

ANNUAL INTERNAL QUALITY ASSURANCE CELL REPORT 2015 – 2016



**K.J.SOMAIYA COLLEGE OF SCIENCE AND COMMERCE,
VIDYAVIHAR , MUMBAI 400 077**

Tel. 022-21025919 Fax : 022-21025915

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution

K.J.SOMAIYA COLLEGE OF SCIENCE AND COMMERCE

1.2 Address Line 1

VIDYANAGAR

Address Line 2

VIDYAVIHAR

City/Town

MUMBAI

State

MAHARASHTRA

Pin Code

400 077

Institution e-mail

principal.kjssc@somaiya.edu

address Contact Nos.

022-21025919

Name of the Head of the Institution:

Dr.Vijay B.Joshi

Tel. No. with STD Code:

022-21020718

Mobile:

09930179920

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879) 8970

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

1.5 Website address:

Web-link of the AQAR:

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

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC

:

DD/MM/YYYY

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

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and

Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR 2014-2015 10/08/2015 (DD/MM/YYYY)
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous College of UGC Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

University of Mumbai

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

Autonomy by state/Central Govt./University

√

University with Potential for Excellence

--

UGC-CPE

√

DST Star Scheme

√

UGC-CE

--

UGC-Special Assistance Programme

--

DST-FIST

√

UGC-Innovative PG programmes

--

Any other (Specify)

--

UGC-COP Programmes

--

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No.of meetings with various stakeholders No. Faculty

Non-teaching staff Students Alumni Others

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

If yes mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution level

(ii) Themes

- Safety Measures
- Scientific writing
- Nano technology
- Nutrition and Health
- Presentation Skills
- Bonsai
- Animal Tissue culture
- Environment consciousness
- ICT integration

2.14 Significant Activities and contributions made by IQAC

- Induction programme for FYBSc/BCom and M.Sc./M.Com. Part-I students
- Arogya Mantra workshop for non teaching staff members
- Open day for school students
- Haldi Kumkum for teaching and non teaching staff members
- One Day Picnic for non teaching staff
- Paper presentation at National Conferences by IQAC members
- Outreach programme for faculty members
- Workshop on personality development for non teaching staff members
- Release of IQAC newsletter for the year 2015-2016

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievement
<ul style="list-style-type: none">• To formulate event planner for the academic year and monitor the activities• To Set up statistics and Mathematics laboratory• Initiatives for non teaching staff members• Promoting healthy relationship between teaching and non teaching staff• Outreach programmes for Teaching staff members.• Development of research aptitude amongst students and teachers• Downward integration• Sharing IQAC activities and achievements with other college peers• Documentation for NAAC visit	<ul style="list-style-type: none">• Event planner was conceptualized and met with 98 % of compliance.• Both the laboratories are set up• Arogya Mantra- Health awareness lectures, One day picnic, Training session on personality development• Interaction through Haldi kumkum programme• Visit to school for tribal students at Nareshwadi run by Girivanvasi Trust.• One day seminar on Scientific Writing• Open Day for school students from neighbouring areas• Presentation of papers by IQAC members in three National level conferences.• Documentation for NAAC visit was done successfully

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

2.16 Whether the AQAR was placed in statutory body

Yes

No

Management

Syndicate

Any other body

Provide the details of the action taken

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

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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

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

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

(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	21
Trimester	--
Annual	20

1.3 Feedback from stakeholders Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure : Please refer to Annexure II

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

- M.Sc Syllabus for few subjects has been revised under autonomy which is students centric
- It includes industry oriented relevant topics as per current requirement and focuses on experiential learning.
- It has been approved by Board of Studies, Academic Board and Board of Management.
- Post graduate students are given the flexibility in internal examination component. Students can opt for Powerpoint presentation, projects, industrial training programmes, MOOC etc.
- For undergraduate three new elective audit courses viz: Communication skill and personality development, Nanotechnology and Jainism

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst.Professors	Associate Professors	Professors	Others (librarian)
75	29	44	01	01

2.2 No. of permanent faculty with Ph.D.

28

2.3 No. of Faculty Positions

Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others (Librarian)		Total	
R	V	R	V	R	V	R	V	R	V
16	01	----	04	---	04	---	---	16	09

2.4 No. of Guest and Visiting faculty and Temporary faculty

--

15

2.5 Faculty participation in conferences and symposia:

No.of Faculty	International level	National level	State level
Attended	07	33	07
Presented Papers	26	37	19
Resource Persons	01	08	13

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

- Introduced MOOC , poster presentation, power point presentation and industrial training as an internal assessment at Post graduate level.
- Organisation of lecture series - Enriching expressions by eminent Alumni for students.
- Recording of the lectures of all the faculty members has been done and the lectures are uploaded on you tube for the reference of the students.
- The activities like Swasthya Mahotsav, Abhyas Mahotsav, Biozones are organised in which the eminent speakers are invited to deliver the lectures to the students.
- The College has reformed the Honours programme for the undergraduate students where the students can earn extra credits.
- Organisation of Refresher course in Environmental Science for teachers in collaboration with HRD centre University of Mumbai.
- Short course on sustainable Agriculturally based Bioindustries by Prof Larry Walker- Cornell University
- Workshop on radiochemistry in association with Board of Research in Nuclear Science and IANCAS, BARC, Mumbai.
- Workshop attended by staff members on Research Based Pedagogical Tools for Teachers of Undergraduate Colleges 10-12 March 2016 at IISER Pune sponsored by British Council, Ministry of Human Resource Development, Govt. of India and Department of Biotechnology, Govt. of India

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

188

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

- | |
|---|
| <ul style="list-style-type: none">• Modified the range for dual assessment of answer papers for first year and second year meeting.• Revaluation of mid semester examination was introduced. |
|---|

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

All		
-----	--	--

2.10 Average percentage of attendance of students

80

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

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

- | |
|--|
| <ul style="list-style-type: none">• At the beginning of every academic year an academic calendar of all the activities for the year is planned.• Academic audit is conducted for all departments.• Induction programme for students and newly recruited teachers was organised.• Academic plan for the entire academic year is prepared by all the departments and is displayed on the college website before the academic year starts.• Class time-table for the year is finalized by individual department which is submitted to the time-table committee. It is then displayed on the notice boards for the students.• Teacher's diary is maintained by all the faculty members in which day to day entry of all the lectures and practicals conducted by them is done which is signed by the Head of the Department and the Principal at the end of every month.• The feedback from the students for all the faculty members is taken once in a year which is analyzed by the Head of the Department and the Principal. If required the feedback analysis report is discussed with the respective teacher.• Result analysis for all the classes is done critically and the measures are taken to improve the results if required. |
|--|

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher Courses	03
UGC- Faculty Improvement Programme	--
HRD programmes	07
Orientation Programmes	--
Faculty exchange programme	--
Staff training conducted by the University	--
Staff training conducted by other institutions	01
Summer / Winter schools, workshops etc.	70
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	104	9	41	NIL
Technical Staff	---			

Criterion – III

3. Research, Consultancy and Extension

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

- The College has a research and consultancy committee which encourages and facilitates faculty members to apply for the various grants funded by the various agencies. It undertakes the responsibility of forwarding the project proposal.
- Organisation of Research Scholar Meet.
- College has started Research Methodology course for the students of Ph.D. as a course work.
- Teaching faculty members are encouraged to apply for FIP under UGC scheme.
- The laboratory facilities are made available to the faculty to carry out their research work .
- The central instrumentation laboratory
- Undergraduate students are encouraged to take up mini projects.
- Post graduate students are given projects as their internal evaluation.
- Seminar on Scientific Writing by eminent speakers was organised .
- Visit to HBCSE,CFTRI-Mysore,Pasteur Institutr-OOTY, institute of Bioinformatics Bangalore etc

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	01	--
Outlay in Rs. Lakhs	--	--	19,08,068/-	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	04	----	06	
Outlay in Rs. Lakhs	90,000/-	-----	1,93,000/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	28	--	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	07	02	-

3.5 Details on Impact factor of publications :

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3 years	SERB	19,08,068/-	9,89,666
Minor Projects	1 year	University of Mumbai	1,93,000/-	1,54,400/-
Interdisciplinary Projects	--			
Industry sponsored	--			
Project sponsored by the University/College	--			
Students research projects (other than compulsory by the University)	1 year	college	----	-----
Any other (Specify)	----	----	----	-----
Total			21,01,068/-	11,44.066/-

3.8 No.of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For Colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any other (Specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences Organised by the Institution

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

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

3.13 No.of Collaborations

International National Any other

3.14 No.of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No.of patents received this year

Type of Patent		Number
National	Applied	03
	Granted	---
International	Applied	--
	Granted	---
Commercialised	Applied	---
	Granted	---

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

Total	International	National	State	University	Dist	College
	---		----	----	--	----

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

Guides and students registered under them

M.Sc.(By Res) Ph.D.

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level	48	State level	06
National level	04	International level	NII

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	01	College forum	--
NCC	32	NSS	85
		Any other	---

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Please refer to Annexure IV

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	102506 Sq.ft	2200	--	104706
Class rooms	35	05	--	40
Laboratories	37	02	--	39
Seminar Halls	01	--	--	01
No.of important equipments purchases (\geq 1-0 lakh) during the current year	06	03	FIST	09
Value of the equipment purchased during the year (Rs. In Lakhs)	--	1,00,000/-	FIST College Fund	1,00,000/-
Others Central instrumentation lab	--	--	--	--

4.2 Computerization of administration and library

Computerization of administration :

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

Computerization in Library

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

Library services:

	Existing (upto March 2015)		Newly added (from April, 2015 to March, 2016)		Total	
	No	Value	No.	Value	No.	Value
Text Books	36262	36,54,901/-	2594	3,24,515/-/-	38,856	36,54,901/-
Reference Books	32,355	1,35,81,731/-	688	9,15,032/-/-	33,043	1,45,29,806/-/-
e-Books	41	6635/-	-	-	41	6635/-
Journals	2709	22,57,123/-	-	-	2709	22,57,123/-
e-Journals		15,000/-		5,275/-		20,275/-
Digital Database	-	-	-	-	-	-
CD & Video	93	22748/-	-	-	93	22748/-
DVD/ VCD	90	21,817/-	-	-	90	21,817/-
Others (specify) (Presentation)	2165	-	78	-	2243	-

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

- Data Centre has organized training programmes for teachers and students on Google Apps.
- Training on HR software was given to teachers and non teaching staff members.

4.6 Amount spent on maintenance in lakhs :

i) ICT	3,329,228/-
ii) Campus Infrastructure and facilities	12,38,107/-
iii) Equipments	--
iv) Others	--
Total :	4,56,7335/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The prospectus of the college gives the details about the admission process, fee structure, Courses offered, scholarships and freeships, various college committees, examination reforms, rules and regulations of the college etc. The prospectus is available on the website of the College.
- The information about various events to be organised and examination schedule is also made available on the LED display and the website of the college.
- Induction Programme for First Year students of undergraduate and post graduate was organised to give the students information about the support system, examination reforms etc

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

	UG	PG	Ph.D.	Total
Total	3150	712	01 (Admitted in 2015-2016)	3863
PG Diploma in RST & GIS	--			
University Certificate in RST & GIS	12			
University Diploma in RST & GIS	2			

(b) No. of students outside the state

43

(c) No. of international students

NIL

	No	%
Men	--	--

	No	%
Women	--	

2015-16

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

2014-15 Last Year								
General	SC	ST	OBC	Physically Challenged	DT(A)	NT(1,2,3)	SBC	Total
2906	182	11	224	--	1	58	1	3383

Demand ratio 1: 16 Dropout Negligible

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

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

No. of students beneficiaries

80

5.5 No.of students qualified in these examinations

NET	04	SET/SLET	01	GATE	03	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	--

5.6 Details of student counselling and career guidance

- Dr. Sriram Joshi has been appointed for counseling of students. Student's counselling is also done at departmental level.
- Departments organize the programmes on career guidance. The placement cell organizes various programmes on career guidance.
- Introduction of an elective audit course on Communication skills and personality development has been introduced for the benefit of students.
- Workshop on Communication Skills, interview techniques and resume writing were organised.

No. of students benefitted Around 200

<i>On Campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
06	634 (Including sister institutions)	Approx. 106	26

5.8 Details of gender sensitization programmes

- Workshop on Sexual harassment was organized by Women Development Cell on 13.07.2015. In this workshop Dr Chayanika Shah Member, WDC, University of Mumbai, Visiting Faculty, TISS. She sensitized the students about the gender discrimination by having an interactive mode with the students.
- Poster exhibition on Women empowerment was organized in Railway police Colony during Ganpati Festival by NSS.
- In the duration of Navaratri for second consecutive year 8 sessions on Enlightenment of inner strength for women were organized in Railway police colony.
- Concelling session on Adolescence and Puberty for tribal school girls in Dhundhulwadi and Chinchlipada residential schools.
- Display and counselling for different facets of women to about 50,000 women at Shivaji Park .
- Rakshabandhan for women police costables and officers along central and western railway lines.
- Session on personal health and precautions after fortys for college girls and women in police colony by renowned Gynecologist and HOD, K.E.M. hospital, Mumbai.

5.9 Students Activities

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

State/University level National level International level

No. of students participated in cultural events

University level National level International level

State level

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

Sports : State/University level National level International level
Cultural : University level National level International level
State level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial Support from institution		
Financial support from government	224	21,21,699/-
Financial support from other sources		
Number of students who received International/National recognitions	09 (inspire)	Not available

5.11 Student organised / initiatives

Fairs : State / University level National level International level
Exhibition : State / University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the founder

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

Mission of the founder

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

6.2 Does the Institution has a management Information System

Computerization of administration :

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

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

6.3.1 Curriculum Development

- The syllabus for M.Sc was revised after due deliberations in several BOS meetings. The approach was to remove overlap, delete redundant portion include relevant latest knowledge as per current requirement and increase awareness for experiential learning.
- The academic board comprised of eminent personalities from industries and faculties from renowned institution. It was then approved by the academic board and the Board of Management.
- Students are given options for internal examination component which include MOOC, poster presentations, industry visits, projects etc

6.3.2 Teaching and Learning

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

6.3.2 Examination and Evaluation

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

6.3.4 Research and Development

- Encouraging teachers to apply for the grants
- Providing the laboratory facilities to teachers for their research work
- Encouraging faculty members to pursue Ph.D.
- Encouraging undergraduate students to take Mini projects.
- Interaction of research students with Cornell University students.
- Organisation of RSM for research students.
- Industrial visits, collaboration with institutes for experiential learning

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

6.3.6 Human Resource Management

- Induction programmes for the new faculty members and the non teaching staff members
- Training programmes for teaching and non teaching staff members.
- Felicitation of teaching and non teaching staff members for their long service to the institute.
- Monthly meetings of Principal with the Heads of the Departments and the subsequent meetings with the faculty members.
- Picnic for non teaching staff members.
- Haldi kumkum for spouses of non teaching staff members.

6.3.7 Faculty and Staff recruitment

Non teaching staff members:

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

Teaching faculty:

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

6.3.8 Industry Interaction / Collaboration

Students of M.Sc Chemistry are sent to Indian Testing Laboratory for a weeks training programme. Collaboration with CIRCOT, TIFR, IIT Bombay, NEERI, CFRI, Naushad Ali Sarovar Sambardhini and BARC for various programmes.

Lectures by expertise in Industries for the students.

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

6.3.9 Admission of Students

- Online application forms.
- Online payment of fees for pre-admission form.
- Merit lists on a college website.
- Freshships and scholarships as per the government norms.
- Reservation policy as per the government norms.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done Yes No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- Masking of answer papers.
- Dual checking of answer papers for T.Y. B.Sc/ B.Com. and post graduate students by external examiners .
- Triple checking in case of more than 10 % difference in the first two checking.
- Scaling down of internal marks.

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

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

6.11 Activities and support from the Alumni Association

- Organisation of Alumni meet.
- Alumni as members of the Board of Studies constituted under autonomy.
- Guest lectures by alumni on various topics in the curriculum and also on career guidance.
- Assistance of alumni in placement of students.

6.12 Activities and support from the Parent – Teacher Association

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

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

6.13 Development programmes for support staff

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

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

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

Criterion – VII

7. Innovations and Best Practices

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

- Revised syllabus for M.Sc under autonomy
- Flexibility in syllabus at UG and PG level as explained earlier
- Inclusion of sports, music, drama etc in syllabus has increased the participation of the students in extra curricular activities.
- Foreign languages in syllabus in lieu of Foundation Course.
- Invited talks by eminent alumni for the students.

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

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

- ICT integration in office administration.
- Online railway concession for students.
- RTGs transfer for refund of cancellation of admission.

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

7.4 Contribution to environmental awareness / protection

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

- Panel Discussion on “Climate Change was organized
- Field Visit to study Landfill sites for Municipal solid waste and the Hazardous waste was organized for the students.
- Documentary workshop on waste management was organized. The purpose of the event “ANVAYA” was to spread mental awareness about the waste generated in our city.

•Guest Lecture on Eco-restoration -Yamuna Biodiversity Park by

Dr. Faiyaz Khudsar, from the Centre for Environmental Management of Degraded Ecosystems (CEMDE), University of Delhi and Scientist-Incharge, Yamuna Biodiversity Park was organized.

- Convergence -The Intercollegiate event for sensitization and awareness of current environmental issues was organized.

7.5 Whether environmental audit was conducted Yes No

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

Strength

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

Weakness

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

Opporunities

- Backward integration with the school on Campus and other school in the vicinity.
- State of the art infrastructure development.
- Improve research temperament with mini projects based learning.

Threats

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

8. Plans of institution for next year

- Investment in manpower training
- Outcome based learning and evaluation
- ICT based training to teaching and non teaching staff members
- Research and innovation
- Research journal of the College should be launched. It will provide an opportunity to generate a research database.

Name Dr.Pradnya J.Prabhu
 Vice-Principal
 Coordinator, IQAC

Name Dr.Vijay B.Joshi
 Principal
 Chairperson, IQAC

Annexure I

Abbreviations:

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