



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

THE S.I.A. COLLEGE OF HIGHER EDUCATION

P 88 MIDC RESIDENTIAL AREA DOMBIVLI GYMKHANA ROAD NEAR BALAJI

MANDIR

421203

www.thesiacollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The founders of the institution believed in the motto, Knowledge is power, and the same is being passed onto each generation that enters the campuses of the institution. The S.I.A College of Higher Education takes pride in continuing the lineage/legacy by treading on the path that empowers one through knowledge. The College runs as an undergraduate as well as post-graduate self-financing institution, providing education to more than 1500 students in and around the Dombivli area (rural).

The College went for the first cycle of NAAC in the first 6 years of its inception, and was awarded B+ grade for the efforts undertaken towards student progression. As we proceed towards second cycle of accreditation, we have broadened the scope and purview of the organization to include contemporary aspects of teaching-learning as well as research and progress into the working of the institution.

The contribution and importance of each criteria is mapped with famous couplets excerpted from Thirukkural- Pearls of Inspiration, written by celebrated Tamil poet Thiruvalluvar on ethical, political, love, education and economical matters. The book comprises of 133 chapters, each having 10 couplets, which makes it 1330 couplets in total, systematically arranged in 3 parts: virtue, wealth, love. Even though it was published about 2000 years ago, it provides valuable suggestions that can be incorporated in management studies.

Objectives:

- To equip students with academic as well as soft skills which can be utilized for attaining professional excellence
- To provide a wider pool of options for students coming to the college, by introducing various courses, academic as well as ad-on
- To encourage research culture among the faculty and students by organizing various seminars and workshops related to research methodology
- To build infrastructure that stimulates the young minds and inculcates the need to sharpen their knowledge and skills
- To bridge the gap between industry and academia by providing diverse set of training and internship opportunities
- To provide an ideal model of good governance and planning, which will help in creating practices that are unique and will help create a distinctive image for the institution

Vision

???? ?????? ?????? ???????
 ????? ?????????? ?? (Couplet - 391)

“Learn well whatever is worthy of learning, then act according to that learning.”

The above-mentioned couplet aptly describes the vision and mission of the College as stated below:

Vision: *“The SIA College of Higher Education strives for comprehensive education by equipping students with latest skills and tools to acquire competence, quality education to face the dynamically evolving society.”*

Mission

Mission: *“To develop rich pool of talented, employable professionals and with a strong foundation on ethical, moral values and social values to become responsible citizens.”*

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Faculty:

- The college has well-qualified, dynamic and young faculty members, which bring a unique combination of experience and youth to the institution
- The college also have PG approved faculty members
- Many of the teachers who joined the college have continued till today, which creates stability in teaching-learning process
- Well-structured calendar of activities is followed

Ad-on and certificate Courses and Training programs:

- The college conducts various training programs and workshops for effective teaching and learning.
- The institution strives to motivate and encourage faculty and students to enrol for various certificate courses for their professional excellence.
- Many add-on courses are provided for students to improve their skills and knowledge.

Infrastructure

- The college contains spacious, well-ventilated classrooms with ICT-enabled facilities, well-stocked library with fully automated, student friendly software for issuing and returning books, spacious seminar hall, three computer laboratories and server room.
- The college has invested in Microsoft campus agreement, which provides license to use Microsoft software packages. Further, each student has been provided with personal login id and password through Microsoft outlook to attend online lectures and access lecture recordings on Microsoft teams; they are also given one TB space on drive to store data.
- The college also has huge ground with emphasis on green campus

Introduction of PG course

- The college has introduced PG course, MSc IT in 2018-19

Institutional Weakness

- As the college is permanently unaided, grants and funds from UGC are not available, which restricts the growth of various opportunities
- Formal collaborations are limited since the college is relatively new
- Research output is relatively low

Institutional Opportunity

- Software created by the students and faculty of IT department can be outsourced to outside institutions for academic purposes
- More number of PG courses, especially M. Com can be started
- The college consists of young faculty, who can quickly adopt to the challenging academic environment, register for PhD, and also undergo training for enhancing teaching skills
- The spacious ground of the college can be utilized more effectively by developing several outdoor games for the students for recreation as well as physical fitness
- Linkages can be established with other institutes to improve performance

Institutional Challenge

- The students coming to the college belong to diverse socio-economic and cultural backgrounds, which creates a challenge in uplifting them towards professional excellence
- Many reputed colleges are located in the nearby areas, leading to scattered student admission and lower footfall in our college
- The contemporary education system demands maintenance of high quality of teaching to attract students, which requires teachers to be engaged in continuous training and upskilling.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

????????? ?????? ?????????????????? ??????????????????

????????????? ?????? ??????. (Couplet - 424)

“Wisdom is to speak in terms simple and clear and grasp even subtle matter”

Criteria 1 requires curriculum to be clear and specific

The college is affiliated to University of Mumbai, and has adopted choice-based credit system as per the University rules and regulations. There are 6 undergraduate courses, BCOM, BCOM-BBI, BCOM-BAF, BAMMC, BMS and BSc IT, and 1 post-graduation course-MScIT in the college. The institution ensures effective curriculum delivery by introducing strategies such as academic calendar, teaching plan, timetable and relevant learning resources in addition to arranging industry expert workshop and getting feedback. These strategies make wisdom be simple and clear and lead to holistic development of the student. The faculty of the institution are also encouraged to participate in the curriculum development, and many have represented in

BOS. In addition to university-recognized courses, the institution also provides add-on courses in order to upgrade and upskill the students so that they can face the changing workforce environment with confidence.

The institution also integrates cross cutting issues relevant to professional ethics, human values gender and environment not only through academics but also by organizing various co-curricular activities through various clubs. To make the learning process clear and accurate experiential learning such as project work field work and internship play a significant role. Participation in co-curricular activities ensures that students are able to grasp even small things effectively and understand the depth of concepts. All these measures help the students to adapt to the needs of the changing world and excel professionally, which is reflected in the couplet mentioned below:

???? ?????? ??????. (Couplet - 426)

“Wisdom is to live in tune with mode of the changing world”

Teaching-learning and Evaluation

????????????? ?????? ??????. (Couplet - 423)

“Whatsoever is heard, from whomsoever – to discern the truth is wisdom clear”

Criteria 2 should ensure that there is truthfulness in the teaching-learning process

The admission process of the college is transparent and follows the directives set by University of Mumbai. The students coming to the college belong to a diversified cultural setup, and a lot of systems are planned and implemented to bring them at par with everyone. At the entry level, the institution assesses the learning levels of students and categorizes them into slow and advanced learners. Thereafter, extensive programs are arranged for both to improve their academic performance and learning. Participative learning, problem-solving methods and experiential learning are generously used in combinations to ensure that maximum students of the college benefit from these strategies. This ensures clarity in the understanding of concepts. The use of ICT enabled tools during lectures provide a mix of conventional and modern methods of teaching to cater to the needs of the diversified class. The process of internal evaluation is transparent and rigorous which helps to gauge the improvement in the academic performance of the students, and guide them if the need arises. Provision is also made to attend to any grievances that may arise from the student’s side, as per the guidelines provided by the University. These measures create a sense of truthfulness in the teaching-learning process and instil confidence in the minds of the students. The analysis of PO CO attainment is a representation of how various measures and strategies adopted by the faculty at different levels have helped to align the focus of the students and channelised them towards the path of professional and personal excellence, as mentioned in the couplet below.

????????????? ?????? ??????. (Couplet - 422)

“Wisdom restrains the wayward mind and leads it from evil to good”

Research, Innovations and Extension

????????? ?????? ??????. (Couplet - 396)

“Dig-deeper the sand-well, more water flows, Read deeper, more wisdom flows”

Research and extension activities carried out in Criteria 3 should have a deeper sense of knowledge, accumulated from persistent reading and unearthing the hidden sources of information.

Research and extension activities require one to have a deeper and stronger foundation, in order to be successful. The college understands this well and provides enough scope for the faculty to undergo rigorous training for research to understand the intricacies of research well. Once the fundamentals are clear, any research would bring fruitful results for the researcher as well as the institution. The college organizes workshops and seminars for the faculty so that they get in-house training and guidance on different aspects of research. The college also has an ecosystem whereby knowledge is not just created, but also transferred to other deserving scholars.

In addition to investing in building research acumen among faculty, the college also organizes extension activities for the students where they can get hands-on experience of various social, economic, political and cultural issues. This experience helps them understand and empathize with the problems and challenges of the underprivileged sections of society, which makes them sensitive towards the society at large. As they say, all information cannot be obtained in a book. Similarly, the problems of the society are best understood when they are experienced rather than explained in a classroom. Active participation in extension activities like NSS and DLLE provides students which much needed exposure that cannot be given inside a classroom. These activities pave the way for creating socially responsible and sensitive citizens who can carve a beautiful path for the country, which has a deeper sense of consciousness and wisdom, along with joy, as described in the couplet mentioned below.

????????????? ?????????? ??????. (Couplet - 399)

“Finding the world rejoicing at their learning the learned long for more learning. Learned med want to learn more when they find deeper learning delights others.”

Infrastructure and Learning Resources

??? ?????????? ??????????. (Couplet - 760)

“Who gain vast wealth through fair means will gain both virtue and joy with ease” Infrastructural facilities developed by the institution are a mark of wealth accumulated to honest and fair means, which gives a sense of positivity and humility to every person who enters the premise.

The college is set up over a spacious area of 8000 square metres. The design of spacious and well-ventilated classrooms, corridors and laboratories reflect the virtuous attention to detail of the management, to ensure that

students enjoy the process of learning. The library of the college is also spacious and exudes positive energy for all the students who wish to sit and study there. Laboratories are well-equipped and periodically updated to meet the ever-changing demands of students pursuing IT. Staff rooms and committee rooms provide ample space for the staff to work in harmony and coordination. The spacious ground of the college is where students can relax and engage in sports after their lectures, whereas gardens are visited to connect with nature and become peaceful. The gymkhana is also built for students to participate in playing indoor games. The needs of both boys and girls are taken care of by providing common rooms for meetings and relaxation.

The library uses the in-house software, SIA-Granthalaya, which is a web-based, integrated software, automated to ensure that students database is automatically updated, bar codes are generated, and issuing and return of books is done smoothly. The college has subscribed to various journals, as well as INFLIBNET-NLIST. Similarly, all IT facilities are also periodically upgraded, and licensed softwares are purchased, which helps the students and staff to learn effectively. Projectors are provided in classrooms to promote ICT enabled teaching, and campus is provided WIFI for any academic usage. The construction of all these facilities radiates a sense of purity and honesty, which is the source of pleasure for all stakeholders, as explained in the couplet

????????? ???? ??????. (Couplet - 754)

“Wealth earned through fair means is a source of virtue and pleasure”

Student Support and Progression

???? ?????? ??????. (Couplet - 416)

“Listen to wise words, however little, that much it elevates you still”

Student support and progression activities should aim at improving the knowledge and skills of the students, such that they can become employable and succeed professionally.

The college takes proactive steps towards ensuring that students are provided support for future progression in addition to academic support. The placement cell of the college plays an active role in organizing seminars and workshops on diverse topics for all students so that they can have the opportunity to accumulate vast knowledge just by being a part of these sessions and listening to industrial experts from various fields. The cell also provides various short-term and ad-on value courses including corporate readiness program, communication skills program, Tally for the students to upgrade their soft skills and increase employability. Industry experts are called to speak with the students and provide valuable insights about live market conditions. IT department of the college also provides software-based courses for IT students, who are able to develop software for the college.

The cultural and sports wing of the college organizes many events to celebrate occasions and festivals. Students of the college participate in various events organized at youth festival, and many students have won prizes at zonal as well as university level. Sparklers, an inter-collegiate cultural festival, provides students the platform to showcase their skills and talent to the society, whereas Dazzlers, an inter-collegiate sports competition, gives students the chance to participate in various competitions and improve their physique. Students are able to accumulate tremendous knowledge and learning just by listening to such sessions, which ultimately becomes wealth for them.

????????? ?????????? ????. (Couplet- 411)

“Listening is the wealth of all wealth, it is the crown of all wealth”

Governance, Leadership and Management**????????? ????? ???????. (Couplet - 666)**

“Whatever people desire, they get as desired only if they have firmness of mind”

The IQAC of the college is the most proactive functional wing, that strategizes different plans and puts them into action in such a way that the working of the college is systematic and effective. The IQAC is also said to be the representative body, as it represents the doubts and issues of the staff to the management and principal, at the same time it also works towards finding solutions to these problems. The governance of the institution rests in the hand of the IQAC, which designs the perspective plan for the college, with a view to see it grow and progress in the future. While it is the highest body of power, it believes in delegating power and responsibility to the faculty in varying degrees, so as to make them accountable and capable of handling difficult tasks. The IQAC focuses on academic as well as administrative sections of the institution, and tries to create an environment where the plans and ideas can be put into action smoothly and effectively.

The welfare and well-being of the stakeholders of the college is at the heart of IQAC, which devises various welfare measures for the staff of the college, after deliberations with the management and head of the institution. It also organizes various faculty development programs, seminars and workshops for the teachers to upgrade and upskill themselves. The college showcases an ideal model of good governance which includes appropriate systems of performance appraisal, periodic conduct of audits, strategies for effective resource utilization, and scope for periodic review and update of policies and procedures towards each of these systems. The ultimate aim of the institution is to achieve academic and professional excellence, for which a strong and level-headed model of good governance is imperative, as mentioned in the couplet below:

?????? ?????????? ????. (Couplet - 661)

“Firmness in action is but robust mind all others are not of that kind”

Institutional Values and Best Practices**????? ?????????? ???????. (Couplet - 483)**

“Is there any task not possible for those who choose right time and means? Timely and periodic decisions taken by the institution at right times ensures that there is overall progress of all the stakeholders”

The focus of the institution should be broad enough to encompass aspects related to environmental conservation, socio-cultural diversity, divyaang students, and waste management practices, which will help in creating distinctive image of the institution.

The role of a modern educational institution is not limited to providing academic guidance to its students, rather it goes much beyond the scope of traditional educational institutions. Modern educational institutions need to be ever-ready to seize the opportunity when it arrives, and take timely decisions in the interest of all stakeholders. In addition to providing classrooms and library for the students, modern institutions need to invest in waste management strategies, water conservation strategies, and green campus initiatives that will help conserve and preserve the environment. Periodic audits of these initiatives can provide valuable feedback for taking future course of action.

Another area where the institution has taken active stand is in creating awareness regarding crucial, socially sensitive issues, including promotion of gender equity in the institution, creating a disable-friendly environment for the divyaang students coming to the campus, promoting a culture of harmony and respect towards cultural and regional diversities, and sensitizing students and employees to their rights and obligations as socially responsible citizens of the country. The institution works to mould the students and faculty in such a way that moral values and rights are imbibed in them, which will help them behave and strive to create a world where people of diverse backgrounds can co-exist peacefully and respect each other. Fortune will always be abundant in a country where such timely actions are taken, as described in the following couplet:

?????? ?????????? ??????. (Couplet - 482)

“A timely action is the sure cord that binds the fortune indeed”

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	THE S.I.A. COLLEGE OF HIGHER EDUCATION
Address	P 88 MIDC RESIDENTIAL AREA DOMBIVLI GYMKHANA ROAD NEAR BALAJI MANDIR
City	Dombivli East
State	Maharashtra
Pin	421203
Website	www.thesiacollege.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Padmaja Arvind	0251-2449891	9323786842	0251-2449890	principal@thesiacollege.com
IQAC / CIQA coordinator	Ranjana Mhalgi	0251-2449892	9820981163	0251-2449895	ranjana.mhalgi@thesiacollege.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority Certf Marathi English Transcript.pdf
If Yes, Specify minority status	
Religious	
Linguistic	Tamil
Any Other	

Establishment Details				
Date of establishment of the college	01-01-2010			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Maharashtra	University of Mumbai	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1640332957.pdf
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	P 88 MIDC RESIDENTIAL AREA DOMBIVLI GYMKHANA ROAD NEAR BALAJI MANDIR	Rural	1.977	4751.821

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Banking And Insurance	36	Twelfth Standard	English	156	41
UG	BMS,Management Studies	36	Twelfth Standard	English	156	143
UG	BSc,Information Technology	36	Twelfth Standard	English	156	66
UG	BCom,Commerce	36	Twelfth Standard	English	408	197
UG	BA,Multimedia And Mass Communication	36	Twelfth Standard	English	72	23
UG	BCom,Accounting And Finance	36	Twelfth Standard	English	72	69
PG	MSc,Information Technology	24	Graduation	English	22	15

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				31			
Recruited	0	0	0	0	0	0	0	0	4	27	0	31
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	6	4	0	10
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	11	0	14

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	1	13	0	14

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		8	4	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	259	2	0	0	261
	Female	275	3	0	0	278
	Others	0	0	0	0	0
PG	Male	9	0	0	0	9
	Female	6	0	0	0	6
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	3	16	13	12
	Female	1	17	23	14
	Others	0	0	0	0
ST	Male	0	2	0	2
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	4	36	49	41
	Female	4	25	35	50
	Others	0	0	0	0
General	Male	235	236	239	241
	Female	206	220	200	228
	Others	0	0	0	0
Others	Male	2	17	17	29
	Female	11	16	24	23
	Others	0	0	0	0
Total		466	585	600	640

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The SIA College of Higher Education provides Arts (BAMMC), Commerce (BCOM, BAF, BBI), Management (BMS) and Science, (BSc IT, MSc IT) programs. These programs have Foundation Course related to Social Sciences, Environment, Ethics, and so on, which are multidisciplinary and provided across the streams as per the guidelines of the University of Mumbai. Over and above, the institution is capable of introducing arts, which can provide value-based education along with language-related courses which will facilitate global connect and employability across borders. STEM stands for Science, Technology, Engineering and Mathematics. The institution envisions to create courses that can promote students to go for careers with STEM skills. Although the institution offers credit-based curricula designed by the university, having limited options with respect to projects and community engagement, value-based education, it plans to create innovative and flexible curriculum once the new education policy is implemented through the university with proper procedures.
2. Academic bank of credits (ABC):	The institution is planning to have four-year course along with the academic bank of credit. This can be implemented once the institution is granted autonomy status in future. This will facilitate the learners to have continuous learning along with their career growth as per the evolving demands and requirements of the job market.
3. Skill development:	The institution can provide scope for creating vocational education wherein the learner will develop the capacity to become entrepreneurs, along with strengthening communication skills, soft skills and personality development. In order to develop communication skills, the institution can offer social skills which will improve overall personality of the entrepreneur. Value-based education is the need of the hour and is required to develop morality within themselves. The institution can also offer life-skill courses that can enhance employability.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The institution is prepared to have bilingual mode of communication in lecture delivery. Moreover, in order to revive the Indian culture, activities related to celebration of Indian culture and traditions will be of prime importance during the coming years. Efforts will be taken in order to initiate Indian language

	courses as per the requirement and need.
5. Focus on Outcome based education (OBE):	The institution concentrates on transforming academics into experiential learning, thereby enhancing employability. Efforts are being taken to introduce more PG courses, so that students will be inclined to pursue higher education in the program of their choice. The institution also plans to collaborate with research institutions to augment research activities and output of the college.
6. Distance education/online education:	The SIA Techlink of the college can be utilized for initiating and providing blended learning for vocational courses as well as traditional courses through the software created by them. The IT department can take initiative in creating courseware for various software programs that can be administered to students in both online and offline mode. This will enhance the knowledge and skill of the learners. The institution already possesses adequate number of ICT-enabled tools that can stimulate blended teaching-learning processes.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
325	284	245	210	208
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
7	7	6	4	4

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1657	1494	1344	1189	942
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
203	189	172	150	90

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
486	400	309	243	215

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
30	31	27	22	17

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
33	32	27	23	18

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 21

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
93.37	95.48	106.29	105.30	79.70

4.3

Number of Computers

Response: 126

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The College is affiliated to University of Mumbai and adopts a choice based credit system of evaluation and syllabus prescribed by University in modular form. The institution provides a) Core Subjects and b) Elective options as per the directives of University of Mumbai. The institution plans at various levels to ensure effective curriculum delivery. The IQAC of the college provides suggestions and plans various strategies to be implemented for effective curriculum delivery. The following strategies are adopted for the same.

- **Departmental meetings:**

Periodical meetings conducted by the department about implementation of the curriculum.

- **Academic calendar:**

Academic calendar provides information about activities to achieve academic excellence. It is prepared by the IQAC of the college in consultation with the head of departments at the beginning of every academic year. It is also included in the Prospectus and displayed on the college website.

- **Teaching plan:**

Teaching plan provides information about the framework, strategies and methodologies to be implemented in order to complete the curriculum. It is prepared for every semester by each faculty for the respective courses.

- **Time table:**

Creation of timetable provides a proper schedule of lectures of different courses, along with specification of the individual workload of each faculty. This paves a way to complete portions in a stipulated time.

- **Learning Resources**

Lecture notes and reading material and LMS platform are provided to the students to supplement effective learning. In addition, library books are also available for additional reference. Previous year question papers of

the college and university are scanned and provided in the library to enable students to prepare for examination.

- **Industry expert lectures and workshops:**

Industry expert lectures and workshops are arranged to bridge the gap between academics and industrial practices. Visiting faculty are invited from the industry to provide exposure for specialized courses. Students have the opportunity to go for internships to get exposed to the dynamic needs of the industry.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The academic calendar is created to provide a proper structure to the functioning of various curricular, co-curricular and extra-curricular activities in one academic year.

There are four levels in implementation :

1. University Academic calendar
2. College academic calendar
3. Department academic calendar
4. Teaching plans

The academic calendar comprises of :

- Important days celebrated by the institution

- Start and end of academic session
 - Mid-term and festival breaks
 - Celebration of inter-collegiate events
 - Internal and external examination tentative timetable
-
- All important days and events are celebrated by the institution timely as mentioned in the calendar.
 - Start and end of the academic sessions are followed properly, and any revision or modification suggested by the University are incorporated from time to time.
 - Internal examination dates are provided well in advance to the students through the academic calendar, so that students can prepare for their examinations and make suitable arrangements for any personal commitment.
 - Continuous internal evaluation in the form of class tests, mid-term examination , preliminary examinations and projects are mentioned in the calendar and conducted to improve the performance of the students academically.
 - Performance of the students in these examinations are analysed and communicated to the parents and students during parent-teacher meetings. This helps parents and students understand the extent of learning and devise measures to improve scores in final examinations.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Link for Additional information	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 7

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 16

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
2	5	5	1	3

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 33.86

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
320	1257	709	28	101

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

Cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics are integrated directly or indirectly into the curriculum

The courses are designed by the University of Mumbai to address the cross-cutting issues such as ethics, gender, human values, environment and sustainability in the curriculum through the various programs.

Professional Ethics:

- Professional ethics are integrated in different courses of different programs.
- Exposure to such courses makes students aware of the various ethical practices that they should adhere to in their professional life.
- Students also become aware of the various unethical practices and the consequences of adopting them, which they can guard against in their professional life.
- Students further understand the importance of following formal protocol of any organization.

Gender:

- Gender sensitization is an important component included in various courses offered under different programs.
- Students are made aware of the rights and laws of women, and how they can be protected against exploitation.
- Students are also sensitized towards gender equality, and taught various methods and strategies to attain women empowerment.
- Theoretical knowledge gained by the students by attaining all such courses makes them economically, socially, politically and culturally empowered.
- Further, the institution tries to transform theoretical knowledge into practical learning by organizing

various sessions under different clubs and committees to sensitize students towards gender equality.

Human Values:

- One of the important responsibilities of the education system includes sensitization of students towards various issues of the society.
- Knowledge alone cannot satisfy one emotionally and socially; a blend of information and feeling is required to attain a sense of fulfillment. The programs and courses are so designed to incorporate human values such as peace, honesty, equality, justice, patriotism, democracy, and so on.
- The college also organizes various events under different committees and clubs to promote these human values to the students.

Environment and Sustainability

- Environmental conservation and protection is another important value that students need to be aware of in the current scenario.
- Students need to be sensitive to the changing demands of the environment, and develop measures that focus on sustainability.
- Courses and programs offered by the institution make the students aware about the graving environmental issues and help them find out methods of making the environment clear and greener.
- Activities organized by clubs and committees also encourage use of eco-friendly or recyclable products.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 10.97

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
57	42	27	13	11

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)	
Response: 80.02	
1.3.3.1 Number of students undertaking project work/field work / internships	
Response: 1326	
File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni	
Response: A. All of the above	
File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:
<ol style="list-style-type: none"> 1.Feedback collected, analysed and action taken and feedback available on website 2.Feedback collected, analysed and action has been taken 3.Feedback collected and analysed 4.Feedback collected 5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website	
File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document



Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 72.31

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
554	640	600	585	466

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1042	966	904	768	468

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 73.96

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
146	171	161	129	25

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

We believe in the motto that curricular and co-curricular activities are necessary for the growth and development of the students as well as making them ready to face the challenges in the industry. However, we need to assess the capability of the student before designing any activity.

In this regard, at the entry level, our Institution assesses the students' learning levels and categorizes them into slow and advanced learners based on:

- Entry level marks scored by the student in previous examination
- Introductory test conducted for them at the start of the term
- Student's performance during class interactions, group discussions, and class activities

Programs for advanced learners:

- Subject-Expert Lectures
- Active participation in club activities to enhance learning
- SIA Techlink
- Self-learning tasks and additional assignments
- NPTEL courses
- Leadership in peer-teaching activities
- Scholar Cards

Students with high learning abilities are given self-learning tasks and additional assignments. Advanced learners are motivated to strive for higher goals and encouraged to take up online courses in NPTEL. Before exams, they are encouraged to take up peer teaching for the slow learners which helps them improve the understanding of their concepts. Every department has a club which organizes co-curricular activities such as Quiz, Power-Point Presentation Competition, Elocution, Group Discussion, and so on, periodically. Active participation in these activities builds the knowledge of the students and encourages them to delve deeper into the subject. The SIA Techlink is a special platform provided by the college where students can get hands-on experience of developing projects by putting knowledge into practice. Subject expert lectures are organized to provide additional support to the students in improving their academic performance. Scholar cards facilitate additional access to library books beyond the cap allotted for each student.

Programs for slow learners:

- Subject-Expert Lectures
- Revision Lectures
- Mid-Term Exam
- Preliminary Examination
- Peer Learning

- Question Bank
- Remedial lectures

Slow learners are given more attention to improve their concepts and thereby the results. Writing practices are given to slow learners to improve their writing skills. Individual doubt solving sessions are kept for students. Peer learning also helps them resolve doubts in a friendly and co-operative manner. Mid-term and preliminary examinations are conducted to provide practice to slow learners. Question banks are also provided to students to help them focus on studies. Subject-expert lectures are also arranged for them to improve their performance in examination. Revision lectures are taken up before examination. Remedial lectures are also organized for students who are unable to clear examination successfully.

Over and above these strategies, the college also organizes tests and employs game methods to improve attention and participation during lectures. While advanced learners are encouraged to participate in inter-collegiate competitions, slow learners are given personal guidance and coaching whenever required. Orientation is organized for all students to guide them regarding their choice of specialization based on their knowledge and ability. The College boasts of well-equipped library and laboratory which facilitates students to improve their knowledge and learning.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 55:1

File Description	Document
Any additional information	View Document

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

Response:

The College focuses on different teaching methodologies for enhancing the learning experience and provide both theoretical and application-based knowledge of the concepts.

Experiential learning:

The College provides scope for the students to gain experience while learning in the following ways:

- Learners actively participate in **internship programs** to gather industry experience.
- **SIA-Techlink**, an incubation center for young minds, plays a vital role in developing indigenous customized software both for in-house as well as outside clients, providing them industry experience along with learning. It is a matter of pride that all the software currently functioning in our college is developed by our students and faculty members.
- As part of learning, **Photowalks** are also arranged to expose students to capturing thematic images.
- Social responsibility is inculcated among the students by organizing programs for creation of eco-friendly products and sensitizing them towards the sustainability of the green environment.

Participative learning:

The College adopts many strategies to enhance participatory learning among the students.

- **Club activities** like Elocution, Debate, Group Discussion, and so on organized in the college provide an opportunity for the students to present their knowledge, while also adopting various skills.
- **Seminars** organized both within and outside the college, encourage students to participate, showcase, and improve academic and soft skills.
- **Group Projects** are also provided to students to inculcate the importance of participative learning and teamwork.
- Learners are taken to **industrial visits** and **field visits** to prominent places to provide practical exposure to industrial practices.
- **Peer learning methods** are adopted so that students can enjoy a certain degree of comfort while learning from their peers and improve understanding of the subject.

These methods involve active participation of the students, who can self-learn and improve their concept clarity, along with sharpening their personal and professional skills.

Problem-solving methods:

- **Additional assignments** are given for students of Accountancy and Mathematics to improve their logical thinking.
- **Case studies** are adopted to enhance critical and analytical skills.
- In addition, video screening and group activities are organized for the students where small cases are discussed and the problem at hand is solved by the students.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Information and Communication Technology (ICT) is the need of the hour in the 21st Century, where access to and use of technology has grown by leaps and bounds. Technology helps in speedy dissemination of information from one point to another. Hence, it serves as a useful tool for spreading relevant information among a larger audience quickly and effectively. The use of ICT also ensures effectiveness in communication with the audience, as it keeps them engrossed. Due to these benefits, the contribution of ICT enabled tools in the growth of education industry has increased manifold.

The institution also aims at establishing a strong foundation for use of ICT enabled tools by all stakeholders. The delivery of lectures has witnessed a marked improvement, where blackboard teaching is supplemented with ICT enabled teaching methodologies. The engagement and participation of students has increased when ICT enabled tools are adopted for classroom teaching. Further, use of ICT tools has helped in observing and mapping performance improvements at the individual level. Faculty empowerment and enrichment has also been possible with ICT enabled tools. The education industry was able to continue without much hassle even during the pandemic, only because of the able support of ICT tools, which ensured that learning of all stakeholders does not stop.

The institution has adopted certain measures to facilitate ICT-enabled teaching-learning process:

- All classrooms have access to projectors, laptop connections and WIFI.
- Smart class facility has been set up in two classrooms.
- The library is well-equipped with 10 desktops, each having LAN connection, for students to access reading material and conduct research activity.
- College has also made provision for laptops for the faculty.
- Faculties of the College have used various online platforms in different capacity for engaging lectures and sharing reading material such as Zoom and Google Classroom.
- The College has initiated and invested in Microsoft campus agreement since 2018-19 which enabled faculty to conduct lectures effectively on Microsoft Teams, even during the outbreak of pandemic. This served as the uniform platform for lecture delivery extensively.
- Faculties also try to improve student participation and engagement by adopting different tools like videos, case studies, e-books, quiz, flip-classrooms, group-discussion methods, and so on.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

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

Response: 118:1

2.3.3.1 Number of mentors

Response: 14

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
Response: 95.58	
File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)				
Response: 0				
2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years				
2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0
File Description	Document			
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document			
Any additional information	View Document			

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest
--

completed academic year in number of years)

Response: 2.9

2.4.3.1 Total experience of full-time teachers

Response: 87

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Continuous internal assessment helps teachers map the progress and understanding of the students in different subjects. It also guides teachers in using better methodologies to improve concept clarity among students.

The institution adheres to the rules and regulations of the University of Mumbai for conduct of internal and external examination at the UG as well as PG level.

External Examination:

Semester I to IV external examination assessment at the UG level is conducted by the College, in accordance with the rules and regulations framed by the University of Mumbai. At the PG level, semester examinations are conducted by the University. The mechanism for the same includes:

- Separate room with computer systems allocated for faculty to set question papers with confidentiality and safety
- Exam room facilitated with computer systems, Xerox machines and CCTV cameras to ensure transparency in reprography of question papers
- Question papers sealed and opened on the day of the examination in the presence of chairperson and Principal
- CAP facility provided for faculty to assess answer sheets, students and external members not allowed entry inside the CAP room

Internal Examination:

As per the framework provided by Mumbai University, 75 marks are allotted for external evaluation and 25 marks are reserved for internal evaluation at the UG level, which is further sub-divided into 20 marks for test and 5 marks for attendance and overall performance in class. At the PG level, assessment is bifurcated into 60 marks for external examination and 40 marks for internal evaluation. 50 marks are

assigned for practical examination at both UG and PG level for Science stream.

In order to improve efficiency and robustness of internal evaluation, the College has instituted a separate internal examination committee for the smooth conduct of internal examination. The working of internal committee is as follows:

- Meeting is scheduled with the internal committee members to finalize on the date of the commencement of internal exam
- Notice and time table are circulated 15 days prior to commencement of internal examination
- Students are informed regarding method of examination and paper pattern during lectures
- Periodic assignments are collected
- Projects are allotted for subjects like Foundation Course
- Tutorials are conducted for subjects like Business Communication and Mathematics
- Regular class tests are conducted

These activities are directed at improving the academic performance of students and help them improve their scores in examination.

During the pandemic, internal examinations were conducted online; the examination was supervised by the concerned subject-teacher, and internal as well as external examination committee members supervised the overall smooth conduct of the examination.

In addition, activities like group discussions, role plays, quizzes, viva-voce, and power point presentation competitions are designed for practical subjects and students' performance in them supplement formal process of internal evaluation. Student participation in class is also considered for internal evaluation. The overall marks scored by the students in this manner are submitted to the examination committee, and entered in the college software. These procedures ensure transparency in the conduct and evaluation of internal examination.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

The college is affiliated to University of Mumbai and follows the rules and regulations for the assessment and evaluation as specified by the university. Student's performances are evaluated through formative assessments and summative assessments. The College conducts first year and second year UG examinations on behalf of the University and third year examinations are conducted by the University. Grievances related to first year and second year examinations are handled by the Grievance Redressal Cell, while grievances related to university examinations are communicated to the University Examination

Department. The Grievance Redressal Cell consists of 5 members.

The Grievance Redressal Cell receives Examination Grievance for Internal and External Examinations from students, which could be for obtaining Photocopy and/or Revaluation of answer sheets.

Process of applying for Grievances:

- Students are informed through notice, to apply for grievances within 10 days from the date of result declaration.
- Students fill prescribed form and pay stipulated fees for applying per subject.
- The final result is displayed on the notice board within 30 days from the date of application.

Process of Grievances addressed:

The mechanism used to address these grievances is as follows:

- Photocopy of the answer sheet of the respective sheet is given to the student
- Revaluation of answer sheets is carried out by experienced external evaluators who are appointed by the College
- The revaluation result is displayed on notice board

In this way, college helps the students in redressal of grievances related to the University and college examinations providing institutional support.

File Description	Document
Any additional information	View Document

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.

Response:

The institution has adopted Outcome Based Education (OBE), and pursues it rigorously to improve teaching-learning processes. The Program Outcomes (PO) and Course Outcomes (CO) are specific to each program and course, and are already defined by National Board of Accreditation.

Every student pursuing a particular course and program should be aware of these outcomes so that they can take informed decisions about their future. Being informed about POs and COs also helps students prepare for the course better. Each faculty is informed about PO and CO through departmental meetings and interaction. Lecture delivery is planned keeping PO and CO in mind, which makes it easier to link and evaluate whether a particular outcome has been achieved by a particular course.

In this regard, the institution has taken proactive steps to ensure that faculty and students are informed

about the POs and COs:

- POs and COs are displayed on the website of the College
- POs are also mentioned in the prospectus, which is distributed to the students at the time of taking admission in the College
- A copy of the POs and COs is kept in the library for reference
- A copy of COs is kept in the department for reference
- The POs are discussed briefly with the students during orientation
- Teachers are informed to frame COs for their respective subjects in the staff and departmental meetings
- Each course faculty is encouraged to COs to his/her PPT presentation and reiterate the same during lecture

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

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

Response:

The College has developed a system to measure the attainment of PO, PSO and CO, which includes:

- **Student Progression**

After completing UG in our college, students have enrolled for higher education for PG courses for various programs which reflects attainment of Program Outcome.

- **Placement**

The College boasts of an active placement cell, that works towards the progression of the students. The placement cell ensures that students get opportunities to explore jobs as well as higher studies in the market. Academically inclined students are sent for interviews, and many also got selected in campus placement.

Year	Students Placed
2016-17	1
2017-18	68

2018-19	63
2019-20	83
2020-21	37

- **Result Analysis**

The pass percentage of TY results provides data for attainment of Program Outcome. Further, the pass percentage is also calculated separately for each course in the final year, which reflects the attainment of Course outcome. For courses which are common across the three years of UG, a comparison of pass percentage helps to check whether course outcomes have improved or declined. For standalone courses, the attainment is reflected as a separate data.

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 82.85

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
452	378	259	196	139

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
489	401	317	246	210

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.62

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

NAAC

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0.1

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	0.1	00

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

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

Response: 0

3.1.2.1 Number of teachers recognized as research guides

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 4

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	0

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	5	4	4

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.2 Innovation Ecosystem

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

Response:

1. Incubation Centre: SIA Tech-link

- Students are given exposure to work and create live projects with established companies which gives them hands-on experience at handling different responsibilities and makes them industry ready.
- Faculty members identify need for creating indigenous software for automation and smooth functioning of college processes. In this process, faculty members identify students and prepare them for developing the software.
- Many in-house software of the College including SIA Granthalaya, College Website, Online Admission Phase 1, Phase 2, Physiotherapy website and e-Ticketing System are designed and managed by the students.

2. IAI Cell

- The College has initiated in the development of IAI Cell, which bridges the gap between industry and academics by bringing together aspiring students and enlightened experts. The industry experts share their valuable insights with the students, which eases their adaptability when they enter the corporate world as a professional.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property

Rights (IPR) and entrepreneurship during the last five years**Response:** 16**3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	5	3	1	3

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards**3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years****Response:** 0**3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years****3.3.1.2 Number of teachers recognized as guides during the last five years**

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**Response:** 0.39**3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	7	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.77

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 last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	9	13	11	10

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

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 last five years.

Response:

The College strives to provide holistic development for the students by involving them to participate in different activities related to social concerns. In this regard, extension activities connect with the community by organizing various programs creating awareness on environment, health and wellness, cleanliness, and addressing social issues such as gender, old age, orphanage, and drug addiction. The following activities throw light on the relevance and significance of community participation in sensitizing the youth to become socially responsible.

1. Activities related to environmental conservation:

1. Cotton bag distribution
2. Nirmalya collection
3. Waste Management
 - Survey in adopted area
4. Traffic Control

These activities sensitize students about the importance of environment and create awareness regarding protection of environment from further degradation.

2. Activities associated with health and wellness:

1. Vaccination drives
 - Rubella
 - COVID-19
2. Health checkups
 - Eye checkup
3. Awareness campaigns

The activities are organized for students as well as neighbourhood community to create awareness regarding various preventive measures that can be adopted to maintain good health and hygiene personally. Over and above, activities are also conducted to prevent oneself from physical and mental harassment and develop emotional and mental balance. Yoga asana and meditation sessions build mental capacity and positive attitude for the betterment of the society.

3. Activities related to Cleanliness:

1. Swachh Bharat Pakhwada: Includes cleaning of college campus, railway stations, hospitals, old age homes, zilla parishad schools, community roads
2. Swachh Bharat Summer Internship: Successfully completed of under MHRD which included survey of allotted village with respect to swachhhta (cleanliness) indicators.

Activities carried out under Swachh Bharat Abhiyan sensitize students as well as the community regarding the importance of keeping surroundings clean, which prevents the spread of communicable diseases and improves overall health of the people.

4. Sensitizing towards Social Concerns:

1. Sensitization through visits / seminars/projects:
 - Visit to orphanage, old age home and school for especially abled children sensitize students towards the hardships faced by them and make them more tolerant and empathetic in their personal lives.
2. Mask Distribution: During the pandemic, students distributed self-made masks to the slums of Kopar and created awareness regarding importance of wearing masks to prevent the spread of coronavirus.

- 3. Raksha Bandhan Celebration:
- 4. Election Duty:
- 5. Donations
 - Flood relief
 - Food grain Maitri old age

5. Activities associated with knowledge and literacy

- 1. Book Donation
 - At zilla parishad school
 - School for specially able children
- 2. Library setup

Computer literacy program

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 18

3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	8	5	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 269**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
42	86	68	45	28

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**Response: 253.25****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 last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3812	6381	3225	2089	1822

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration**3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/**

internship per year**Response: 5****3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	2	1	1	0

File Description**Document**

e-copies of related Document

[View Document](#)

Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship

[View Document](#)

Any additional information

[View Document](#)**3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years****Response: 11****3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	5	3	0

File Description**Document**

e-Copies of the MoUs with institution/ industry/corporate houses

[View Document](#)

Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years

[View Document](#)

Any additional information

[View Document](#)

Criterion 4 - 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.

Response:

Infrastructure and physical facilities for the smooth conduct of teaching and learning is adequately available in our Campus.

Classrooms:

- The college is having 20 well-ventilated, spacious and well-lit classrooms, 19 classrooms have mounted projectors along with 1 Portable projector, which ensure that students can get exposed to technology-based learning.
- Two smart classrooms provide great scope for ICT-based learning.

Library:

- The well-ventilated, spacious, spread over 2000 square feet, with a seating capacity of 100 students.
- There are 10 computer systems connected to LAN networks with internet access.
- Reprography facility is available in the library.
- It has adequate cupboards for stacking books and journals.
- Printer and scanner are also available in the library for academic as well as committee use.

Laboratories:

- The College has **3** computer laboratories with a total capacity of 96 computer systems, out of which, 40 systems have high configuration of Intel Core i5 with 16 GB RAM and 26 systems have Intel Core i5 with 8 GB RAM and remaining 30 with 4 GB RAM, catering to the learning needs of students of Commerce, Mass Media, BSc IT and MSc IT.
- The College also has **one** Electronic Laboratory with all the necessary equipment required for practical sessions of electronics subject.
- All software used in the College are licensed, the College is also involved in campus agreement with Microsoft. The campus is also enabled with Wi-Fi facility.
- Microsoft teams as a LMS platform facilitates in conducting lectures, examinations etc. Microsoft ID's are created for all the Students and teachers with 1 TB OneDrive storage facility for teaching and learning with MS-Office access.
- A well-managed server room is another feature of the College, which houses and protects all necessary software and data of the College installed with air conditioner and uninterrupted power supply unit.
- SIA-Techlink, incubation centre of the College, has 5 computers with internet facility.

Auditorium:

- A spacious auditorium which is utilized extensively for conducting workshops, training, seminars,

and conferences

Staff Rooms:

- Well-designed separate staff rooms for Commerce and Arts, Information Technology, and Management, to cater to the specific needs and requirements of each program. Every Staff room is having Wi-Fi, Desktop having access of Printer.

Committee Rooms:

- Separate committee rooms to ensure that discussions pertaining to co-curricular and extra-curricular activities take place amicably and energetically.

Other Facilities:

- **Canteen:** The college canteen, spread over 2000 square feet.
- **Garden:** The College garden adds aesthetic value to the campus, and is home to variety of rose plants and medicinal plants, as well as a butterfly garden. These plants help maintain environmental balance and reduce pollution levels.
- Campus is under CCTV(36) surveillance.
- Lift facility is available for staff and divyang students.
- Ramp slopes have been provided.
- Wheelchair facility is available.
- Washroom is designed keeping in mind, needs of the divyang students.
- Availability of Sanitary winding Machine.
- Availability of water dispenser for the faculty members and water cooler for students.
- Adequate Fire extinguisher are available in each floor.
- First-aid box are available in office and sports room.
- Biometric system is available.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Auditorium:

- A spacious auditorium which is utilized for celebrating cultural functions and festivals, both inter and intra-collegiate. It's having Podium with inbuilt sound System. Separate sound system with

wireless mike facility for conducting seminars and other activities.

College Ground:

- The spacious open ground serves as the ideal place for hosting inter and intra collegiate cultural fest-Sparklers and sports fest-Dazzlers.
- The ground facilitates to conduct activities such as football, volleyball, kho-kho, kabaddi, and tug of war.

Gymkhana:

- Gymkhana houses adequate equipment required for smooth conduct of indoor games and activities including chess board, carrom boards, table tennis and taekwondo.

Common Room for Boys and Girls:

- Exclusive rooms are provided separately for boys and girls to meet, discuss and spend leisure time with friends.

Other Facilities:

- Portable trolley Speaker
- 3 sets of small speakers.
- Collar Mike(2)
- Yoga Mats
- Podium with inbuilt sound System.

The presence of these facilities contributes to overall personality development of the students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 21

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 29.56

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.32	30.02	38.90	18.54	49.27

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

2016-17

E-Suvidya (Version 2.0) implemented with partial automation, which includes features like Login for Librarian, Barcode generation for students and books, report generation related to issue and return of books, over-due books, books catalogue and past records of books issued and returned by each reader.

2017-18

Developed and implemented in-house Library Software, SIA Granthalaya (Version 1.0), with partial automation, including features like login for Librarian, Barcode generation of Students and books, and report generation regarding library books, issue and return of books, Books Catalogue, and so on.

2018-19

Upgraded the Library Software, SIA Granthalaya (Version 2.0) with full automation, which is periodically updated and used till now. It is a web-based, integrated software, shifting all library processes from offline to online. Library users (Students and teachers) are given their own user ID and password to login to ILMS and send request for needed books which can be collected in the allotted time from the library. Further upgradation of the software has given readers the ability to view the history of books borrowed, list of requested books and also option to cancel requested books, change the password, and so on. There is option for librarian to prepare all kinds of reports regarding library functions.

2019-20

Upgraded SIA Granthalaya (Version 2.0) with additional functions including reminder of overdue books through mail and incorporation of photo in users profile for the smooth functioning of the library.

2020-21

SIA Granthalaya (Version 2.0) further upgraded by adding the functions like updation of students database through e-sanchalan (office software), provision to upload E- resources like E- books, E- Journals, and E- Question papers, generating, exporting and saving reports in excel format and Provision of OPAC in SIA Granthalaya Home page itself.

The College has subscribed to INFLIBNET N LIST, which is an Electronic Resource Management package for E – Learners (teachers). Teachers are given their own username and password for remote access. Library webpage is available on the url: <https://thesiacollege.edu.in/library/>. There are ten computers in the library with internet facility. Bandwidth of 55 Mbps is available to meet the academic and research needs of staff as well as students. Two computers are provided to Library staff for library administration work. Reprography facility is available in library for the benefit of staff and students. Printer and scanner are also available for the official work and committee activities.

SIA – Granthalaya Software: is a web-based, integrated software, customized on IP address <http://103.199.131.94:8082/granthalaya>, which computerizes all in house operations of library. It manages and stores all information related to books and journals electronically according to the requirement of the students. The system helps both students and library staff to keep a constant track of all the books available in the library. It consists of features like Users login, Online Public Access Catalogue (OPAC), Accessioning, Circulation and all kinds of Report generation for library administration. This software is user friendly and can be operated and handled by both library staff and readers.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: B. Any 3 of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 3.62

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.06	4.04	3.60	4.56	4.85

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**Response:** 0.41**4.2.4.1 Number of teachers and students using library per day over last one year****Response:** 7

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The college has well established mechanism for upgrading Information Technology infrastructure. Provision is made in the budget for annual maintenance of IT facilities in the college. The administrative section, library, examination section, 20 classrooms (Including two smart classrooms), and one auditorium are well-equipped with recent IT infrastructure. Students and faculty have an easy access to high-speed internet. The college has 13 laptops, 133 computers (126 for academic and 20 for administrative work), 23 LCD projectors, 6 Printers, 2 Scanners, 1 high speed Xerox cum network printer and 1 high speed Xerox machines. All computers are provided power backup in the form of UPS.

Resources from various websites and web links are used by the faculty and staff for regular teaching-learning and administrative process. The college has procured necessary licensed software. The college has Microsoft campus agreement which will give students and faculties' access to MS Office 365 license with Microsoft Teams for online lectures, Microsoft outlook for email communication and Microsoft forms for online exam.

The entire system has constant scheduled maintenance which helps highlight necessary upgrades like hardware upgradation. Microsoft campus agreement is renewed yearly. All other facilities are continuously upgraded in the form of hardware upgradation, addition of bandwidth, replacement of high-capacity cables (CAT 6 cable for internet and LAN), extension of continuous power supply facility, and so on. The campus is networked through LAN. High-speed internet lease line of 55 Mbps from Joister and 100 Mbps broadband for backup of internet connectivity is also provided in the college. The whole campus is equipped with Wi-Fi facility.

File Description	Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 13:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 22.25

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

2020-21	2019-20	2018-19	2017-18	2016-17
23.86	17.40	24.22	19.65	20.73

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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.

Response:

The S.I.A. College of Higher Educations has established systems and procedures for maintaining and utilizing physical, academic and support facilities which will ensure effective teaching-learning as well as enhance interpersonal skills of the students.

Laboratory:

Laboratory Utilization:

- According to the curriculum plan, laboratory sessions are conducted for each program under the supervision of assigned faculty member.
- Before students start performing the experiment, faculty in charge gives important instructions related to careful handling and maintenance of instruments/equipment.
- Labs are equipped with boards as well as Projectors which help teachers and students to enhance their teaching learning experience.

Laboratory Maintenance:

- System Administrator is appointed to oversee the maintenance and working of computing facilities and LAN networks, Wi-Fi facilities, and other technical aspects.
- Any defect or malfunctioning observed in the instrument or device is immediately reported to the system administrator, who inspects the problem and reports it to higher authority so that required action can be taken.
- All laboratories are equipped with CCTV cameras.
- Antivirus and firewalls are installed and updated regularly to keep the systems secure and protected against any virus attacks.
- All educational software are updated periodically.
- Laboratories are periodically inspected by the administrator to ensure proper functioning.
- Laboratory, computers, boards, furniture are daily cleaned by the housekeeping staff.

Maintenance of Electronic Systems:

- Maintenance of computer systems and other IT equipment such as Projectors, Printers, Photo

Copier machines, Scanners, Servers, Bio-metric machines and CCTV cameras is done by System Administrator.

- UPS backup facility is provided against power failures and other related faults to avoid any damage during power outages.
- AMC facility is available.

Library Policy:

The library procures, organizes, and disseminates information required for the stakeholders as per the rules and regulations of the institution.

Library Utilization:

- SIA-Granthalaya software makes easy for students to make effective utilization of different reference books, textbooks, journals and other reading material available in the library.
- Teachers as well as students have access to variety of reference books, textbooks, magazines, journals, competitive exam books.
- A separate log register is maintained with the library staff for recording staff and students visit to library.
- Computer systems are made available to teachers and students for any academic use.

Library Maintenance:

- The library is maintained by the library staff and assistants.
- SIA-Granthalaya software is updated periodically.
- Regular activities like barcoding, shelving of books, issuing, and receiving the books are done by the library members.
- Stock verification is regularly done.
- Weeding of books is done periodically.
- Orders are sent to vendors based on the requisition forms filled by the teachers, books are procured through invoice.
- Reference books are ordered on approval basis.

Sports:

Sports Complex Utilization:

- Students are provided with both indoor and outdoor sports facilities.
- Director of Physical Education and sports along with one staff coordinator handle sports related activities like planning and organizing sports events, annual sports fest, training and shortlisting of

sports students to participate in different national and international sports events.

- Students are allowed to practice before and after regular class hours.

Sports Complex Maintenance:

- Maintenance of indoor and outdoor sports infrastructure facility is taken care of by Director of Physical Education and sports.
- All sports equipment are well-maintained and inspected periodically.

Classroom:

Classroom Utilization:

- Each department is provided with the required number of classrooms for conducting class room activities.
- Classrooms are allocated according to the department time table.
- Each classroom is equipped with projectors and adequate number of benches and desks.
- Two classrooms are equipped with smart class devices.

Classroom Maintenance:

- CCTV cameras are inspected regularly to check their functioning and any fault is rectified timely.
- Projectors are maintained properly and used effectively by the teaching faculty.

Air-Conditioner and Water Cooler Maintenance:

- The regular maintenance of filters and gas filling for air conditioners and water coolers in the campus is done periodically or as required by the in-house maintenance team.

Support Facilities:

- Housekeeping staff is responsible of Upkeep of classrooms, benches, windows, corridors, and other physical infrastructure of the college.
- Security guards are also hired for preventing entry of any unauthorized person in the college campus and for surveillance of the campus.
- Lift facility is provided and maintained periodically.
- Maintenance and upkeep of garden and green surrounding is also done periodically.
- Fire Extinguishers have been stationed in each floor for emergency.
- Generators are also provided as backup against load shedding/ power failure.
- Maintenance and repair of physical infrastructure is performed as and when required on call basis.

Campus sanitization also takes place to avert spread of any contagious diseases.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document



Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 1.02

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
25	20	16	9	3

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.37

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
21	3	4	0	1

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

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 70.92

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
317	1721	1902	791	115

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances

including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years**

Response: 15.82

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
41	86	64	68	1

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 20.99

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 102

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 17.5

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	7	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	8	0	0

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

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 31

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) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	18	7	5	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Response:

The institution provides opportunities for students through their representation in various bodies of the college.

Student representation in Administrative bodies: Student representatives are appointed in various committees such as Student Council, NSS, DLLE and WDC. In addition, the General Secretary and the Assistant General Secretary represent the students at various committees and forum like CDC and IQAC. The following bodies has student representatives along with faculty members:

Student Council:

The student council is the student welfare body that focuses on organising various events and activities to inculcate team spirit, leadership qualities and values among the students. The council organises festivals such as Gurupoornima, Onam, Pongal, Kargil Vijay Diwas and also various literary activities. The council comprises of student representatives from various courses.

Women Development Cell:

Student representatives participate in several activities organized for women empowerment under the cell

Internal Complaints Committee:

The internal Complaints Committee has student representatives to represent as well as handle grievances relating to sexual harassment

NSS:

The NSS unit of the college offers opportunities for the students to exhibit leadership skills, social consciousness and problemsolving skills.

Student representation and engagement in Co-curricular and extracurricular activities:

The students are sent to various intercollegiate and university level competitions and activities. In addition, several competitions are organised at the College level by the student council. The student council regularly organises several competitions like poster painting, essay writing, debates, rangoli. In addition, every year the council organises Ganpati Idol making workshop. In addition to cultural activities the council also encourages students to undertake research and participate in research paper presentation and other competitions organised by several colleges.

Students participate at district, state and national level sports competitions. In addition, the college offers coaching to specialized sports. The college organizes intercollegiate sports festival Dazzlers where several competitions are organized by the sports committee.

The College Magazine is designed and developed by the students. They work as editors, reporters, photographers and work collectively in bringing out the magazine.

In addition, students participate and organize several competitions organized under the department clubs. The department club which is managed by the students organizes PPT competition, Case study competition, Research seminar, Quiz competition as well as expert lectures by industry professionals.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**Response:** 16.4**5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
7	23	25	13	14

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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****Response:**

The S.I.A College has a registered Alumni association and being a 10 year old institution the alumni are in their early stages of their career. The Alumni association organizes annual activity to facilitate networking. In addition, the alumni contribute financially through material contribution for NSS, Sparklers, relief activities etc. In addition, the alumni also network the placement cell with the Key members of the HR cell of their employer and arrange for internships and placement for the students. The alumni also contribute academically by conducting training programmes, workshops and guest lectures for the current batches. They are associated with SIA techlink the incubation cell of the college and provide guidance for their juniors for software development.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)**Response:** D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

NAAC

Criterion 6 - 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

Response:

Vision:

“The SIA College of Higher Education strives for comprehensive education by equipping students with latest skills and tools to acquire competence, quality education to face the dynamically evolving society.”

Mission:

“To develop rich pool of talented, employable professionals and with a strong foundation on ethical, moral values and social values to become responsible citizens.”

Good Governance:

The College strives to achieve academic and professional excellence through proper governance and decision-making.

Before the start of every academic year, the IQAC meets up with the heads of the department and committees to discuss about new policies and strategies that need to be adopted in the coming year. Inputs and suggestions received in this meeting are discussed with the Principal, who presents the same to the Management Committee for further deliberation and approval. Once the suggestions are approved, the Principal, along with IQAC implement the same in the coming year.

Further, any proposal in terms of course, placement, program, or technology development is presented to the Principal by the respective committees, who further places it to the standing committee for approval. Once approved, these developments are put into action as per the decision taken.

IQAC also plays a vital role in designing the perspective plan of the College. They propose different ideas and strategies that target various benchmarks, to the management and the Principal. After careful deliberations, these strategies are approved by the Principal and management, and also incorporated in designing the perspective plan.

Decisions regarding planning and implementation of all activities and programs in the college are undertaken by conveners of department and committees, in cooperation with all faculty members and other

stakeholders of the college.

Thus, IQAC is reflective of the ideas and suggestions of all the faculty members, and presents them to the Principal who communicates the same to the higher authorities in standing committee meetings and other official meetings. In this way, governance of the college recognizes the contribution of each and every faculty member in decision-making.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Decentralisation is done through appointment of department heads and committee heads. The heads are responsible for guiding and leading their team to attain the desired outcomes. They design strategies collectively with the team members and involve the team in implementing the same. The committee heads work with their team in planning the activities for the year and involve them in smooth conduct of activities.

As a case study, the Student Council of the college organizes several activities throughout the year to bring out the potential of the students.

- The convener of the committee is the leader who steers the team through the process of planning the events. He delegates the responsibilities to the team members and student representatives who take active part in the implementation of the plan.
- The committee celebrates various festivals and organizes cultural and student-centric activities throughout the year. The annual intercollegiate fest Sparklers is a major event organized and managed by the student council.
- In order to ensure student participation, the General Secretary and Assistant General Secretary of the college represent the students and are involved in all the stages of planning, budget preparation, coordination with the event heads, guests and other stages of event management.
- The committee head prepares the budget and proposes it to the Principal for approval, appoints team leader to carry out various activities, delegates the work and coordinates between the teams to conduct the event.
- The head ensures smooth upward and downward communication and also takes feedback and

suggestions from the team before implementing any strategies.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The perspective plan is executed in line with the vision and mission statement of the College. Synchronously, ICT enabled teaching, provision of adequate well-ventilated classrooms, result progression and exposure to industrial practices through lectures contribute towards achieving academic excellence. Another achievement of the College is introduction of Post-Graduation Program in Information Technology since 2018. Further, faculty members of Commerce Program are university-recognized faculty to guide students of MCom. Workshops, conferences, and seminars are organized to enrich and ignite the research potential of teachers and students alike, along with encouraging faculty members to register for Doctoral programs. Faculty have applied for minor research project with the University. Students and teachers learn important life lessons and soft skills by organizing and participating in various extra-curricular activities. These activities mold the overall personality and provided value-based education to all. Participation in extension activities including NSS, DLLE and Eco club inculcate a sense of social responsibility and good citizenship among students by carrying out volunteer work, helping fellow citizens, and caring for environment.

Activity successfully implemented based on the perspective plan:

Development and enhancement of Infrastructure and physical facilities

Development of Infrastructure facilities was one of the important items in perspective plan.

Classrooms:

- As per the plan, 19 classrooms were enabled with ICT facilities in the form of wall mounted projectors and Screen and one classroom with portable projector.
- Two classrooms were converted into Smart classrooms.
- All classrooms were equipped with LAN connectivity.

Computer Laboratory:

- One new Computer laboratory was set up and also used as browsing Centre.
- Number of computers were increased in all three computer laboratories.
- Firewalls and Anti-virus applications were updated automatically from server for internet traffic filtering.

Library:

- Library was enhanced with ILMS software: SIA Granthalaya 2.0.
 - The college collaborated with INFLIBNET-N-LIST for provision of e-books for students and faculty.
 - The number of reference books and text books increased.
 - Library has 10 computers with internet facility.
 - Paid reprography facility is made available, if students want to take photocopy of books.
- **Others:**
- Microsoft Teams Software was purchased to facilitate online teaching and storage on OneDrive.
 - The campus was made Wi-Fi enabled with a bandwidth of 55 mbps.
 - Auditorium was set up with ICT facilities.
 - Biometric machine and CCTV cameras were installed.

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

Administrative set-up – Academic activities are managed through the Head of department and their team. The non-academic activities are managed through the committee convenors.

Office Superintendent and the junior clerk takes the responsibility of administration, finance and examination and University-related activities.

Admission

The admission committee constituted by the College ensures that admission policies and procedures are fair, transparent, ethical and timely, accessible to a diverse range of prospective students as per the directives of the affiliated University.

Procedure

The admission process starts with release of pre-admission form by the University in online mode. Candidates have to fill the Mumbai University pre-admission form and submit the same as per deadline. The candidates have to enter personal, academic details and the name of Mumbai University affiliated college they wish to get admission. The sale of admission forms will be started as per the directives of the UOM and need to be submitted as per the deadline. The admission to various UG /PG courses offered by university will be conducted based on the marks secured by candidates in the last qualifying exam.

Verification and securitization: The submitted forms are verified and scrutinized by the admission committee for further processing.

Preparation of merit list: As per the directives given by the UOM the first, second, and third merit list are prepared and displayed in the website and the schedule for payment of fees are also specified.

Payment of fees: The fees are collected on the basis of scheduled released by the UOM.

Enrolment: the enrolment process is initiated by the office and the same is duly submitted to the affiliated university for the confirmation of admission

Eligibility: if any student from the other states or board are given admission, the process of eligibility is also initiated by the office as per the rules and regulations.

Cancellation: if any student wishes to cancel the admission he or she needs to fill the cancellation form and the same will be uploaded in the online university admission portal and as well as in the college record. MKCL portal for the cancellation

Selection and recruitment process

The institution ensures openness and transparency in all the steps to appoint eligible candidates without any discrimination by adopting policies as prescribed by UOM

Procedure

Identification of vacancies due to introduction of new courses, resignation and retirement:

- A copy of advertisement is sent to the University for Approval. Upon receipt of the approval advertisements are published in the National/state level newspaper. Fifteen days time are given for the applicants to apply for the post advertised.
- A Screening Committee is setup to identify the candidates to be interviewed, interview letters are sent to the selected candidate
- The selection committee panel is constituted as sanctioned by the university to conduct the interviews

- Selection committee reports are placed before the university with required documents for approval.
- Once the approval letters are received from the university, the appointment letters are issued to the candidates.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution believes in providing a friendly, supportive and secure atmosphere to the staff, a comfortable environment for working, along with encouragement for progressing personally and professionally. In this regard, many welfare measures have been put in place for teaching as well as non-teaching staff:

Teaching Staff:

- Financial support is provided to attend workshops, seminars and conferences

- PF and pension facility is provided
- 3 months paid Maternity leave is provided
- Duty leave is granted for any academic purposes
- Browsing facility is available for teachers pursuing research

Non-teaching staff:

- Festival loans are provided
- Uniforms, bags and raincoats are provided to class IV employees
- Salaries are given in advance to non-teaching staff during festivals

Other welfare measures include:

- Interest-free personal loans are provided
- Canteen facility is available
- Internal complaints committee is formed to protect women from exploitation at workplace
- Involvement in CA/CS and online examinations provides additional remuneration to all
- Staff academy arranges sessions on maintenance and improvement of physical, social and mental health for all
- Staff picnic is also arranged at the end of the academic year
- Staff academy felicitates staff for their achievements, personal or professional

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**Response:** 68.73**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
31	17	22	19	3

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 8

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

2020-21	2019-20	2018-19	2017-18	2016-17
11	13	11	4	1

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 50.46

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

2020-21	2019-20	2018-19	2017-18	2016-17
18	23	9	7	9

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

Appraising and appreciating the contribution of teaching and non-teaching staff throughout the year is an important activity that the institution carries out. Performance appraisal not only highlights the efforts undertaken by the faculty, but also provides room for further growth and development in the future. Based on the appraisal, suitable suggestions are given to the staff to empower them and motivate them to excel professionally.

In this regards, the college has a structured performance appraisal system in place for teaching and non-teaching staff. The performance appraisal consists of the following methodology for:

Teaching Staff: A staff is assessed on the basis of strategies and methodologies used to deliver the curriculum effectively. Further, the staff involvement and contribution in various committees as convenors as well as supporting members is also assessed. Research contribution is assessed on the basis of their publications, presentations and participation in seminars, conferences and workshops.

Non-Teaching Staff: Their contribution is assessed through the participation and completion of administrative work assigned to them.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

AUDIT MECHANISM IN SIA-:

Internal Audit:

- Internal Auditor is appointed by the Managing Committee for SIA as a whole .
- Since SIA is also registered under Societies registration Act, we are governed by the provisions of the Act and as per the by-laws, the internal auditor needs to be a member of SIA.
- The Management of SIA takes care in appointing the Internal Auditor by thoroughly reviewing the person's qualification and experience.
- Since Internal Audit is a continuous audit, the audit happens throughout the year and not restricted to any fixed time frame.
- The internal auditor so appointed need not be a Chartered Accountant and as said earlier a person with necessary skills is appointed to carry out the work.
- The person so appointed visits the offices of SIA comprises of schools, colleges and goes through the accounting system and asks for the explanations and clarifications and on being satisfied gives a report and submits to the management.
- Since the organisation is growing rapidly, the Managing Committee recognised the need for a professional to occupy the position and hence appointed one professional Chartered Accountant firm from the year 2020-21 to do the internal audit work.

External Audit:

- The external auditor or the statutory auditor is appointed by in the Annual General Meeting of SIA.
- The appointment of Statutory Auditor is as per the provisions of Bombay Trust Act 1952 since SIA is a registered Charitable Trust.
- The Auditor so appointed is always a practicing Chartered Accountant firm and the AGM fixes the remuneration as well.
- Once the accounts are prepared, the statutory auditor is asked to carry out the audit of accounts.
- The audit firm, send the representatives an carry out the audit including vouching, reconciliation of bank accounts etc
- They also go through the findings of the internal auditors to see any variations or abnormalities reported in the audited report.
- Since the external audit is basically a balance sheet audit, they audit and give a report to the Members of the South Indian Association.

- The report given by the statutory auditor covers the following in general:
 - o Whether they have obtained all the information and explanations necessary for the purposes of audit and whether they were satisfactory
 - o Whether the transactions made were within the powers of the trust
 - o Whether proper books of accounts have been kept by the trust
 - o Whether the Balance Sheet and Income and Expenditure account are as per the books of accounts maintained.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Mobilization of Funds:

The institution is a fully unaided one and therefore the resources are mobilized internally. The CDC of the college along with the college governing body takes decision on the basis of need about the allocation of funds for various activities. The same is audited at the end of the financial year. The following are the mechanism through which funds are mobilized.

- Fees: The academic and development fees are collected from the students are the major source of fund for the institution
- Fund support from Management: Additional fund requirements are fulfilled through the fund support from the college management
- Sponsorship during events: Sponsorship is collected for events like Sparklers, Dazzlers are used for the conduct of the events
- Short-Term Courses: The fees collected for short term courses offered by the college is also source of revenue for the institution
- Entry Fees: The entry fees that is collected for participation into various events is also utilized for the conduct of the event.
- Hosting outside examinations: The College acts as a host, lending the campus for conducting various examinations for the external educational bodies.
- Interest on fixed deposits

- Funds received from university of Mumbai for carrying out extension activities under NSS
- Funds received for sharing in-house developed software by SIA Techlink

The fund generated through the above-mentioned methods are utilized for development and maintenance for infrastructure, conducting activities, payment of salary and handling other miscellaneous expenses.

Optimal Utilization of Resources:

- At the beginning of the financial year, budgetary allocation is provided to committee and department conveners as per their requirement, after approval in the College Development Committee meeting.
- Purchase committee has been formed to invite and compare quotations and prepare purchase order after negotiations.
- The institution aims at optimal utilization of resources.
- All transactions are accounted in the books of accounts, which are presented for internal as well as for the external audits.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The Internal Quality Assurance cell of the college has institutionalized several quality measures and strategies for improvement and up-gradation of the College at various levels. Two such practices are

enlisted here:

1. Feedback:

The IQAC has played an important role in institutionalizing a formal and comprehensive structure of feedback on various parameters by all stakeholders.

- A structured feedback questionnaire is designed and administered to all the students twice during an academic year. Every teacher is thus evaluated by the students anonymously on his/her teaching, guidance, support, concept clarity, behavior in class, and so on.
- A curriculum feedback is administered to teachers, students, parents, employers and alumni to understand the industry readiness of students studying the existing curriculum and suggestions are invited to build the industry academia gap.
- In addition, students are also asked to give feedback on academic and physical facilities offered by the college such as library facilities, physical infrastructural facilities, administration, events and activities conducted in the college, and other related parameters. Suggestions received provide an insight into student's perspective and preferences.
- The college collects entry level feedback from the parents and students regarding their impression about the college. Exit level feedback collected from the students provides insight into their overall perspective about the college.

1. Promotion of Research Culture:

The College always strives to achieve academic excellence by encouraging teachers as well as students to develop an aptitude for research by undertaking research related activities. In this regard, the IQAC has played an important role in creating an atmosphere of research-based interaction among the faculty.

- The IQAC has recommended faculty to attend, and organized, research related workshops and training.
- National conference is conducted by IT department and NSS. Articles presented in the conference are published in ISBN journals.
- Faculty have published textbooks in accordance with the university of Mumbai syllabus.
- Faculty are also encouraged to publish research papers in recognized journals.
- Training sessions on SPSS were organized so that teachers can get hands-on experience on the use of the software for conducting analysis of data collected through research.
- IQAC has also organized research series comprising four sessions for the faculty members to train them on the basics of research methodology, so that they are inclined to pursue research, and are able to select a topic or theme on their area of interest.
- In addition, research seminars for students is also organized where students present research papers on various topics related to Commerce, Banking, Finance, Management etc.
- Students of BMS & Banking & Insurance, Accounting & Finance are also required to submit research projects at TY level as the curriculum also provide this opportunity to the students.
- During the pandemic, students from across India were invited to write articles on the impact of Covid-19, in a pursuit to inculcate the idea of research in them. The initiative received huge success, receiving 73 articles from students. Best articles in each theme were proposed to be published in the yearly magazine of the College.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC of the College is known to take proactive steps to ensure that quality initiatives are internalized into the general system of functioning of the institution, and any updates or improvements are periodically adopted. Two such examples of implementing reforms are highlighted below:

Improving the Teaching & Learning process–

- ICT-enabled teaching tools like Overhead projectors were added in all classrooms, Laptops for faculty members, smart class were added as part of the effective teaching-learning practice
- Microsoft Teams is the official platform for conducting online lectures
- Faculty members use LMS extensively for content creation and dissemination

Post-graduation:

- Post-graduation in Information Technology was started in 2018
- Faculty members of Commerce Program are university-recognized faculty to guide students of MCom.

Introduction of New Courses:

- BAMMC (Bachelor of Multimedia and Mass Communication) and BCOM-BAF (Bachelor of Accounting and Finance) are two new courses introduced in 2018-19 and 2019-20 respectively

Capacity Building of Faculty:

- Faculty members have registered for PhD .
- Capacity building programs have been arranged for the faculty members to train them to adapt to the changing needs of the curriculum
- Faculty members have been deputed to various training programs, orientation courses, refresher programs and short-term courses to empower and up-skill them

- Faculty members have undertaken Minor projects funded by University of Mumbai
- Faculty members have participated and presented papers in various national and international conferences. They have also published papers in journals.
- Faculty members have also designed courseware for the students of B.Sc(IT) to enhance knowledge to develop various indigenous software through SIA Tech-link
- Faculty members have developed content for Add-on courses which are offered to the students of the institution.
- Faculty members are invited as resource persons in various areas in other colleges.

Improvement of Evaluation Process:

The student evaluation system has been strengthened to ensure that student performance improves over time, and various strategies are deployed to improve overall results.

- Remedial lectures are conducted for students who fail in a particular subject and special guidance and personal attention is given to ensure that concepts are cleared and confidence of the student in the subject is restored.
- Internal assessment is made transparent and comprehensive, to help students to score marks in internals. This provide an additional practice for improvement of final scores.
- Preliminary examinations are conducted to measure the student's preparedness for the exam, and provide for further improvement in final examinations.
- The attainment of course outcomes and program outcomes are evaluated by the institution and measures are recommended for improvement of the same.

All these activities have ensured that overall results of the college have improved significantly, due to consistent efforts taken by the faculty members as well as students.

Personality development of the Students:

The institution believes in developing overall personality of the students by focusing on qualitative indicators like soft skills and personality along with quantitative indicators like examination results. In this regard, various measures are implemented by IQAC to develop human resources into human capital.

- **Social excellence:**
- Participation in extension activities like NSS, DLLE, Eco club and WDC makes them more sensitive as they are exposed to the vulnerable and socially distressed sections of society. Activities such as donations, providing food to poor, visiting old age homes and orphanages, teaching children from slums, cleaning public spaces, and concern for environment ignites a sense of forbearance and understanding among the students, who are able to see the world with more compassion and empathy. These students have a sense of social and emotional balance, and are able to excel in their social interactions.
- In this way, the students are socially sensitized towards different strata of society.

- **Administrative excellence:**

- Each department has a club, which consists of student leader members who take all decisions related to organization of co-curricular and extra-curricular activities.
- Student council also involves students in decision-making related to organizing cultural events.
- Sports committee develop leadership skills by giving opportunity to students to organise and co-ordinate intra-college and inter-collegiate sports events and competitions.
- Organization and conduct of all such activities requires careful decision-making, planning, co-ordinating, budgeting, implementing, and completion of various tasks.
- Students involved in these activities acquire necessary skills such as leadership, team-work, time management, communication, and other inter-personal skills beyond academics. These skills help them face any challenges in their professional and personal life.

- **Professional excellence:**

- In addition to equipping students with soft skills, the College also works towards building professional skills among students. Various training sessions and workshops are organized to strengthen the portfolio of the students.
- 100 hours training sessions are organized in association with technoserve to build employability skills among the students.
- Internships are provided for the students to get practical knowledge and working environment of the industry.
- Career guidance sessions are organized for the students to address their queries and apprehensions related to future job opportunities, higher education, and career choices.
- Communication skills are improved by providing training through courses such as Basic Communication skill programme and personality development sessions in association with outside organisations and by in-house faculty members.
- Corporate readiness program is also conducted to train students to understand the emerging corporate culture.

File Description	Document
Upload any additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

NAAC

Criterion 7 - 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 last five years.

Response:

The importance of promoting gender equity is well-understood and absorbed in the fundamental build-up of the institution. Hence, care is taken to ensure that gender equity is followed and promoted among all stakeholders who are connected with the institution. Being an educational institution, further care is taken to ensure that students are made aware of the importance of having gender equity in their personal and professional interactions. The measures initiated by the institution can be broadly classified into following heads:

Employment: The institution takes proper care to provide equal opportunities to both male as well as female professionals to be a part of the institution at the teaching as well as non-teaching level. More than 70% of the staff working in the institution are female employees, which is a matter of pride for us.

Admission: The process of enrolling students into the college is also unbiased and transparent, which is reflected from the fact that there are equal number of male and female students taking admission in the college, and the ratio is around 50%. Further, both genders are represented equally in the class by appointment of one male and one female CR. Students are also given equal exposure to lead various committees and clubs of the college. Financial assistance has been provided to economically weak sections of both genders. Many programs are also organized towards gender sensitization in the college namely, POSH Training, Confidence Building Exercises and workshops to understand the various aspects of Gender. These measures help the students to imbibe a sense of equity in their respective gender roles.

Committees and Cell: The 'Women's Development Cell' organizes various activities and programmes on gender-related issues. It organises workshops and sessions actively. Training in self defence mechanisms and medical check-up camps were organized for girl students. In addition, NSS, Student Council and DLLE also organize activities and seminars where equal participation of male and female students is promoted and encouraged. Students of the college have won prizes at various academic as well as cultural inter-collegiate and university level competitions organized under extension activities.

Representation in important bodies: The institution provides equal opportunities to male and female staff to represent the college at various bodies like membership of BOS, program officer for NSS, convenor for Student Council and so on.

Complaint Redressal Cell:

All first-year students are given an orientation about Complaint Redressal Mechanisms available in the College like Anti-Ragging Cell, Internal Complaint Committee and Student Grievance Redressal Cell. Suggestion box is installed to drop suggestions or complaints from students regarding safety and security. The complaints are immediately resolved by the Complaint Redressal Cell in an unbiased manner.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

The College understands the importance of managing waste and takes proactive steps towards safe disposal of waste.

Solid Waste Management:

- Dustbins are placed on each floor for disposal of all kinds of solid waste.
- Waste is disposed off to garbage carriers of the Municipal corporation every day.
- Decomposing plant is constructed in the college campus for disposal of decomposable waste.
- NSS volunteers also conduct campus cleaning drives for maintaining cleanliness in the surrounding areas.

- Paper waste is given to shredding companies for recycling and reuse purposes.

Liquid Waste Management:

- Liquid waste generated in the campus is discharged into the sewage provided by the municipality. Washrooms are cleaned daily by cleaning staff.

Bio-medical Waste Management:

Bio-medical waste is not generated in our college.

e-Waste Management:

- Since the college is relatively new and most of the computer systems are new, e-waste is not generated to a large extent.
- Toners and cartridges used in the process of printing are refilled so that they can be re-used and waste can be minimized.
- Staff use pen drives and store important data on the cloud instead of storing in files and CDs, which helps to reduce e-waste.
- Computer laboratories and other electronic equipment are serviced by professional technicians periodically to avoid waste generation.
- e-waste generated in the campus are given to registered e-waste management companies for research.

Waste recycling system

The college does not have waste recycling system.

Hazardous chemicals and radioactive waste management

Hazardous chemicals and radioactive waste is not generated in the college.

File Description	Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

Response: D.1 of the above

File Description	Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment

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

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Link for any other relevant information	View Document

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 500 words).

Response:

The college maintains tolerance and harmony towards gender, cultural, linguistic and socio-economic diversities. Participation of persons from diverse backgrounds in the academic, administrative and other activities shows that there is inclusive environment in the institution.

Students of all categories are given admission in the college as per the reservation policy of the Government of Maharashtra.

Analysis of statistics of every year's admissions and participation of students in extra-curricular activities such as NSS, DLLE and cultural programmes shows that gender ratio and communal socio-economic diversity is maintained in the institution.

Our college also tries to preserve linguistic diversity in the society by celebrating the Marathi Bhasha Diwas.

Navaratri Pooja is being organised on 9 days Navaratri Pooja for along with

2. Haldi Kumkum (4th Oct): where 51 Ladies accepted the invitation taken the Devi Darshan and our students given Haldi Kumkum for them

3. Dandia (5th Oct from 4 pm to 6 00 p m): Where 285 students Participated

Every year Traditional Day is celebrated with great enthusiasm. It is observed as celebration of India's diverse culture. It's a day designated for students and staff to come in traditional attire from various states. On this occasion students come to college wearing different attires and perform cultural aspect of different states. This day is creates the wonderful picture of Unity in Diversity and historical tradition. During Navratri festival Goddess Sarwasti, the goddess of intellect is worshipped by the students and staff of all the communities. All of them enjoy Diandiya Dance. These occasions reflect communal harmony in the institution. Pongal is also celebrated with enthusiasm, thus preserving the cultural roots. Christmas Celebrations are observed during the cultural fest at the end of December. Thus college strives continuously for preserving the cultural heritage.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The College organizes various activities in order to promote and propagate Constitutional Awareness and value systems among the students. We believe in achieving Academic Excellence with Value Education. Different Departments/ Committees of the College conduct varied activities which can help in shaping the students to become responsible citizens of the Nation.

I. PATRIOTISM:

Every Year Independence Day and Republic Day is celebrated in a grand manner to pay respects to all the pioneer leaders of India. Students also sing and dance on various songs to celebrate the varied cultures of India. The NSS Unit of the College comes up with a unique human pyramid reflecting the challenges and strengths of India. Performing the Pyramid as a Team illustrates the importance of Unity and Team spirit among students.

The College takes pride in remembering the Martyrs of our Nation like Mahatma Gandhi, Jawaharlal Nehru, BR Ambedkar, APJ Abdul Kalam and many others by celebrating their Birthdays and promoting their Thought and Way of Life among the students through short films and Documentaries.

Students pay homage to the warriors of Indian Army on Kargil Vijay Diwas.

II. CONSTITUTIONAL AWARENESS:

Foundation Course is taught as a Subject in all FY Classes to help students understand the inception of Indian Constitution and its significance in the contemporary society. In addition, Constitutional Literacy Day is celebrated to make the students realize the importance of Constitution and its ideals.

The Women Development Cell conducts many Workshops/Guest Lectures to educate the students on Laws pertaining to Women Empowerment and Safety. POSH Workshops are conducted to promote Gender Equity among the students.

Intellectual Property Rights (IPR) Workshops are conducted periodically for Faculty Members and Students through which they can learn how to preserve and protect their creation ethically and it also helps them to refrain from copying someone else's work.

In 2018-19, Student Council Elections were conducted to promote leadership skills among students.

III. COMMUNITY OUTREACH

The NSS Unit of the College organises many activities related to community service like Blood Donation Drive, Food Distribution, Clothes Donation and Relief Fund collection, even during the Pandemic times, thus developing a sense of empathy and sharing amongst the students. The Motto of “Vasudaiva Kutumbakam” is emphasized by cultivating the feeling of belongingness and selflessness among the students who are going to be the future of our Nation.

IV. ENVIRONMENTAL CONSCIOUSNESS

The Eco Club of our College organizes multiple activities like Tree Plantation Drive, Rainforest Day Celebration, Green Campus Exercises to promote environmental consciousness among the students. Under the Urvi Fest, competitions were conducted to promote Environmental Awareness and Conservation. Star Gazing, Bird watching activities are conducted which encourages the students to appreciate the nature’s beauty.

V. THE PANDEMIC:

The NSS Unit of the College was involved in conducting vaccination drives and mask distribution in the neighboring areas. In the true sense, Students could exhibit all their learning during the tough times of the Pandemic when they really got an opportunity to serve the society as responsible young citizens.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

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.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The S.I.A. believes in providing all-round development to the students; hence the Institution takes pride in celebrating events of National and International importance to create an awareness among the students.

International Yoga Day

Sessions on Yoga and Meditation are conducted in the college where students are encouraged to achieve harmony between the mind and body and also students can understand the age-old tradition of Yoga vidya in India.

World Population Day

India is one of the most densely populated nations in the world, on this day students organise public rallies to create awareness about the problems of population explosion and recommend solutions to control population.

Ashadi Ekadashi & Guru Pournima

India is a land of rich culture and tradition and these days are celebrated to promote Reverence for the Guru and to spread the spirit of brotherhood.

World Rainforest Day

In a world fighting Global Warming and other environmental issues, it is imperative to educate the future citizens about environment conservation through lectures by eminent environmentalists.

Birth and Death Anniversaries of Eminent Leaders

These days are celebrated to cultivate a sense of respect among the youth towards the ideologies and sacrifices made by eminent leaders of the nation.

Independence Day & Republic Day

These days are celebrated to instill the qualities of Patriotism, Sovereignty, Responsibility and a sense of belongingness towards the Motherland.

World AIDS Day

Students are educated about the awareness of the disease and ways to prevent it through public rallies, street plays and poster making competitions.

Navaratri and Pongal Celebrations

Celebrating these festivals bring about prosperity and cheerfulness among the students and they can realize

the importance of Indian Culture.

Human Rights and National Youth Day

In order to generate a sense of belongingness and responsibility in the minds of the youth, these days are celebrated with great rigour.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

Best Practice - I

1. Title of the Practice:

Student Support and Career Counselling

1. Goals

Describe the aim of the practice followed by the institution. Mention the underlying principles or concepts in about 100 words

- To improve the Employability of students
 - The college organizes several capacity-building programmes such as personality development programmes, soft skill training, certificate programmes.
 - The college also organizes industry expert lectures to provide information on career options available for the students.
 - The college encourages students to undertake internships.
 - The college encourages students to undertake IT software development projects that would help them identify future potentials.
- To enhance capabilities of students
 - The college facilitates training for cracking competitive exams such as CET, CAT.
 - The college organises training for building awareness regarding various government exams such IBPS, SSC, UPSC.
 - The college offers value-added and add-on courses related to BFSI –BDETATA, and

facilitated courses through NPTEL- SWAYAM, Google etc.

1. The Context

Describe any particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.

Most of the students coming to the college belong to varied social backgrounds, and very few of them are inclined towards higher academic pursuits. Financial constraints limit the capacity of students to go for higher education in prominent institutions, and most of them are inclined towards earning rather than going for higher education. In this situation, it is a challenge for the college to develop basic skills in them which will make them employable. It is also challenging to ignite in them, the value of pursuing higher education and becoming academically qualified. On the other hand, corporate organizations have become extremely professional in hiring employees, and expect candidates to be skilled and qualified. The college tries to bridge this gap/address this need by uplifting the skill of these students so that they can get absorbed in the job market and face the challenges of the professional world comfortably.

1. The Practice

Describe the Practice and its implementation in about 400 words. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any.

The college has identified the needs of the students entering the campus, and devised various programs and activities for their benefit, as listed below:

- **Basic Communication Skill Program**

The college organizes various courses on improving communication skills of the students at the first-year level, as they belong to socially diverse backgrounds, and many of them are not able to communicate comfortably in academic or professional discussions.

- **Industry Academia Interface (IAI) Lectures**

Industry experts are invited to guide students regarding the needs and requirements of the professional world, which provides insights to the students on how to mould their personality to adapt to the changing needs of employment market.

- **Internship Programs**

Once the students become aware of the needs of professional world, internship opportunities are provided where they can get real-time exposure to the working of professional organizations, and they can equip themselves with required skills and expertise before they complete their studies.

- **SIA-Techlink**

Students of BSc IT are given the opportunity to create live projects and software that are used in the college, which gives them hands-on experience at creating software.

- **Coaching for Competitive Exams**

Students are given guidance regarding cracking competitive exams like CET and CAT as well as banking exams and other exams related to government jobs.

- **Career Counselling and Personality Development Programs**

Career counselling sessions are organized for the students to counsel them about the various possible avenues in the job market where they can get employed. These sessions help build the information source of the students, and make them aware of diverse alternatives available for them. In addition to empower the students for their career, several certification courses are either offered directly or facilitated through the campus.

- **Placement**

The college has tie-ups with reputed institutions like ICICI bank, Reliance Jio, and Kotak Mahindra Bank through Tata Techno-serve which provide placement to the students of the college.

These activities and programs are carried out regularly for the benefit of the students, which is a best practice of the college.

1. Evidence of Success

The implementation of all the above-mentioned activities has benefitted many students, who have been able to improve their skills and become employable.

- The basic communication skills program is organized for all first-year students. All students attend this program. At the outset, the program helps to break the ice among the students, and make them comfortable with each other. Thereafter, the experts improve the communication skill of the students through various activities. Parallely, the experts also work on personality development of the students. Majority of the students have benefitted from the course, and they are of the opinion that these programs have improved their confidence and personality.
- The college has invited many industrial experts, who have guided the students regarding potential future prospects. These sessions have improved the awareness level of students, and many have set goals regarding their future after guidance from experts.
- More than 100 students have benefitted from various internship opportunities provided by the college over the years. This has provided financial independence to students, as well as helped them gain experience about the working of the industry.
- SIA Techlink has provided opportunity to develop software, and students of IT have developed many software including examination, admission, website, and library software which are currently in use in the college.
- The training for competitive exams has helped many students crack these exams successfully and get employed in reputed organizations.
- Even after providing training and support, students require additional guidance for becoming corporate-ready. Personality development programs organized by the college have benefitted many students who have learnt the skills required to excel professionally.

- More than 200 students have been placed in various institutions from the campus interviews over the years. All of them opine that placement opportunities and training given by the college has helped them become professionally successful.

1. Problems Encountered and Resources Required

- The major challenge faced by the college is motivating students to undertake supplementary course to make them employable, and to build focus about importance of choosing a good career option as well as higher education programmes.
- Most of the students belong to financially weak families, hence are unable to pay additional fees for enrolling in add-on courses
- Many students are unable to undertake internships offered by the college due to reluctance and restriction from family to work while studying.
- Corporate companies expect certain basic skills among candidates applying in their companies, but students and parents are ignorant of this fact, hence they do not give importance to courses and programs offered by the college for betterment of the students.

1. Notes (Optional)

Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution (about 150 words).NIL

Best Practice - II

1. Title of the Practice:

Community-Centred Extension activities

1. Goals

Describe the aim of the practice followed by the institution. Mention the underlying principles or concepts in about 100 words

- To Sensitise the students towards community related issues
- The students are oriented towards community related problems such as women health, safety, environmental issues, support to the vulnerable and weaker sections of the society
- They also learn to understand the issues affecting the society and their role in mitigating the same.
- To involve the students in promoting awareness regarding environmental sustainability
- The students identify ways to handle issues related to environment, waste management, water management, recycling of waste, pollution prevention, and so on.
- To create awareness regarding importance of maintaining cleanliness and prevention of spread of communicable diseases

- The students participate in various activities under Swachh Bharat Abhiyaan to promote importance of maintaining cleanliness.

1. The Context

Describe any particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.

- The growing demands of the society, the competitive environment and the upbringing of the students in the community with varied economic and social background has brought forth the need for sensitising the students towards various issues related to vulnerable sections of society, environmental concerns, and importance of cleanliness. In the present scenario, students need to be socially sensitized so that they can volunteer their services when the need arises. In addition, empowering women of socially backward classes of society is also important to make these sections economically independent. The NSS unit creates awareness regarding these social issues, and participation in various activities helps students imbibe the value of service to humanity.

1. The Practice

Describe the Practice and its implementation in about 400 words. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any.

The NSS unit of the College plays an active role in conducting various community centred activities, which can be classified into following heads:

- **Activities related to environmental conservation:**

We undertake distribution of cotton and paper bags to replace plastic bags within the community. Ganpati is popular festival celebrated for 10 days across Maharashtra, where lot of flower waste gets generated. This waste needs to be disposed off in a proper manner. In this regard, nirmalaya collection drives are organized to collect nirmalaya and dispose it off safely in a way that does not harm the environment. In addition, waste management drives are organized to create awareness regarding segregation of waste in to wet and dry, and proper disposal of both to protect environment. Efforts are also taken to help RTO manage traffic during Ganpati visarjan and avoid congestion.

- **Activities related to health and wellness:**

Vaccination drives for Covid 19 have been organized for the benefit of community. In addition, various health check-up camps have been organised where people from the community can come and take benefit. Pulse polio vaccination drive is also organized regularly.

- **Activities related to Swachh Bharat Abhiyaan:**

Various activities have been organized under Swachh Bharat Abhiyaan to promote cleanliness in the community. Swach Bharat Pakhwada is also celebrated where students take up the responsibility to clean targeted surroundings and also conduct street plays and road shows to promote awareness regarding

maintenance of cleanliness in nearby areas.

- **Activities related to Social Concerns:**

Various activities are conducted to sensitize students towards social concerns, such as relief fund collection drive for victims of Sangli floods, supporting Adivasi women become financially independent by selling rakhis made by them, organizing visits to old age homes, orphanages, and schools for specially-abled to promote a sense of social belongingness and make students aware of the challenges faced by these sections of society.

- **Activities related to promoting literacy in community:**

The NSS unit organizes activities like book donation camps, computer literacy programs and setting up library to promote literacy in the community and encourage students to read and write.

1. Evidence of Success

The implementation of all these activities has played a significant role in the lives of all student participants, who have inculcated a sense of social responsibility and sensitivity towards various issues in the community.

1. Many paper bags and cotton bags have been distributed to nearby communities, encouraging them to replace plastic with eco-friendly bags.
2. The nirmalaya collection drive has witnessed students collect more than 20,000 Kg of nirmalaya and more than 5000 kg of plastic periodically during Ganpati, and this waste is disposed off in a way that does not harm the environment.
3. Further, student volunteers also help police manage traffic at various checkpoints during Ganpati.
4. Students encourage community to segregate waste in dry and wet, and create awareness regarding proper disposal of both. These life lessons are also practiced at home by the student participants, which creates a sense of social responsibility where they are learning by doing.
5. Many students as well as members of the community have benefitted from rubella vaccination drives, pulse polio drives and check-up drives organised by the college.
6. The cleanliness drives organized under Swachh Bharat Pakhwada has created many beneficiaries at the community level, along with sensitizing student participants towards the importance of clean surroundings.
7. Visiting orphanages, old-age homes, and schools for specially-abled children has not only made students aware of the problems and challenges faced by these sections of society, but also inculcated a sense of gratitude and satisfaction in their personal lives. Collecting relief funds for flood-affected victims of Sangli district creates a value of humanity in them. Selling rakhis made by Adivasi women to make them economically independent helps students understand the importance of women empowerment among the underprivileged sections. This has made students socially sensitive and empathetic to needs of society.
8. Book donation, setting up library, and computer literacy programs have helped students of nearby communities learn basic skills and develop the habit of reading regularly.

Two students of the college have bagged best NSS volunteer award in the year 2018-19. Subsequently, in

2019-20, the college was awarded for best district level program officer, the college was awarded district level and university level best NSS unit – these awards reflect the efforts taken by NSS unit towards the service for humanity.

1. Problems Encountered and Resources Required

Implementation and success of community-centred activities largely depends on the outlook of the community towards these activities, the interest and passion of student volunteers and time required to conduct them. Finance is another limitation. It is observed that many members of the community are not aware regarding the importance of these activities, which leads to lesser beneficiaries. Student volunteers are extremely hardworking and passionate, but sometimes lack the family support required to undertake these activities on a regular basis. Many times, financial restrictions also affect the implementation of any activity.

1. Notes (Optional)

Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution (about 150 words).NIL

File Description	Document
Link for any other relevant information	View Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The SIA College of Higher Education strives to create vibrant atmosphere for the students where they can combine learning with fun. Further, the college also provides avenues where students can put their theoretical knowledge into practice by creating productive and workable models. The SIA Techlink is a platform wherein the students are given training and opportunity to develop software.

The SIA Techlink is an incubation centre of the college, which tries to bridge the gap between academics and industry. Academic curriculum provides only theoretical inputs to Students of IT on creation of software. But this skill alone is not enough to be employable in the labour market. Further, the field of technology is continuously changing and evolving, which requires the faculty members to update themselves according to the recent technological changes. The SIA Techlink helps both teachers and students to upgrade and update themselves by creating software, that can be implemented, and used in a

live environment , changes or modifications can be made in coding periodically to make the software adaptable. This trial-and-error method helps teachers create workable software with the help of students, which also builds valuable knowledge based on experiences that can be cited during lectures.

Some of the successfully implemented in-house software includes examination software, library software SIA-Granthalaya, SIA College website, Physiotherapy College website, E-sanchalan, and so on. These softwares are created by the faculty members and students of BSc-IT department of the college; they are tested live, and changes are made to the coding in real-time basis as per the needs and requirements for which the software is developed.

e-Sanchalan Software:

Modules under E-sanchalan software are listed below:

1. Examination Module:

All examination related information, including fee payment, consolidated result sheet, grade sheet and other details are available through the examination module only. The module facilitates generation of reports pertaining to result analysis and student progression. In this way, the entire examination process is automated, which saves valuable time.

2. Admission Module:

The admission module ensures that all aspects related to admission are automated, and various reports related to University and Government (AISHE/MISH) are generated from the module itself.

1. **Admission Phase I:** This module helps the admission seeking students to register themselves, fill and submit the admission form anywhere and at anytime.
2. **Admission Phase II:** This module provides scope for purchase of prospectus online. This process is facilitated by providing link on the website, where student fills important information and pays the necessary fees, after which personal user id and password is generated and sent to the student on their respective mail id. Admission form is filled and submitted online using these credentials. A dashboard providing information related to number of students admitted streamwise is also provided in the module.

1. Fee Collection Module:

The fee collection module maintains record of all kinds of fees collected from the students, and provides data related to outstanding fees. XML file is generated to be posted in Tally.

1. Attendance Module:

The teachers enter lecture-wise attendance in the module, which generates reports automatically as per the guidelines of the affiliated University.

1. Feedback Data Collection Module:

Computerization of entire feedback process from students. This module generates the database for carrying out various analysis.

Library Software: SIA-Granthalaya:

SIA-Granthalaya, the fully automated, web-based, integrated software is also designed by the students, and includes all features related to bar code generation for students and staff, information related to issue and return of books, facility to request book online, list of books, e-resources, and many other library-related functions. These facilities have converted physical library to e-library, which helps students and teachers to get remote access on their mobiles too.

The S. I. A. College Website:

The website projects important information to its stakeholders such as notices, results, and the activities performed by various committees of the college.

The S. I. A. College of Health Sciences

Website of College of Physiotherapy:

The website provides information to all its stakeholders like staff, students, visitors etc it provides notifications about exam, upcoming events, admission process, and so on.

Physiotherapy College out patient department (OPD) Module - Phase I:

Our team is in the process of developing software for a physiotherapy college, which is a sister institution. The purpose of this project is to computerize the Front Office Management of OPD to develop software that is user-friendly, simple, fast, and cost-effective. It deals with the collection of patient's information, diagnosis details, etc. Initially, it was done manually. The main function of the system is to register and store patient details and doctor details and retrieve these details as and when required.

Balaji Temple Administration Website:

The website reduces manual work by facilitating online printing of tickets, online booking for pooja and other events. It maintains all transactional records online in the system.

The creation and successful working of these software indicates that the college need not invest in purchasing these software. This creates a unique and distinctive model of working for the institution. Efforts are being undertaken to share the software modules with other academic institutions.

File Description	Document
Link for any other relevant information	View Document
Link for appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

As Benjamin Franklin quotes, “It is hard for an empty bag to stand upright.” Similarly, an institution cannot stand upright if it does not have the required stakeholders supporting the institution qualitatively and productively from inside. In this regard, the five most important stakeholders for the college are: Management, Teachers, Students, Parents, and Employers.

- The Management has futuristic approach and is supportive in all endeavours. They strive to provide all kinds of guidance and help, whenever required. Few of the notable contributions of the management include provision of interest-free loans for staff, endowment fund for students, cash prizes for meritorious students, and fee waiver for needy students.
- The teachers of the college are hard-working, passionate and strive to excel in their profession by undertaking training and workshops which will equip them for effective teaching and learning. They also take personal interest in helping students who are academically weak to improve their performance.
- The students coming to the institution actively participate in various activities organized by the college; they are willing to imbibe the values of the institution and become brand image for the college. Many students also involve themselves voluntarily in extension activities, which connects the institution with the community.
- Parents of the students are connected to the college during the parent-teaching meetings organized biannually, for student support and progression. They provide valuable inputs during the meetings, which pave the way for betterment of the institution.
- Employers associated with the college through internships, Industry academia interface lectures, placement, and career counselling also provide valuable inputs and suggestions that are used to strengthen the professional skills of the students. These linkages benefit the institution at various levels.

The contribution of these stakeholders makes each criteria unique and worthwhile.

Concluding Remarks :

????????? ?????????? ???????. (Couplet - 738)

“A country's jewels are these five: Unfailing health, Fertility, joy, security and wealth”

When all criteria work in tandem, a beautiful music is created that hums its tune towards prosperity and success. Just like health, wealth, yield, joy and defence are a country’s five ornaments, similarly, Management, teachers, students, parents and employers are an institution’s five ornaments. When they are properly synchronized and committed in their work, the institution develops into a powerful and potent force which is looked up to by all.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
2.3.3	<p>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)</p> <p>2.3.3.1. Number of mentors Answer before DVV Verification : 29 Answer after DVV Verification: 14</p> <p>Remark : DVV has excluded temporary and who has left the college from shared report by HEI.</p>																				
2.4.3	<p>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</p> <p>2.4.3.1. Total experience of full-time teachers Answer before DVV Verification : 165 Answer after DVV Verification: 87</p> <p>Remark : DVV has excluded temporary teachers (experiences) and who has left the college shared report by HEI.</p>																				
3.4.3	<p>Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years</p> <p>3.4.3.1. Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>4077</td> <td>7536</td> <td>4279</td> <td>2511</td> <td>2143</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>42</td> <td>86</td> <td>68</td> <td>45</td> <td>28</td> </tr> </tbody> </table> <p>Remark : DVV has not consider days activities and diwas and Jayanti from shared report by HEI.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	4077	7536	4279	2511	2143	2020-21	2019-20	2018-19	2017-18	2016-17	42	86	68	45	28
2020-21	2019-20	2018-19	2017-18	2016-17																	
4077	7536	4279	2511	2143																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
42	86	68	45	28																	
3.4.4	<p>Average percentage of students participating in extension activities at 3.4.3. above during last five years</p> <p>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 last five years</p>																				

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4077	7536	4279	2511	2143

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3812	6381	3225	2089	1822

Remark : DVV has not consider those students participated in days activities and diwas and Jayanti from shared report by HEI.

4.4.1 **Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
47.09	43.06	47.03	39.74	37.20

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
23.86	17.40	24.22	19.65	20.73

Remark : DVV has made the changes as per shared report of Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary shared by HEI.

2.Extended Profile Deviations

ID	Extended Questions																				
1.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>807</td> <td>749</td> <td>684</td> <td>597</td> <td>367</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	807	749	684	597	367	2020-21	2019-20	2018-19	2017-18	2016-17					
2020-21	2019-20	2018-19	2017-18	2016-17																	
807	749	684	597	367																	
2020-21	2019-20	2018-19	2017-18	2016-17																	

203	189	172	150	90
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NAAC