

ANNUAL INTERNAL QUALITY ASSURANCE

CELL REPORT 2010 – 2011



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

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution

K.J.SOMAIYA COLLEGE OF SCIENCE AND COMMERCE

1.2 Address Line 1

VIDYANAGAR

Address Line 2

VIDYAVIHAR

City/Town

MUMBAI

State

MAHARASHTRA

Pin Code

400 077

Institution e-mail

principal.kjssc@somaiya.edu

address Contact Nos.

022-21025919

Name of the Head of the Institution:

Dr.Vijay B.Joshi

Tel. No. with STD Code:

022-21020718

Mobile:

09930179920

Name of the IQAC Co-ordinator:

Dr.J.K.Verma

Mobile:

09867836918

IQAC e-mail address:

iqac.kjssc2003@somaiya.edu

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

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

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

1.5 Website address:

www.somaiya.edu/vidyavihar/kjssc

Web-link of the AQAR:

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

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC

:

DD/MM/YYYY

10th September, 2003

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

2010-2011

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

- i. AQAR 2009-2010 July, 2010 (DD/MM/YYYY)
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous College of UGC Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

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

Autonomy by state/Central Govt./University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No.of meetings with various stakeholders No. Faculty

Non-teaching staff Students Alumni Others

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

If yes mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution level

(ii) Themes

- Health Awareness
- Counselling and Career Guidance
- Environment consciousness
- Training programmes on laboratory techniques
- ICT integration
- Soft skills
- Geospatial technology

2.14 Significant Activities and contributions made by IQAC

- Organisation on workshop on nuclear and radio chemistry in collaboration with BARC.
- Academic Audit of all departments by renowned academicians.
- Collecting departmental activity reports in a prescribed format by emails.
- Organisation of induction programme by the teachers.
- Organisation of a mega event Yuvak – Yuvati Mela in collaboration with University of Mumbai and NGO Akshara.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none">• Visit of NAAC peer team for third accreditation of the college.• Planning and Implementing Choice based credit System.• To conduct academic Audit by renowned academician for all.• To apply to more funding agencies.• To collect departmental reports by e mails and compilation of data digitally• Conducting induction programmes for new faculty.	<ul style="list-style-type: none">• NAAC team visit in September 2011 for reaccreditation .• Implementation of choice based credit system.• The academic audit was conducted for all departments.• The proposal for FIST was sent to DST• The uniform structure to collect the departmental data was prepared by information cell.• Induction programmes for new faculty were organized.

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

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

It was approved by the management .

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of Self-financing programmes	Number of value added / Career Oriented programmes
PhD	04	--	--	--
PG	13	03	06	--
UG	21	02	06	--
PG Diploma	01	--	01	--
Advanced Diploma	--	--	--	--
Diploma	01	--	01	--
Certificate	02	--	01	01
Others				
Total	42	05	15	01

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

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

(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	--
Trimester	--
Annual	33

1.3 Feedback from stakeholders Alumni Parents Employers Students

(On all aspects)

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

***Please provide an analysis of the feedback in the Annexure : Please refer to Annexure II**
1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Revision of the syllabus is in sync with that of the University of Mumbai. The University of Mumbai undertook the revision of the T.Y.BSc. Syllabi for all the science subjects. Also the M.Sc.Part-I (Chemistry) syllabus was revised.

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

- Environmental protection is the need of the hour and therefore, **M. Sc. in Environmental Science** was started from 2010-2011 to build up resourceful experts in the field.
- Management Courses are the order of the day. In order to equip students for Management and entrepreneurship, **B.M.S.** Course was started 2010-2011.
- Since M.B.A. courses may not suit the pockets of many students, the college has started **M.Com. in Accountancy.**
- **M.Sc in nutraceutical Science** was also started in this year.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst.Professors	Associate Professors	Professors	Others
76	25	50	Nil	01 lib

2.2 No. of permanent faculty with Ph.D.

27

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
25	0	35	15	--	--	1	--	76	15

2.4 No. of Guest and Visiting faculty and Temporary faculty

--

26

06

2.5 Faculty participation in conferences and symposia:

No.of Faculty	International level	National level	State level
Attended	19	28	02
Presented Papers	01	08	02
Resource Persons	----	05	01

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

- Introduction of certificate course in laboratory techniques (CCLT) for the students of F.Y. and S.Y.B.Sc.
- Bridge Course for the students of F.Y.B.Sc. to bring awareness about Chemistry among them.
- Workshop on Nuclear and radio Chemistry in collaboration with BARC for undergraduate students.
- Spectroscopy workshop for the post graduate students. An exhibition cum workshop for school students was organised by Microbiology department.
- Journal Club – Post graduate students present research papers from current scientific journals with an intension of updating of students and teachers on various research topics and developing the presentation skills.
- Microscope – an intercollegiate event by microbiology department, comprising of competitions in paper and poster presentations and quiz.
- Skill Development Workshop on Paper bag making, Warli painting, Kandil making was organised.
- Health fare- An intercollegiate food fest was organised by Biochemistry department which involved competitions like Biorangoli, Healthy chat and Sandwich making, Biojingle

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

187

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

- As per University norms First year and Second year examinations are conducted by the College on behalf of University .
- Third year examinations are conducted by the University. Periodical tests/Terminal examinations, Preliminary examinations were conducted by the respective departments.
- All the departments conducted regular class tests, so as to continuously evaluate the students. Intensive teaching and Remedial coaching were conducted by several departments. To prepare the students for securing excellent results, they are provided a complete set of University question papers in the beginning of the year.
- The College follows Central Assessment of Papers (CAP) for all undergraduate programmes
- The answer papers are coded to unreveal the identity of the students .After the corrections are done they are decoded.
- The students can apply for the revaluation of the answer papers and also the photocopy of it.

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

08	--	32
----	----	----

2.10 Average percentage of attendance of students

80

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

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

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher Courses	08
UGC- Faculty Improvement Programme	02
HRD programmes	--
Orientation Programmes	--
Faculty exchange programme	--
Staff training conducted by the University	33
Staff training conducted by other institutions	20
Summer / Winter schools, workshops etc.	36
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	67	42	NIL	NIL
Technical Staff	N.A.			

Criterion – III

3. Research, Consultancy and Extension

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

- The College has a research and consultancy committee which encourages and facilitates faculty members to apply for the various grants funded by the various agencies. It undertakes the responsibility of forwarding the project proposal.
- Students and teachers are encouraged to participate in Avishkar an inter university festival of University of Mumbai.
- Teaching faculty members are encouraged to apply for FIP under UGC scheme.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	15	15	--
Outlay in Rs. Lakhs	--	10,75,000/-	10,75,000/-	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	08	3	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	01	-	-

3.5 Details on Impact factor of publications :

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--			
Minor Projects	1 year	University of Mumbai	1,50,000/-	1,50,000/-
	2 year	UGC	9,25,000/-	9,25,000/-
Interdisciplinary Projects	--			
Industry sponsored	--			
Project sponsored by the University/College	--			
Students research projects (other than compulsory by the University)	3 year			
Any other (Specify)	--			
Total			10,75,000/-	10,75,000/-

3.8 No.of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For Colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any other (Specify

3.10 Revenue generated through consultancy

3.11 No. of conferences Organised by the Institution

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

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

3.13 No.of Collaborations International National Any other

3.14 No.of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No.of patents received this year

Type of Patent		Number
National	Applied	01
	Granted	
International	Applied	NIL
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College
12	04	07	0	01	0	0

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

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="61"/>	State level	<input type="text" value="01"/>
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National level	<input type="text" value="05"/>	International level	<input type="text" value="01"/>
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3.23 No. of Awards won in NSS:

University level	<input type="text" value="04"/>	State level	<input type="text" value="--"/>
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National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>
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3.24 No. of Awards won in NCC:

University level	<input type="text" value="--"/>	State level	<input type="text" value="--"/>
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National level	<input type="text" value="04"/>	International level	<input type="text" value="01"/>
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3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="--"/>
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NCC	<input type="text" value="10"/>	NSS	<input type="text" value="50"/>	Any other	<input type="text"/>
-----	---------------------------------	-----	---------------------------------	-----------	----------------------

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

Please refer to Annexure IV

Criterion – IV**4. Infrastructure and Learning Resources****4.1 Details of increase in infrastructure facilities:**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	102506 Sq.ft	2200	--	--
Class rooms	35	05	--	40
Laboratories	37	02	--	39
Seminar Halls	01	--	--	01
No.of important equipments purchases (\geq 1-0 lakh) during the current year	06	--	--	06
Value of the equipment purchased during the year (Rs. In Lakhs)	--	4,18,071/-	College fund	29,95,744/-
Others Central instrumentation lab	--	-	--	--

4.2 Computerization of administration and library

Computerization of administration :

Office Administration:

- With regard to financial management the Brainstorming International Pvt.Ltd. is incorporated by the Somaiya Group has created a dedicated Data Centre on Somaiya Vidyavihar Campus. The Centre has a team of dedicated IT professionals who have developed College Worm Software which is utilized for the organization and management, personnel management, payroll, time management, PF management and Income Tax deductions. For all type of internal financial transactions including payments and receipts Tally 9.1 is made use of. The software has been vigorously evolved over the past decade.
- The pre-admission data of the students was entered in the software manually and the merit list was generated from the admission software and was displayed on the notice boards of the college.
- The software as developed by Maharashtra Knowledge Corporation Limited (MKCL) is used for online registration and admission process.
- Preparation of Roll calls is done using software. However
- The printing of the marksheets for F.Y. and S.Y.Classes is outsourced to a private party.

Computerization in Library

- The Book Worm software tailor-made for library use has been created by Brainstorming International Pvt.Ltd.
- Book bank facility is made available to students.
- The linking of libraries of all sister institutions on the campus.

Library services:

Particulars	Existing		Newly added		Total	
	Upto April 2010		From April 2010- April 2011		Upto April 2011	
	No.	Value	No.	Value	No.	Value
TextBooks	20,749	17,45,492/-	3704	3,94,340/-	24453	21,39,832/-
Reference Books	27,302	96,77,519/-	1051	7,18,723/-	28353	1,03,96,242/-
e-Books	46	6,635/-	-	-	46	6,635/-
CD ,s	22	11,495/-	-	-	22	11,495/-
DVD/ VCD	16	9,706/-	-	-	16	9,706/-
Presentation	1694	-	176		1870	
Total Books	49829	1,14,51,847/-	4931	11,13,063/-	54,760	1,25,63,910/-
Journals (bounded Journals)	1378	10,24,828/-	320	30,400/-	1698	10,55,228/-
Total Books + bounded Journals	51207	1,24,76,675/-	5251	11,43,463/-	56,458	1,36,19,138/-
Total No. of Journals Subscribed			47	2,93,166/-		
Digital database			-	-		
Total Exp. For theYear 2010-11				14,36,629/-		

**4.4 Technology up gradation
(overall)**

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart ments	Others
Existing	120	4 + 3	50	02	--	01	22	--
Added	20		----	--	--	--	--	--
Total	140	07	50	02	--	01	22	--

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

- Faculty of mathematics attended a workshop on Open Source Software for teaching mathematics organised by Bhaskaracharya Pratishthan.
- Faculty of statistics attended a workshop on use of SPSS in statistical data analysis.

4.6 Amount spent on maintenance in lakhs :

i) ICT	36,057/-
ii) Campus Infrastructure and facilities	6,69,684/-
iii) Equipments	--
iv) Others	--
Total :	7,05,741/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The website of the college gives the details about the admission process, fee structure, Courses offered, scholarships and freeships, various college committees, examination reforms, rules and regulations of the college etc.
- The information about various events to be organised and examination schedule is also made available on the LED display and the website of the college.

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

	UG	PG	Ph.D.	Total
Aided	1872	171	32	2075
Unaided	638	132		770

(b) No. of students outside the state

32

(c) No. of international students

NIL

	No	%
Men	--	--

	No	%
Women	--	

2010-2011

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

2009-2010

Last Year									
General	SC	ST	OBC	Physically Challenged	DT(A)	NT (1,2,3)	VJ	SBC	Total
2151	337	23	344	--	02	115	11	24	3007

Demand ratio 1 : 12

Dropout

Negligible

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

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

No. of students beneficiaries

33

5.5 No.of students qualified in these examinations

NET	<input type="text" value="02"/>	SET/SLET	<input type="text" value="01"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

No. of students benefitted 100

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

- An informative talk on 'Management of National Parks and sanctuaries in Maharashtra 'and 'Careers in Forest Services' by Shri Nitin Kakodkar was organized by the Career Counselling Cell in collaboration with the Department of Environmental Science on 22 January, 2011.
- A talk by Mr. Suniel Raiekar was organized by Counseling cell on 'Facing an Interview' was organized for the graduate and post graduate students on 1st December'2010.
- An inaugural lecture on 'Role of Youth in protecting Human Rights' by Dr. Rashmi Oza, Head, Department of Law, University of Mumbai, was organized on 15 Sept., 2010
- A workshop on 'Public Speaking and Personality Development' was organized on 12 January, 2011. The workshop was conducted by trainers, Ms. Jyothi Chitnis and Ms. Soumya Nanthur of Insight Academy of Training and Development.
- The activities of the Placement Cell began with the reopening of the college, with a few companies such as reputed banks requesting direct display of vacancies on the notice boards.
- In the month of January, the TATA Consultancy Services conducted a campus placement session for a full day. One hundred and fifty students participated in the session and nineteen were shortlisted for a training period of one year.
- In the month of February, Vidyalanekar Institute conducted placement interviews. Of the hundred students that participated, nine have been shortlisted.

<i>On Campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

02	250	Approx. 28	Approx. 100
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5.8 Details of gender sensitization programmes

Women development cell

A number of activities were organized by the cell for the staff and the students throughout the year: A workshop on 'Paper bag making' was organized with an aim to create awareness among the students for reducing environmental pollution by the usage of eco-friendly paper bags. Dr. Meena Patankar ,member of the committee conducted the workshop.

An essay competition was conducted on the following topics-

- (i) 'Status of women in Indian Politics.'
- (ii) 'Women in Mass Media'
- (iii) 'Empowerment of women – A truth or a myth?'

The main aim of this competition was to expand their perception of women in society and to generate innovative ideas about their overall progress.

In order to create interest amongst students to take up social work and to make them aware of the lives of underprivileged children in orphanages, a visit was arranged to Vatsalya Trust, Sanpada. Students of F.Y.B.Sc. and T.Y.B.Sc. were accompanied by Mrs. K.R. Soman.

The students had a good interaction with the children staying in the orphanage. There were about forty two girls from different age groups (from 2nd to 11th standard).The students were highly impressed by the discipline maintained by the trust.

NSS:

- A mega event, **Yuvak-yuvati Mela** was organized by our college in collaboration with NSS unit of University of Mumbai and NGO Akshara (a woman research centre) on 9th and 10th Feb 2011. An orientation was given to 32 volunteers on 1st feb 2011. The aim of the mela was to create awareness about gender equity and women empowerment through games.

Volunteers carried out campaign for the same mela in campus as well as in 38 colleges from

Dadar/Matunga to Ulhasnagar and Vashi.

Throughout, About 42 Volunteers worked in the mela for two days event.

Street plays were carried out in the campus for awareness among youth about the mela.

Volunteers went every college and class in the Somaiya campus to make an awareness.

Nearly 2300 youngsters from various colleges, 80 teachers and about 60 Students of B. Ed and D.Ed College visited the mela.

- Disha Deepshikha a project was taken up by NSS in three wards of Mumbai for the benefit of teenagers deprived of school/college and specially girls in collaboration with UNICEF, MDACS, AAMRAI and Nair hospital.
- As a part of activity of DLLE the students conducted a survey on status of women in society.

5.9 Students Activities

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

State/University level National level International level

No. of students participated in cultural events

University level National level International level

State

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

Sports : State/University level National level International level

Cultural : University level National level International level

State level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial Support from institution	--	--
Financial support from government	854	47,08.822/-
Financial support from other sources	--	--
Number of students who received International/National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State / University level National level International level

Exhibition : State / University level National level International level

5.12 No. of social initiatives undertaken by the students

100

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the founder

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

Mission of the founder

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

6.2 Does the Institution has a management Information System

Computerization of administration :

- With regard to financial management the Brainstorming International Pvt.Ltd. incorporated by the Somaiya Group has created a dedicated Data Centre on Somaiya Vidyavihar Campus. The Centre has a team of dedicated IT professionals who have developed College Worm Software which is utilized for the organization and management, personnel management, payroll, time management, PF management and Income Tax deductions. For all types of internal financial transactions including payments and receipts Tally 9.1 is made use of.
- Preparation of Roll calls is done using software.
- The software as developed by Maharashtra Knowledge Corporation Limited (MKCL) is used for online registration and admission process.
- The Book Worm software tailor-made for library use has been created by Brainstorming International Pvt.Ltd.

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

6.3.1 Curriculum Development

- Formulation of advisory committee, comprising of expert academicians to prepare broad master plans of implementing autonomy.
- Review of old curriculum and massive consultation with all stake holders to implement revision in the syllabus under autonomy.
- Organisation of meeting of Advisory Committee members to prepare a rough draft of syllabus and to discuss about examination reforms under autonomy.

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

- i) Dr.J.K.Verma (BOS, M.Sc. Inorganic Chemistry)
- ii) Mrs.Nutan Navelkar (BOS, M.Sc. Inorganic Chemistry)
- iii) Dr.Pradnya Prabhu (BOS, M.Sc.Analytical Chemistry)
- iv) Dr.Sugandha Shetye (BOS, M.Sc.Physical Chemistry)
- v) Dr.Bhanu Raman (BOS, TYBSc Chemistry)
- vi) Dr.Bhooshan Shanbhag (BOS, Finance)
- vii) Ms.Samidha Pawaskar (BOS, B.Sc. & M.Sc. (Biochemistry) and Environmental Science)
- viii) Dr.Veena Rao (T.Y.B.Sc. Geology)

6.3.2 Teaching and Learning

- Preparations of academic plan at the start of the academic year.
- Monitoring of lectures and practicals by lecture plan.
- Lecture series by Alumni, Industry experts
- Organising workshops for students
- Bridge course for the students
- Workshop on Nuclear and Radiochemistry in collaboration with BARC
- Spectroscopy workshop for post graduate students
- Organisation of intercollegiate events like Microscopes, Health Fair
- Organisation of industrial visits and excursion

6.3.3 Examination and Evaluation

- Coding and Decoding of answer papers.
- Centralised assessment of Papers
- Revaluation/Photocopy of answer papers given to students if applied for.

6.3.4 Research and Development

- Encouraging teachers to apply for the grants
- Providing the laboratory facilities to teachers for their research work
- Encouraging faculty members to pursue Ph.D.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Completion of data entry of books
- Barcoding of all books completed
- Instrumentation laboratory in department of Chemistry.
- Seminar hall with ICT facility.
- Internet connectivity to all departments.
- Lush Green college campus of 66 acre.
- Adequate class rooms and laboratories.
- Project office in the campus to look after the maintenance issues
- The Somaiya Group has created a dedicated Data Centre on Somaiya Vidyavihar Campus. The Centre has a team of dedicated IT professionals who have developed various softwares which are utilized for the organization and management

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

Non teaching staff members:

- The advertisement in the news papers as per the university norms.
- The panel interview.

Teaching faculty:

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

6.3.8 Industry Interaction / Collaboration

- Students work in the renowned academic institutions like BARC, TIFR and some pharmaceutical industries for their research work.
- The students also visited a Government recognized laboratory “Envirocare” to learn about the industrial pollution monitoring methodology and an industrial outlook to effluent treatment plant and environmental management system at GlaxoSmithKline, Thane.
- A visit to Indian Meteorological Division, Colaba, was also arranged to enlighten the students about weather monitoring and natural disaster warnings and the method of weather predictions. The students received a holistic view of the environmental issues.
- Industrial visits are organised by the department of IT, Chemistry and Physics, Biochemistry.

6.3.9 Admission of Students

- Freeships and scholarships as per the government norms.
- Reservation policy as per the government norms.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- Coding and D-coding of answer sheets.
- Centralised assessment of papers.

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

- The college has applied for autonomous status.
- Massive consultation with all stake holders on autonomous status of the college.
- The workshop on autonomy were organised for the teaching and non-teaching staff members.
- Interaction with academic expertise on autonomy of colleges.

6.11 Activities and support from the Alumni Association

Alumni help the institution in placements of students. Many of them visit the college every year and share their expertise with the students. The lectures on various topics of student's interest are organized by the alumni.

Eminent Alumni are members of the Advisory Council of the college.

6.12 Activities and support from the Parent – Teacher Association

Parent - Teacher meetings for the students of T.Y.B.Sc students are organized as and when required.

Meetings of Parents with the Head of the Departments and Principal are organized to motivate the students to excel in their academic performance.

Heads of the Departments interact regularly with parents of students who have been irregular in attending lectures.

6.13 Development programmes for support staff

College Gymkhana committee arranged Carom, Table Tennis Tournaments for the non-teaching staff members.

Regular training programmes have been arranged to train the staff members in office automation procedures.

Instrument maintenance and repairing workshop was organised for the laboratory staffs by WRIC.

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

- Green campus.
- Rain water Harvesting.
- Vermiculture of canteen waste.

Criterion – VII

7. Innovations and Best Practices

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

- The theatre group Natya Mandal was established to encourage the students to participate in theatre activities. Students from this group participated at Indian National theatre and Sakal Karandak and won many awards.
- Students are given ample opportunities to earn while learning. To mention a few, data entry jobs are offered to the students. Some students are given the administrative responsibilities of the State Talent Search (STS) and Pragati classes for imparting coaching for competitive examinations that are conducted by the Somaiya Centre for Talent Search.
- Management has instituted awards for recognition of contribution of teachers in Junior and Degree College (Academic Excellence Award). A “Shikshaketar Karmachari Puraskar” is awarded to class III and class IV employees (one each) in appreciation of their dedicated services.
- College reimburses 60% of purchase of any subject- related books upto Rs:1000/- for teaching staff through “Own your library scheme”.
- A common professional security system is employed for the 24x7 security of the entire Somaiya Vidyavihar campus. In order to monitor the movement of any suspicious elements.
- Biometric system is been made use of college to record the daily attendance of teaching and non-teaching staff.

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

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

- ICT integration in office administration.
- College has annual magazine, Sanskriti which includes the yearly activities and the articles written by the students and the faculties. This year we have published E-magazine which is available on the website of the college.

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

7.4 Contribution to environmental awareness / protection

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

- The academic year witnessed the students participating in various intercollegiate events like Ozone festival hosted by Institute of Science and bagging the first prize in Movie-making competition and third prize in T- shirt painting competition.
- The students attended a lecture at the Indian Merchant Chambers by Dr. Anil Kakodkar, Chairman, Atomic Energy Commission on, “Towards our safe & secure energy future” on 27 October 2010, an exhibition on the “Oil spill at Mumbai Harbour” at Bombay Natural History Society, an interdisciplinary seminar at Jai Hind College, on “Planet Earth” , where eminent speakers like Dr. R.K. Pachauri, Dr. Ruth Padel (great granddaughter of Charles Darwin) and Dr. Y. V. Jhala elaborated on conservation issues.
- In order to expose the students to the current issues of Mithi river conservation, a lecture by Mr. Gautam Kirtane, Observer , Research Foundation, was arranged on 14 January, 2011 and was attended by students of various departments.
- Another lecture by Mr. Nitin Kakodkar, IFS, Joint Secretary, and Revenue & Forest Department, GOM, was arranged on 24 January, 2011 on “Management of protected areas in Maharashtra”. It was an interactive session followed by a discussion on career opportunities in Environmental Sciences.

As a part of the curriculum, a number of field visits and excursions were also arranged.

- A visit to Yeour forest, Thane was arranged on 3 October, 2010.
- The ecological practicals were conducted at the Conservation Education Centre, Bombay Natural History Society, Goregaon.
- The air pollution monitoring of sulphur dioxide, nitrogen dioxide and Suspended Particulate Matter was introduced at NEERI laboratory, Worli.
- The students also visited a Government recognised laboratory “Envirocare” to learn about the industrial pollution monitoring methodology and an industrial outlook to effluent treatment plant and environmental management system at GlaxoSmithKline, Thane.
- A visit to Indian Meteorological Division, Colaba, was also arranged to enlighten the students about weather monitoring and natural disaster warnings and the method of weather predictions. The students received a holistic view of the environmental issues.

7.5 Whether environmental audit was conducted Yes No

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

Strength

- Central location of the institute and good connectivity by public transport
- Dynamic leadership with powerful vision and zealot motivate the stakeholders to achieve the mission
- Highly qualified, committed teaching staff members to contribute to the overall development of students and themselves.

Weakness

- Poor students to teacher ratio.
- Logistic issues due to attached Junior College

Opporunities

- Develop undergraduate as our forte.
- Backward integration with the school on Campus and other school in the vicinity.
- State of the art infrastructure development.

Threats

Extensive involvement of teaching staff in administrative responsibilities

8. Plans of institution for next year

- To strengthen teaching – learning process.
- To strengthen infrastructure ,renovation of laboratories
- To strengthen the research culture, funded research projects, etc.
- To strengthen industry linkages
- MoUs with HEIs and Industries
- To apply for Autonomous Institution
- Non Teaching staff development programme
- Involvement of Eminent Alumni in visioning for and in assisting the college in its activities through the Advisory Council.
- Documentation of the quality mechanisms of the College
- To implement the system to communicate the attendance of the students to the parents on mobiles and integrate the same with SMS alert service using RFID Cards in the near future.

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

Name Dr.Vijay B.Joshi
Principal
Chairperson, IQAC

Annexure I

Abbreviations:

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