQAC then undertake a term-end review of the reports submitted by the teachers/ departments. In future the IQAC also intends to introduce a departmental review of the teaching-learning plans. It would promote the idea of interdisciplinary approach in the teaching-learning process (TLP) and peer review/learning. 2.Apart from this IQAC also aimed at encouraging effective use of ICT in the TLP. With this end in view, it conducted sessions on making effective PPT, use of google forms, and google classroom. Many faculties have resorted to starting a google classroom separately for each subject/class. This classroom acts as a mode for dissemination of learning resources

such as notes, reference material,
PPTs, educational videos. It also acts as a communication and
interaction platform among students
and teachers. Various exercises for evaluating the concept clarity
and comprehension of the topics
covered can be also assigned through the classroom. The efficiency,
responsiveness and outreach of
the TLP are enhanced on account of google classroom. IQAC also
intends to provide suggestive
measures for making the google classroom a more interactive mode in
the future.
3.Academic diary was introduced by IQAC in order to inculcate self-
discipline and academic
prudence among the faculties. It enables the each faculty to
maintain a record of the TLP, review
whether it is in accordance with the planned time-frame and also
monitor student attendance. It is
filled on daily basis also assisting the teachers to keep a track of
all other activities academic as
well as administrative functions performed by them.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1xetz-cxTpl65AzNq0yq4ewE4MJg2XimV
Upload any additional information	No File Uploaded

| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** | C. Any 2 of the above |

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/1-NUYvPfbFFefMn4HSts0q_R744Oed7bk/view?usp=sharing
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Institution shows gender sensitivity by providing facilities such as -

1. **Safety and security – Closed circuit cameras are installed on all the floors to monitor movement of students and others.**

2. **Counseling – As mentors, staff are in constant touch with students and counsel them at the academic as well as personnel front. Special counselling sessions are provided to students whenever the need arises.**

Career counselling and guidance sessions are organized through seminars and talks by eminent resource persons in the academic as well as corporate field.

c) Common Rooms – The college has a provision for Girls Common Room where the girl students rest and relax. This room is equipped with adequate furniture, electricity, fans. It is well-lit, ventilated and clean providing a friendly environment to its users.

Gender is a necessary foundation for a peaceful, prosperous and sustainable world. The institution proactively works in sensitizing students in gender issues through various lectures, seminars, talks, workshops and debates. Girls are motivated to participate in sports,

the NCC and NSS wings of the college as it develops strength, confidence and leadership qualities in them. The women development cell initiates workshops on Self Defense for female students, talks on 'Gender Sensitization' and Rubella Vaccination Camp. International Women's Day marks a call to action for accelerating gender parity which is celebrated at our institute where teachers mingle and discuss various issues confronting women.

File Description	Documents
Annual gender sensitization action plan	https://docs.google.com/spreadsheets/d/1_-sHwLZ-GvEifWtbW4FbYNQmCFBFYY0n/edit?usp=sharing&ouid=115505774020269882323&rtpof=true&sd=true
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://docs.google.com/document/d/15Vfj7KldErLTpD7UJEu5BBSBKsNxUf14/edit?usp=sharing&ouid=115505774020269882323&rtpof=true&sd=true

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The physical environment of college is a key factor in the overall health and safety of students and teachers. This is crucial for achievements and overall performance of the institution.

Solid and liquid waste management – The institution has a cleaning

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

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

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5.	**C. Any 2 of the above**

**Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of reading material, screen reading**

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Student Welfare Scheme provides financial assistance to economically weaker learners in the institute. This year 23 students have availed the scheme. This is an inclusive practice undertaken with the aim of extending financial aid to economically weaker students in the form of fee waivers, grants etc. Despite the challenges faced, the scheme has succeeded in helping those students from extremely poor financial backgrounds and allows them to pay fee in instalments

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

Not conducted. NIL

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

?? ?????? ?????? 22/2/2021 ???? ????? ???? ??????? ?????? ?????? ??????? 391???? ???????????, ??. ??.???????? ????????????? ??????? ???????? ??????? ?????? ?????? ??????? ?????? ?????? ?????????????? ??????? ??????????, ??. ????? ????? ???? ??????? ????? ??????? ???.

     ???? ??????????, ??. ??. ?? ????? ???? ????? ?????? ????.

??????? ??????????, ??. ????? ????? ???? ??????? ???? ????? ?????? ????.   ????? ??????????? ???????? ??????? ?????? ????? ???????? ???? ?????, ??? ??????????? ?????? ????.

22/2/2021, Monday, Chhatrapati Shivaji Maharaj's 391st Birth Anniversary was celebrated.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

I 1. Title of the Practice – Student Mentoring

2. Objectives:

The college has a well-planned student mentoring system in place and it is implemented meticulously in each class across different programs. A teacher engaging more lectures in a particular class as per the time-table is appointed mentor of that class right at the beginning of the academic year. The mentoring system is employed to enable students to succeed both, in college and career. Its objectives include: To guide students in their academic progress and set realistic goals. To motivate students to become members of various forums and fests conducted by the college. Attend to the distress and issues faced by the students in class with regard to the academic, social, emotional problems of the students. To undertake academic counselling and career counselling tasks.

3. The Context:

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)? The mentoring system faces several challenging issues during implementation: Managing and attending to students'

academic and administrative needs and addressing their grievances especially in classes having a 100 strength. Identifying sincere and dedicated mentees who would take up the responsibility of providing periodic reviews of the class to the mentor. Motivating students to join and participate in the activities organized by various forums in the college. Identifying academically weak students and providing them appropriate remedial measures. At the same time, the mentor also needs to cater to providing sufficient intellectual stimuli to the advanced learners in class. Providing guidance to emotionally and psychologically distressed students. Coordinating with the parents/guardian of the students is an important aspect of mentoring.

4. The Practice:

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)? Over the years, the mentoring system in the college has emerged as a strong response to meet the various needs of students at the microcosmic level. It has been fully integrated as one of the core practices of the institution. It has transformed from, each mentor submitting an annual report to more structured interventions by the mentor teacher and maintaining records of these interventions. Each mentor is provided with a mentor kit/file comprising of student academic profile, career aspirations, hobbies, subject teacher information, term-wise record of mentor plans, reports, record of parent-teacher meetings, record of monthly participation of the students in co-curricular and extra-curricular activities and their achievements. The mentor arranges for parents' meetings once in each term to discuss about their ward's performance, status of attendance and the academic programs of the college. The mentor nurtured and guided the students regarding any issues that confronted them. They implemented separate intervention programs for the academically weak students and the advanced learners in their respective class. They provided guidance and counselling to the students regarding personal and academic issues. Academic counselling and career counselling tasks were performed by the mentors, particularly for students aspiring for higher studies. They counselled students with emotional/psychological problems and those who needed expert guidance were referred to the counselling cell of the college. The mentor guided students both, in co-curricular and extra-curricular activities motivating them to become members of various forums and fests organized by the college. The mentor also collected book

reviews and assignments of students of the respective class each semester to inculcate reading habit and analytical abilities of the students. The mentor had the additional responsibility of being involved in the conduct of online examinations. In this they supported the examination committee by doing online supervision every day of the examination. They guided the students in being prepared for the same through mock exams conducted by the exam committee and also assisted them with timely interventions whenever students faced difficulty in procuring their login credentials or other exam related information.

5. Evidence of Success:

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words. The mentoring program in college has expanded rapidly to emerge as a significant feature in the functioning of the college. It has transformed from the mentor being a mere figurehead to the mentor making more structured and meaningful interventions for mentoring to become more effective and outcome based. In 2019-20, few mentors of the final year classes took up activities with their respective classes that would enhance the employability skills of the students and motivate the students for CV enhancement. This was also evident in an increased number of students who participated in the placement cell training activities of the college. In 2019-20, student representatives were nominated on bodies through mentor recommendations. This academic year, advanced learners were provided with reference material, role playing assignments and student mentee system to assist academically weak students.

6. Problems Encountered and Resources Required:

Please identify the problems encountered and resources required to implement the practice (in about 150 words). The college understands and acknowledges the need for effective mentoring as it results in better outcomes for students. While there was an overall improvement in various facets of student life, problems were encountered too. Reaching out to each student individually due to the big number in class, tracking outcome, lack of motivation among students were some of the problems encountered.

II 1. Title of the Practice - Placement Cell

The Placement Cell of the college is a robust cell comprising of students and faculty functioning throughout the year. It is an executive body that plays an active role in liaisoning excellent placement and internship opportunities to the students of the institution.

2. Objectives:

Its objectives include bringing some of the best recruiters to the campus and help students secure meaningful and profitable employment, hold a series of talks ranging from resume writing to tips on how to tackle interview questions so as to prepare the students for the actual interview, and organizing internships.

3. The Context:

The Placement Cell plays a crucial role in locating job and internship opportunities for undergraduates and post graduates during the campus placement by keeping in touch with reputed firms and industrial establishments. This year posed the specific challenge of holding the event online due to the pandemic.

4. The Practice:

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)? Companies are invited via emails to conduct interviews for recruitment. The Placement Cell has 2 flagship programs – the first is SKILLOMATICS which is a pre-placement event for skill building; the second is the CAREER FEST where companies conduct interviews with the aim of recruiting students. The Career Fest is usually held in the month of March over a period of three days. The dates are finalized as per the schedule of students' examinations and academic activities. All the relevant information is shared with students through the class mentors, the WhatsApp group of the Placement Cell comprising of its office bearers and the CRs and LRs of different classes, and through the Instagram handle of the Placement Cell. All students are allowed to appear for the Career Fest irrespective of their academic performance as the Placement Cell believes in providing equal opportunities to all students. It is left to the companies to select suitable students according to their own specifications. Companies are requested to inform the following:

- Compensation Package

- Company Profile

- Career Prospects

After the recruitment procedure, the company takes a few days to finalize their selection. The companies then announce the list of selected students to the Placement Cell. The selected students are informed both, by the company selecting them as well as the Placement Cell.

5. Evidence of Success:

This year 34 companies conducted recruitment using the online mode due to the pandemic. A total of 306 students participated in the same. 91 students were placed through campus recruitment while 10 students received job offers from companies off campus. 81 students procured internships through the Placement Cell.

6. Problems Encountered and Resources Required:

Please identify the problems encountered and resources required to implement the practice (in about 150 words). The Placement Cell faces the challenge of mobilizing students to appear for the Career Fest as most of them prefer to opt for higher studies which will boost their chances of procuring a higher salary. Space crunch also adds to the problems of having a big placement event. Resources in terms of space, financial and management support is required to overcome the challenges of the recruitment drive. The skillset of students also needs to be improved through innovative pedagogical methods. However, these problems are overcome through the team work and coordination of the Placement Cell.

File Description	Documents
Best practices in the Institutional website	https://docs.google.com/document/d/1Hr5Fb4H2RxiE8pVRKFvuzaCn1Yu0joi8/edit?usp=sharing&ouid=115505774020269882323&rtpof=true&sd=true
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

DISTINCTIVE PRACTICE

The vision of the college is to provide a dynamic learning continuum. The thrust has been to help students meet the challenges of the pandemic and cope with the demands of online education. The pandemic gave rise to the need for using technology to achieve desired results. The college rose to the occasion by making effective use of the social media for student development. The Economics department created an Economics Instagram handle. The Mind Theatre team of the Psychology department conducted a range of events that were held online. The aim was twofold; firstly, to help students understand the practical application of what was learnt in class and secondly, to help students shape their career for the future. The magazine committee released an e version of the annual college magazine UTKARSH. Despite the pandemic situation, students got the opportunity to showcase their creative talent. Their creative articles, art work etc., were published in the magazine. The entire procedure for the same that is, from collection of articles to editing to its final publication was done online. A class Blog was initiated by the students of First Year B.Com division 'D' and used in participative teaching-learning. Students understood what a Blog was, how to be a Blogger and use the same to enhance communicative skills. An outcome of these initiatives provided students an opportunity to interact with experts which in turn led to curriculum enrichment and knowledge enhancement.

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

7.3.2 - Plan of action for the next academic year

1. A online workshop is proposed on the topic of experiential learning. The workshop will focus on models, methods, practices, and synchronous learning.
2. A workshop on the topic of CAS guidelines as per 7th pay, social security measures and terms of service to be organized for teaching staff. This will
3. The importance of application of information technology in teaching – learning as well as administration is highlighted during the pandemic year. To upgrade the IT skills in administration a workshop is planned for non-teaching staff.
4. The practice of Green Audit would be continued. The college setup, resources and role of stakeholders would be audited.