# ANNUAL INTERNAL QUALITY ASSURANCE

# CELL REPORT

# 2011 – 2012



**K.J.SOMAIYA COLLEGE OF SCIENCE AND COMMERCE,**

**VIDYAVIHAR , MUMBAI 400 077**

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

# The Annual Quality Assurance Report (AQAR) of the IQAC

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

# Part – A

## 1. Details of the Institution

1.1 Name of the Institution

| K.J.SOMAIYA COLLEGE OF SCIENCE AND COMMERCE |

1.2 Address Line 1

| VIDYANAGAR |

Address Line 2

| VIDYAVIHAR |

City/Town

| MUMBAI |

State

| MAHARASHTRA |

Pin Code

| 400 077 |

Institution e-mail

| Principal.kjssc@somaiya.edu |

address Contact Nos.

| 022-21025919 |

Name of the Head of the Institution:

| Dr.Vijay B.Joshi |

Tel. No. with STD Code:

| 022-21020718 |

Mobile:

| 09930179920 |

**Name of the IQAC Co-ordinator:** | Dr.J.K.Verma

**Mobile:** | 9867836918

**IQAC e-mail address:** | iqac.kjssc2003@somaiya.edu

1.3     **NAAC Track ID** (For ex. MHCOGN 18879)     _____8970_____

1.4     **NAAC Executive Committee No. & Date :**
        **(For Example EC/32/A&A/143 dated 3-5-2004**     EC/PCRAR/53/03  dated  4-9-2010
         **This EC no. is available in the right corner-buttom**
         **of your institution's Accreditation Certificate**

1.5     **Website address:**     www.somaiya.edu/vidyavihar/kjssc

        Web-link of the AQAR:     www.somaiya.edu/vidyavihar/kjssc/achievements/AQAR

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

**1.6 Accreditation Details**

| Sr.No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|--------|-------|-------|------|----------------------|-----------------|
| 1 | 1st Cycle | A | -- | 2004 | 5 years |
| 2 | 2nd Cycle | A | 3.21 | 2010 | 5 years |
| 3 | 3rd Cycle | | | Due in Sept., 2015 | |
| | 4th Cycle | -- | -- | -- | -- |

**1.7  Date of Establishment of IQAC**
                                **:**          DD/MM/YYYY | 10th September, 2003

**1.8  AQAR for the year** *(for example 2010-11)* | 2011-2012

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

   i.  AQAR _____2010-2011_____7-7-2014_____ (DD/MM/YYYY)
  ii.  AQAR_____ (DD/MM/YYYY)
 iii.  AQAR_____ (DD/MM/YYYY)
 iv.  AQAR_____ (DD/MM/YYYY)

(Submitted in the old format)

**1.10** **Institutional Status**

| University | State | √ | Central | ☐ | Deemed | ☐ | Private | ☐ |

Affiliated College     Yes [√]    No [ ]

Constituent College    Yes [√] No [ ]

Autonomous College of UGC    Yes [√]   No [ ]

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

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

                   Urban [√]   Rural [ ]   Tribal [ ]

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

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

**1.11** **Type of Faculty/Programme**

Arts [ ]   Science [√]   Commerce [√]   Law [ ]   PEI (Phys Edu) [ ]

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

Others (Specify)         | -- |

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

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

| | |
|---|---|
| Autonomy  by state/Central Govt./University | -- |

| | | | |
|---|---|---|---|
| University with Potential for Excellence | -- | UGC-CPE | -- |
| DST Star Scheme | -- | UGC-CE | -- |
| UGC-Special Assistance Programme | -- | DST-FIST | -- |
| UGC-Innovative PG programmes | -- | Any other (*Specify*) | -- |
| UGC-COP Programmes | -- | | |

**2. IQAC Composition and Activities**

| | |
|---|---|
| 2.1 No. of Teachers | 07 |
| 2.2 No. of Administrative/Technical staff | -- |
| 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 | 07 |

**2.10  No. of IQAC meetings held**  | 02 |

**2.11  No.of meetings with various stakeholders**  No. | -- |   Faculty | 01 |

Non-teaching staff  Students | -- |  Alumni | -- |  Others | -- |

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

If yes mention the amount | -- |

**2.13  Seminars and Conferences (only quality related)**

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

Total Nos. | 25 |  International | -- |  National | -- |  State | -- |  Institution level | 25 |

(ii)  Themes

- Health Awareness
- Counselling and Career Guidance
- Environment consciousness
- ICT integration
- Soft skills
- Right to information
- Marine deposits and Submarine Volcanism
- Nuclear Chemistry
- Spectroscopy

**2.14  Significant Activities and contributions made by IQAC**

- The expert Committee representing the University of Mumbai and UGC visited the college for the assessment with respect to the autonomy of the College.
- Document management system was incorporated in Office administration.
- RFID tagged identity cards were issued to staff members and the students.
- Vigyan Yagna a mega event of Science exhibition was organised.
- The advisory boards under autonomy were constituted.

**2.15  Plan of Action by IQAC/Outcome**

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

| Plan of Action | Achievements |
|---|---|
| • To co-ordinate with UGC and University of Mumbai to complete the process of Conferment of Autonomous process of the College. | • The expert Committee representing the University of Mumbai and UGC visited the college for the assessment with respect to the autonomy of the College. |
| • To plan and design new syllabus under autonomy | • Advance planning was made to formulate need based relevant syllabi for all subjects.  The advisory boards were constituted. |
| • To plan quality initiative to foster academic freedom under autonomy | • Various initiative like offering choice of foreign languages, sports, spiritual courses, dance etc.were taken. |
| • Integrating ICT in administration | • Document Management system was incorporated in office administration. |
| • Celebration of international year of Chemistry | • International year of Chemistry was celebrated by organizing popular lecture series by eminent people in the field of Chemistry. |
| • To organize Vigyan Yagna- a flagship programme | • To generate interest in pure science in young minds. A science exhibition Vigyan yagna was organised |

 **\* 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 | 02 | -- | 01 | 01 |
| Others | | | | |
| **Total** | **42** | | **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 | 17 |

**1.3  Feedback from stakeholders**  Alumni ☐  Parents ☐  Employers ☐  Students ☑ √

*(On all aspects)*

Mode of feeback   :      Online ☐   Manual ☑ √   Co-operating schools (for PEI) ☐

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

**1.4  Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.**
- Choice based credit system was implemented for Semester I and Semester II (F.Y.B.Sc./F.Y.B.Com.) by University of Mumbai.
- The revised syllabus for F.Y.B.Sc./B.Com. was implemented as per University norms.
- The board of studies in various discipline were formed to frame a new syllabus for F.Y.B.Sc./ F.Y.B.Com under autonomy.

**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 |
|-------|-----------------|----------------------|------------|--------|
| 73 | 25 | 48 | Nil | 01 lib |

**2.2 No. of permanent faculty with Ph.D.**  26

**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 |
| 25 | -- | 30 | 18 | -- | -- | 01 | -- | 73 | 18 |

**2.4 No. of Guest and Visiting faculty and Temporary faculty**   --   25   08

**2.5 Faculty participation in conferences and symposia**:

| No.of Faculty | International level | National level | State level |
|---------------|--------------------|----------------|-------------|
| Attended | 31 | 54 | 10 |
| Presented Papers | 03 | 08 | -- |
| Resource Persons | 04 | 15 | -- |

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

- Abhyas Mahotsav was organised comprising of a series of lectures for the benefit of post graduate students of our college and other colleges in Mumbai University, where the eminent speakers were invited to deliver lectures on topics of special importance to the students.
- A workshop on Choice based credit system was organised by Board of studies in Chemistry to discuss new credit system implemented by University of Mumbai.
- The intercollegiate event Rasayan-2012 was organised in which the competitions on poster presentation and quiz were conducted .
- A intercollegiate event Amalgam was organised for the post graduate students in which a number of competitions were conducted.
- International year of Chemistry was celebrated by organizing a popular lecture series by Eminent people in the field of Chemistry like Prof. M.M.Sharma, Dr.Prabodh Chobe, GM, BASF. Prof.G.D. Yadav, Vice-Chancellor, ICT, were organised.

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

| 186 |
|---|

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

- The College follows Central Assessment of Papers (CAP) for all undergraduate and postgraduate programmes.
- Coding and D-coding of answer papers.
- 
- The students can apply for the revaluation of the answer papers and also the photocopy of it.
- Mark sheet is secured with a watermark on it. The student's photograph is printed on the marklist.
- Switch over to choice based credit system at FYBSc/BCom level as per University norms.

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

| 08 | -- | 26 |
|---|---|---|

**2.10** **Average percentage of attendance of students**

| 80 |
|---|

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

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

- At the beginning of every academic year an academic calendar of all the activities for the year is planned
- Academic plan for the entire academic year is prepared by all the departments and is displayed on the college website before the academic year starts.
- Class time-table for the year is finalized by individual department which is submitted to the time-table committee. It is then displayed on the notice boards for the students.
- Teacher's diary is maintained by all the faculty members in which day to day entry of all the lectures and practicals conducted by them is done which is signed by the Head of the Department and the Principal at the end of every month.
- The feedback from the students for all the faculty members is taken once in a year which is analyzed by the Head of the Department and the Principal. If required the feedback analysis report is discussed with the respective teacher.
- Result analysis for all the classes is done critically and the majors are taken to improve the results if required.

**2.13 Initiatives undertaken towards faculty development**

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|---|---|
| Refresher Courses | 05 |
| UGC- Faculty Improvement Programme | -- |
| HRD programmes | -- |
| Orientation Programmes | 01 |
| Faculty exchange programme | -- |
| Staff training conducted by the University | 24 |
| Staff training conducted by other institutions | 30 |
| Summer / Winter schools, workshops etc. | 28 |
| 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 | 58 | 51 | Nil | Nil |
| Technical Staff | N.A. | | | |

# 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.
- Students and teachers are encouraged to participate in an inter university festival of University of Mumbai.
- Teaching faculty members are encouraged to apply for FIP under UGC scheme.
- The laboratory facilities are made available to the faculty to carry out their research work .
- College has organised Vigyan Yagnya –a science exhibition in which around 360 exhibits were invited from all over India.
- A guest lecture by Prof.A.M.Chakrabarty, University of Illinois medical centre Chicago on " Eradicating Cancer in our lifetime was organised".
- A lecture on " Future of Biochemistry – opportunities aboard" by Dr.Smitha Sivaraman was organised.

### 3.2 Details regarding major projects

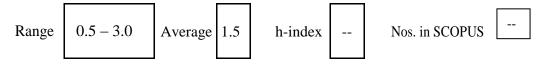|                      | Completed | Ongoing | Sanctioned | Submitted |
|----------------------|-----------|---------|------------|-----------|
| Number               | --        | --      | --         | --        |
| Outlay in Rs. Lakhs  | --        | --      | --         | --        |

### 3.3 Details regarding minor projects

|                      | Completed   | Ongoing     | Sanctioned  | Submitted   |
|----------------------|-------------|-------------|-------------|-------------|
| Number               | 14          | 14          | 14          | 14          |
| Outlay in Rs. Lakhs  | 10,66,000/- | 10,66,000/- | 10,66,000/- | 10,66,000/- |

### 3.4 Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | 09            | 03       | -      |
| Non-Peer Review Journals | -             | -        | -      |
| e-Journals               | -             | 01       | -      |
| Conference proceedings   |               |          |        |

### 3.5 Details on Impact factor of publications :

Range  0.5 – 3.0   Average 1.5   h-index  --   Nos. in SCOPUS  --

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|---|---|---|---|---|
| Major projects | -- | | | |
| Minor Projects | 1 year<br>4 years<br><br>2 year | University of Mumbai<br>Somaiya Management<br><br>UGC | 1,99,000/-<br>66,000/-<br><br>8,01,000/- | 1,99,000/-<br>66,000/-<br><br>8,01,000/- |
| Interdisciplinary Projects | -- | -- | -- | -- |
| Industry sponsored | -- | -- | -- | -- |
| Project sponsored by the University/College | -- | -- | -- | -- |
| Students research projects (other than compulsory by the University) | -- | -- | -- | -- |
| Any other (Specify) | -- | -- | -- | -- |
| **Total** | | | **10,66,000/-** | **10,66,000/-** |

**3.8   No.of University Departments receiving funds from**

UGC-SAP  | -- |   CAS | -- |   DST-FIST | -- |

DPE | -- |   DBT Scheme/funds | -- |

**3.9   For Colleges**   Autonomy | -- |   CPE |   |   DBT Star Scheme | -- |

INSPIRE | -- |   CE |   |   Any other (Specify | -- |

**3.10 Revenue generated through consultancy**   | 4,20,000/- |

**3.11  No. of conferences**
**Organised by the Institution**

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

**3.12   No.of faculty served as experts, chairpersons or resource persons**   | 51 |

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

**3.14  No.of linkages created during this year**    03

**3.15  Total budget for research for current year in lakhs :**

From Funding agency    10,66,000/-    From Management of University/College    66000/-

Total    11,32,000/-

**3.16  No.of patents received this year**

| Type of Patent | | Number |
|---|---|---|
| National | Applied | NIL |
| | Granted | |
| International | Applied | |
| | Granted | |
| Commercialised | Applied | |
| | Granted | |

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

| Total | International | National | State | University | Dist | College |
|---|---|---|---|---|---|---|
| 03 | -- | -- | -- | -- | -- | 03 |

**3.18  No. of faculty from the Institution who are Ph. D. Guides**    13

**and students registered under them**    M.Sc.(By Res)  15    Ph.D.  23

**3.19  No. of Ph.D. awarded by faculty from the Institution**    07

**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  200    State level  20

National level  --    International level  --

**3.22  No. of students participated in NCC events:**

| | | | |
|---|---|---|---|
| University level | 50 | State level | 03 |
| National level | 04 | International level | 02 |

**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 | 04 | State level | |
| National level | 02 | International level | 01 |

**3.25 No. of Extension activities organized**

| | | | |
|---|---|---|---|
| University forum | -- | College forum | -- |
| NCC | 08 | NSS | 56 | 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 | -- | -- | 102506 Sq.Ft |
| Class rooms | 35 | -- | -- | 35 |
| Laboratories | 37 | -- | -- | 37 |
| Seminar Halls | 01 | -- | -- | 01 |
| No.of important equipments purchases (≥ 1-0 lakh) during the current year | 06 | -- | -- | 06 |
| Value of the equipment purchased during the year (Rs. In Lakhs) | -- | -- | -- | -- |
| Others    Central instrumentation lab | -- | -- | -- | -- |

**4.2 Computerization of administration and library**

<u>**Computerization of administration**</u> :
- 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 cancellation of admission 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.

-  Biomatric 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**
- **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.
- All the libraries of the sister institution of Somaiya are linked to each other through Bookworm library software.

**Library services**:

| Particulars | Existing upto Upto April 2011 | | Newly added From April 2011- April 2012 | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| **TextBooks** | 24453 | 21,39,832/- | 2016 | 2,12,909/- | 26469 | 23,52,741/- |
| **Reference Books** | 28353 | 1,03,96,242/- | 1125 | 7,18,579/- | 29478 | 1,11,14,821/- |
| **e-Books** | 46 | 6,635./- | - | - | 46 | 6,635/- |
| **CD ,s** | 22 | 11,495/- | 23 | 2700 /- | 46 | 14,195/- |
| **DVD/ VCD** | 16 | 9,706/- | 73 | 11,511/- | 89 | 21,217/- |
| **Presentation** | 1870 | | 103 | - | 1973 | |
| **Total Books** | **54760** | **1,25,63,910/-** | **3343** | **9,45,699/-** | **58,101** | **1,35,09,609/-** |
| | | | | | | |
| **Journals (bounded Journals)** | 1698 | 10,55,228/- | - | - | | |
| **Total Books + Bounded Journals** | **56458** | **1,36,19,138/-** | - | - | | |
| | | | | | | |
| **No. of Journals Subscribed** | | | 41 | 3,56,349/- | | |
| **Digital Database** | | | | 5,000/- | | |
| **Total Exp.for the Year 2011-12** | | | | **13,07,048/-** | | |

**4.4 Technology up gradation**
**(overall)**

|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart ments | **Others** |
|---|---|---|---|---|---|---|---|---|
| Existing | 140 | 07 | 50 | 02 | -- | 01 | 22 | **--** |
| Added | 30 | -- | -- | -- | -- | -- | -- | **--** |
| Total | 170 | 07 | 50 | 02 | -- | 01 | 22 | **--** |

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

- Faculty of statistics attended a workshop on R software at University of Mumbai.

- A workshop on statistical analysis using excel was organised for undergraduate students.

- An event  Faster finger first was organised for the students of F.Y.B.Sc. to complete a programme in C with a short time.

**4.6 Amount spent on maintenance in lakhs :**

   i)  ICT                        2,93,083/-

   ii) Campus Infrastructure and facilities    14,12,916/-

   iii) Equipments                 --

   iv) Others                    --

                    **Total :**    **17,05,999/-**

# Criterion – V

## 5. Student Support and Progression

### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

### 5.2 Efforts made by the institution for tracking the progression

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

### 5.3 (a) Total Number of students

|  | UG | PG | Ph.D. | Total |
|---|---|---|---|---|
| Aided | 1948 | 208 | 21 | 2177 |
| Unaided | 729 | 138 | -- | 867 |

**(b) No. of students outside the state**  38

**(c) No. of international students**  NIL

| | No | % | | | No | % |
|---|---|---|---|---|---|---|
| Men | -- | -- | | Women | -- | |

### 2011-2012
#### This Year

| General | SC | ST | OBC | Physically Challenged | DT(A) | NT(1,2,3) | VJ | SBC | Total |
|---|---|---|---|---|---|---|---|---|---|
| 2415 | 251 | 15 | 246 | 1 | 3 | 89 | 8 | 16 | 3044 |

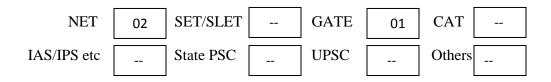| | | | | 2010-2011 | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | **Last Year** | | | | | |
| **General** | **SC** | **ST** | **OBC** | **Physically Challenged** | **DT(A)** | **NT (1,2,3)** | **VJ** | **SBC** | **Total** |
| 2333 | 213 | 17 | 237 | 01 | -- | 8 | 8 | 28 | 2845 |

Demand ratio  1 : 8        Dropout     Negligible

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

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

No. of students beneficiaries          20

**5.5  No.of students qualified in these examinations**

NET    02    SET/SLET    --    GATE    01    CAT    --

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

**5.6  Details of student counselling and career guidance**

The counselling centre of the college provides guidance and counselling to students,
faculty members and others as and when needed.

- Dr.Prabodh Chobe, General Manager, Industry-Academic relations, BASF delivered
a talk on, "Am I on the right track?" on the event of celebration of International year
of Chemistry. The talk was focused on how an undergraduate or a postgraduate
student of Chemistry can make the right move to have a successful career.

- A lecture on Future of Biochemistry – Opportunities abroad by Dr.Smitha Sivaraman
was organised.

- A workshop on resume writing and group discussion by Ms.Madhavi Arekar.

- A lecture on Eco-tourism by Mr.Amod Karkhanis was organised to discuss about
Eco-tourism prospects in India.

- A lecture on Environmental Careers by Mr.Ramesh Madav, Terracon, Ecotech
Pvt.Ltd. was organised to discuss about job opportunities in the field of
environmental science.

**5.7 Details of campus placement**

| *On Campus* | | | *Off Campus* |
|---|---|---|---|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 09 | 587 | 74 | Approx  150 |

**5.8 Details of gender sensitization programmes**

- A Seminar on Common Gynaecological problems in women was organised by Dr.Veena Zaveri, Consultant, Gynaecologist.
- An essay competition was conducted by Women Development Cell on the following topics
  i) Issues and challenges of educated women in India
  ii) Gender Bias : Can it be overcome?
  iii) Education of Women and inclusive development.
  iv) Health infrastructure for women.
- A seminar cum workshop on "Generating awareness against violation of human rights was organised by Women Development Cell in Colloboration with Oasis India, an organization of international repute having its branches in USA, UK , Belgium, South Africa, Zimbabwe etc.
- A lecture by Shri D.V.Kulkarni on " Anti dowry movement" was organised by NSS.
- Save the girl child day was celebrated by NCC.

**5.9 Students Activities**

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

State/University level  22    National level  04    International level  02

**No. of students participated in cultural events**

University level  40   National level  [  ]   International level  --

State  60

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

Sports : State/University level  02   National level  --   International level  --

Cultural :  University level  01   National level  [  ]   International level  --

State  03

**5.10 Scholarships and Financial Support**

|  | Number of Students | Amount |
|---|---|---|
| Financial Support from institution | -- | -- |
| Financial support from government | 424 | Rs.35,85,564/- |
| Financial support from other sources | -- | -- |
| Number of students who received International/National recognitions | -- | -- |

**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** [ 110 ]

**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 cancellation of admission 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.
- Biomatric 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

After getting the permission for autonomous status of the college by UGC and University of Mumbai, advance planning was done to formulate need based relevant syllabi for all subjects. The advisory boards were constituted and after due deliberations the new syllabi were crystalised.

Various initiative like offering choice of foreign languages, sports, spiritual courses, cultural activities like music, dance, experiential learning were planned to foster academic freedom.

In addition to this the following teachers are BOS members of University of Mumbai who contribute towards framing of syllabus for undergraduate and post graduate courses.

  i)  Dr.Vijay Joshi  (BOS, M.Sc.Zoology)

 ii)  Dr.J.K.Verma ( BOS, M.Sc. Inorganic Chemistry)

iii)  Dr.Mrinalini Sathe (BOS, M.Sc.Zoology)

iv)  Mrs.Nutan Navelkar ( BOS, M.Sc. Inorganic Chemistry)

 v)  Dr.Pradnya Prabhu  (BOS, M.Sc.Analytical Chemistry)

vi)  Dr.Sugandha Shetye  (BOS, M.Sc.Physical Chemistry)

vii)  Dr.Bhanu Raman (BOS, TYBSc Chemistry)

viii) Dr.Bhooshan Shanbhag  (BOS, Finance)

ix)  Ms.Samidha Pawaskar (BOS, B.Sc. & M.Sc. (Biochemistry) and Environmental Science )

x)  Dr.Veena Rao (T.Y.B.Sc. Geology)

xi)  Dr.Rajendra Nayak (BOS, M.Sc. Zoology)

xii)  Dr.Veena Srivastav (BOS, M.Sc.Zoology)

xiii) Dr.Vikrant Deshmukh (BOS, TYBSc.Zoology)

### 6.3.2 Teaching and Learning

- Monitoring of lectures and practicals by lecture plan.
- Biometric attendance
- Lecture series by Alumni, Industry experts
- Abhyas Mahotsav
- Organising workshops for students

### 6.3.3 Examination and Evaluation

- Choice based credit system was introduced at F.Y.B.Sc./B.Com. level as per University norms.
- Coding and D-Coding of answer papers.
- Centralised assessment of Papers
- Revaluation/Photocopy of answer papers given to students if applied for.

### 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.
- Organisation of Vidyan Yadnya-A mega science exhibition
- The post graduate students of microbiology present Research papers from Current Scientific journals on various research topics once a fort night.  This activity is organised to update the students and teachers on various research topics.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- **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**.**
- 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.
- Lavish Green college campus of 66 acres.
- Olympic Certified ground.
- Adequate class rooms and laboratories.
- Well equipped IT laboratories.

  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 various softwares which are utilized for the organization and management

### 6.3.6 Human Resource Management

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

### 6.3.7  Faculty and Staff recruitment

Non teaching staff members:
- The advertisement in the news papers as per the university norms.
- The 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 work in the renowed academic institutions like BARC, TIFR and some pharmaceutical industries for their research work.
- Lectures by expertise in Industries for the students.
- Collaboration with Godavari Sugar Mills for the placement of the students.
- Industrial visits are organised by the department of IT, Chemistry and Physics, Biochemistry.
- The students visit to NEERI was organised to understand Air quality monitoring.
- Students visited Enviro Vigil Biomedical waste treatment plant.

### 6.3.9  Admission of Students

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

- Reservation policy as per the government norms.

**6.4  Welfare schemes for**

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

**6.5  Total corpus fund generated**      NIL

**6.6  Whether  annual financial audit has been done**   Yes  √   No

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

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

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

For UG Programmes    Yes    √       No

For PG Programmes     Yes    √       No

**6.9  What efforts are made by the University/ Autonomous College for Examination Re forms?**

- Coding and Dcoding of answer papers

- Implementation of Choice based credit system at F.Y.B.Sc./B.Com. level as per University norms with 60% weightage for external and 40% weightage for internal examination.

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

The expert committee representing the University of Mumbai and UGC visited the college in January, 2012 for the assessment with respect to autonomy of the college.

**6.11 Activities and support from the Alumni Association**

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

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

- Assistance of alumni in placement of students.

**6.12 Activities and support from the Parent – Teacher Association**

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

examination system.

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

**6.13 Development programmes for support staff**

- Soft skill programmes for non teaching staff .
- HR software training to office staff by data centre.

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

- Vehicle free campus
- Elaborate waste disposal management plan

**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.

- The music club SAPTAK was inaugurated in the year 2011-2012 to identify the talents amount the students and create a platform for them to perform.  The students were motivated to appreciate Indian Classical music by arranging regular programmes based on different raagas.
- Document Management System was incorporated in office administration.
- Abhyas Mahotsav, a lecture series for post graduate students was organised were the eminent speakers from renowed academic institutions were invited to deliver the lectures on topics of special importance to the students.
- An intercollege event Zorilla was organised from the Department of Zoology which involved various competitions like nature photography, quiz, poster making, tattoo making etc.
- A mega event Vigyan Yagyna, a science exhibition was organised were 430 project entries were received from all over Maharashtra.  Out of them, 320 projects were displayed

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)*

- RFID tagged identity cards were issued to staff members and students.

- Intercampus competitions (Cricket) TOSS for non-teaching staff  were organised.

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

7.4 Contribution to environmental awareness / protectio

Department of environment science has conducted following programmes to create awareness about the environment issues.

- The talk on "Plateau of flowers – Kaas, Satara" by Shri Bibhas Amonkar, an eminent Environmentalist and a key note address by Shri Nitin Kakodkar, Jt.Secretary, Forest and renevue department, Government of Maharashtra was organised on World Environment Day.

- A talk on Snakes by Mr.Pritesh Nandvikar and Mr.Aditya Sawant of Wild Explorers an NGO, was organised by department of Zoology.

- A lecture on Eco Tourism by Mr.Amod Kharkanis.

- A lecture on 'Environmental Careers' by Mr. Ramesh Madav, Terracon Ecotech pvt. Ltd

- A session on screening of the documentary film FLOW and its discussion by Mr. Dadlani from 'The American Centre Mumbai'.

- A lecture on 'Environmental Management' by Dr. Dhanya Nambiar, Center for Environment Education and Development, Mumbai.

**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.

**Weakness**
- Adverse students to teacher ratio.
- High rate of supernnuation in past and near future.

**Opporunities**
- Develop industry collaboration and linkages.

- Strengthen alumni association.

**Threats**
- Changing attitude of students towards learning
- Continuous evaluation system for large number of students may dilute evaluation process.

## 8. Plans of institution for next year

- To implement autonomy for the year 2012-13.
- To form various committees as per the UGC guidelines in autonomous college
- To design and finalise the syllabus for F.Y.B.Sc and B.Com. and get it approved in Academic and Management council of the college.
- To strengthen infrastructure , renovation of laboratories
- Organizing conferences / workshops / seminars
- Involvement of Eminent Alumni in visioning for and in assisting the college in its activities through the Advisory Council.

Name    Dr.Pradnya J.Prabhu                           Name    Dr.Vijay B.Joshi
          Vice-Principal                                                          Principal
     **Coordinator, IQAC**                                      **Chairperson, IQAC**

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**Abbreviations:**

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

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