



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

SIES COLLEGE OF ARTS, SCIENCE AND
COMMERCE (AUTONOMOUS)

- Name of the Head of the institution **Dr. UMA MAHESWARI SHANKAR**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone No. of the Principal **02224072729**
- Alternate phone No. **02224096633**
- Mobile No. (Principal) **9920186024**
- Registered e-mail ID (Principal) **siesascs@sies.edu.in**
- Address **Plot No. 83/84 & 106/107, Sion West**
- City/Town **Mumbai**
- State/UT **Maharashtra**
- Pin Code **400022**

2.Institutional status

- Autonomous Status (Provide the date of conferment of Autonomy) **01/06/2018**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the IQAC Co-ordinator/Director **Mrs. Geeta Sudarshan Paluskar**
- Phone No. **02224072729**
- Mobile No: **9321543443**
- IQAC e-mail ID **iqacsiesascsw@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year)) <http://www.siesascsw.edu.in/iqac/aqar.php>

4. Was the Academic Calendar prepared for that year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://www.siesascsw.edu.in/academics/academic_calender.php

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.98	2005	08/01/2004	07/01/2009
Cycle 2	A	3.14	2010	28/03/2010	27/03/2015
Cycle 3	A	3.51	2015	11/05/2015	10/03/2020

6. Date of Establishment of IQAC **11/05/2004**

7. Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
Institution	Enhancing Quality and Excellence in select Autonomous Colleges	RUSA	01/08/2018	12500000
Institution	UGC special Assistance Program	DST-FIST	01/06/2017	NIL
Physics Department	Star Scheme	DBT	01/10/2017	NIL
Chemistry Department	Star Scheme	DBT	01/10/2017	NIL
Botany Department	Star Scheme	DBT	01/10/2017	NIL
Zoology Department	Star Scheme	DBT	01/10/2017	NIL
Microbiology Department	Star Scheme	DBT	01/10/2017	NIL
Computer Science Department	Star Scheme	DBT	01/10/2017	NIL
Biotechnology Department	Star Scheme	DBT	01/10/2017	NIL

8. Provide details regarding the composition of the IQAC:

- Upload the latest notification regarding the composition of the IQAC by the HEI [View File](#)

9. No. of IQAC meetings held during the year **five (5)**

- Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report
- No File Uploaded

10. Did IQAC receive funding from any funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

1. A capacity building workshop for teachers : "Create E-content, Engage Learners and Interact Virtually - CEI" was conducted from 7th to 15th July 2020 by Internal resources of SIES. 115 teacher participants.
2. "Understanding CO, PO, PSO- A webinar on Outcome Based Education" on 19th August 2020 by Dr. Lalitha B., jointly with Central Training Department. Attended by 152 faculty members across SIES.
3. A National webinar entitled "Fostering Research Culture in Higher Educational Institutes-FRC" was conducted on 17th April 2021 from 10.30 am to 5.30 pm. 7 eminent speakers from across the nation, 148 participants across the nation.
4. A workshop on Research Management Tools (RMT) by Dr. Sachin Kumar Sharma on 7th June 2021. ---- Teachers and Research Students attended.
5. Prepared the OBE guidelines for the Institution, Participated in initial setup of ERP, Organized screening of 17 teachers for promotion under CAS, Initiated Department wise curriculum feedback system.

12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
1. Faculty empowerment for online teaching learning and evaluation	1. A capacity building workshop for teachers : "Create E-content, Engage the Learners and Interact Virtually - CEI" was conducted from 7th to 15th July 2020 by Internal resources of SIES. 115 teacher participants.
2. Creating awareness about Outcome based education among the faculty members	2. A webinar on understanding CO, PO, PSO was organized, OBE guidelines were prepared. Work on writing CO, PO, PSO for all programs initiated.
3. Activities for promotion of Research	3. A National webinar on Promotion of Research was organized.
4. Activities for promotion of Research	4. A Multidisciplinary Research Methodology Workshop was organized.
5. Establishing curriculum feedback system department wise	5. Curriculum feedback was collected, analyzed and submitted by the departments

13. Was the AQAR placed before the statutory body? **No**

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
Nil	Nil

14. Was the institutional data submitted to AISHE ? **Yes**

- Year

Part A

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• if yes, whether it is uploaded in the Institutional website Web link:	http://www.siesascsw.edu.in/academics/academic_calender.php				
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uploaded on the institutional website?		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
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<ul style="list-style-type: none"> Name of the statutory body 	
Name of the statutory body	Date of meeting(s)
Nil	Nil
14. Was the institutional data submitted to AISHE ?	Yes
<ul style="list-style-type: none"> Year 	

Year	Date of Submission
03/09/2021	03/09/2021
15.Multidisciplinary / interdisciplinary	
16.Academic bank of credits (ABC):	
17.Skill development:	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):	
20.Distance education/online education:	

Extended Profile

1.Programme

1.1 50

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 4193

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 1238

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 **4064**

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1 **1131**

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2 **119**

Number of full-time teachers during the year:

Extended Profile	
1.Programme	
1.1 Number of programmes offered during the year:	50
File Description	Documents
Institutional Data in Prescribed Format	View File
2.Student	
2.1 Total number of students during the year:	4193
File Description	Documents
Institutional data in Prescribed format	View File
2.2 Number of outgoing / final year students during the year:	1238
File Description	Documents
Institutional Data in Prescribed Format	View File
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	4064
File Description	Documents
Institutional Data in Prescribed Format	View File
3.Academic	
3.1 Number of courses in all programmes during the year:	1131
File Description	Documents
Institutional Data in Prescribed Format	View File
3.2	119

Number of full-time teachers during the year:		
File Description	Documents	
Institutional Data in Prescribed Format	View File	
3.3	125	
Number of sanctioned posts for the year:		
4.Institution		
4.1	0	
Number of seats earmarked for reserved categories as per GOI/State Government during the year:		
4.2	37	
Total number of Classrooms and Seminar halls		
4.3	208	
Total number of computers on campus for academic purposes		
4.4	7.4	
Total expenditure, excluding salary, during the year (INR in Lakhs):		

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The SIES College of Arts, Science and Commerce, is a 60 year old institution that has the motto "Rise with Education". The institution has developed curricula relevant to the local, national, regional and global developmental needs of its students. The OBE will be implemented from the academic year 2021-22. The preparation for the same started in 2020-21 by defining the program outcomes for all the programs. The Programme outcomes ensure that the learners are able to solve problems, think critically and rationally, analyze socio-

cultural and legal issues with a responsibility towards promoting community welfare and inculcate research skills in order to bridge the gap between the industry and the academia effectively. In our endeavour towards achieving these outcomes, we have ensured that the learners are equipped with effective communication skills, soft skills as well as updated skills in digital technology. The outcomes optimize the learners' ability to interact socially, network and excellent team dynamics. This is also reflected in the Programme Specific Outcomes and Course outcomes. The IQAC has prepared an OBE manual and brainstorming sessions were conducted to sensitize faculty towards OBE. The course outcomes for courses in semesters 1 and 2 will be implemented from 2021-22.

File Description	Documents
Upload additional information, if any	No File Uploaded
Link for additional information	http://www.siesascs.edu.in/academics/courses.php

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

1

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

713

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

48

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

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

26

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The institution integrates awareness of Gender, Ethics, Human

Values and Environmental sensitivity into the curriculum by ensuring that these areas are taught across streams, through subjects such as Foundation Course, which is a compulsory paper at the first year and second year of the BA, BSc and BCom programmes. The Third Year BA English Literature course also has a paper dedicated to Literature and Gender that takes up various issues related to gender sensitization. In addition to this the Third Year BA Economics Programme offers, as one of its electives, a course in Environmental Economics. Ethics and values are also a part of the Business Communication Course for the first year BCom, Moral Philosophy course in First year BA and Environmental Ethics in Third Year BA. The Bachelor of Commerce Programme also has a compulsory course in Environmental Studies for all students at the First Year Level. Thus the institution integrates all the cross-cutting issues relevant to the field of Professional Ethics as well as sensitizes its students across all streams to issues pertinent to gender, environment sustainability and human values.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

5

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

463

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

212

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	http://www.siesascs.edu.in/naac/feedback_of_stakeholders.php
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	http://www.siesascs.edu.in/naac/feedback_of_stakeholders.php
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile****2.1.1 - Enrolment of Students****2.1.1.1 - Number of students admitted (year-wise) during the year**

1518

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

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

273

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The college caters to students from Dharavi (slum in the vicinity of the college) as well as meritorious students from all over Mumbai. Thus making the task of the teacher challenging to keep the lectures simple for the average student as well as interesting and exciting for the good students. Departments organise Bridge and Remedial courses especially for those who are in need of special attention but keep it open for all. For those who show extraordinary talent the college encourages them to participate in competitions outside the college and also organises workshops, symposium, paper presentations, case studies, internships, etc. Utkarsha, the literary event of the college, is extremely popular among students as they get an opportunity to organise events and showcase their talents. Pragma Vision is a special cell in the college which, caters to the visually challenged students to cope with their studies. There is a devoted staff to help them with their assignments,

notes and prepare them for exams.

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

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
30/09/2020	4193	119

File Description	Documents
Upload any additional information	View File

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:

College ensures that teaching and evaluation methods implemented keep students and their learning at the centre. To enhance classroom learning, innovative methods like discussions, screening of relevant films, bookreviews are used. Wherever applicable, students work on real-life case examples to learn applications of theoretical knowledge. Students are encouraged to take up research projects which help them to develop not only problem-solving skills but also offer them opportunity to learn from this experience. Thus, the idea of 'learning by doing' is promoted. Many departments take students for study tours and field visits where they get a chance to observe processes carried out in organizations and also interact with experts from industries. To encourage students to know more about practical applications of subjects, some departments have tie-ups with various organizations where students complete internships. Thus, experiential learning is given a lot of importance. Student-centric approach to learning is ensured by giving assignments to students which involve students making PPT or poster-presentations, and writing essays. Departments also organize students' symposia, conferences, seminars to enhance learning. Thus, it is ensured that students actively participate in the process of learning.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

During the academic year 2020-21, the teaching - learning process was completely online and hence, the teachers made optimum use of ICT tools, techniques and online resources. Lectures and practicals were conducted through MS Teams. Occasionally, Zoom and Google Meet were also used for the same. ICT tools like laptops, desktops, mobile, writing tablets were used to a great extent for online teaching. A few teachers also used LCD, CD, DVD, etc. Further, the extensive use of ICT tools and techniques like Google docs, Google sheets and powerpoint presentations helped to develop collaborative teaching - learning approaches. Use of Paint 3D, graphic tablet, Padlet, CHEMDRAW, Linux, Raspbian desktop, Keil, Xampp server, Bootstrap, Geogebra graphic, Calculator, Scorative, Google Jamboard was also reported. Google classrooms, google drives, MS Teams classrooms and one drive were used primarily to share the study materials and reference materials with the students and also for assignment submissions. To make the teaching - learning process more interesting, interactive and engaging, the teachers made use of some special ICT tools like Mentimeter, Quizizz, Kahoot, etc. As far as the use of e-resources and techniques were concerned, teachers used You-tube videos, online portals, e-library, Vriddhi digital library, INFLIBNET, Shodhganga, Blogs, National Digital Library, NCBI, NPTEL. Many of the science departments made use of virtual laboratories to make the practicals interesting and interactive. To develop interest amongst students about research and to make them aware about the process of reviewing, writing and publishing the research papers, the teachers made extensive use of Google Scholar, Pubmed, Research Gate, Science Direct, etc. Management purchased the ERP called JUNO which was effectively used as LMS for conduction of online exams in a centralized manner. Some of the exams were also conducted online with the help of Google Forms or MS Forms.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	http://www.siesascs.edu.in/admin/uploads/1f048b31cf30beddcb15f0fcabd8206b2.3.2%20ICT%20tools%20usage.pdf
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

119

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

As an autonomous College, it adhered to academic calendar related to conduction of examination. Tentative schedule for theory examination, practical and viva-voce are included in the academic calendar and displayed on the college website at the beginning of the academic year for the perusal of students. Internal Evaluation schedule is informed by the Exam Committee and communicated to students via the Departments in advance. Part of the Internal Evaluation also includes class test during the pandemic year was conducted by individual departments with Multiple Choice Questions on the related topics. The other part of internal evaluation includes assignments given either on individual basis or as group projects based on the size of the class. The final time table for all exams are announced well in time and publicized on all respective portals of information. Exam pattern and marks allocation is discussed with students by teachers with reference to their respective subjects. The academic calendar is a synchronisation of all academic/non-academic/extra-curricular/co-curricular/sports activities carried out by the college during the entire academic year. The college takes care of systematically creating the academic calendar and keeping in sync with the University and UGC

guidelines.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full-time teachers against sanctioned posts during the year****119**

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year**34**

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)**1285**

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

Nil

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

25

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

1. Examination procedures

The examination schedules was conveyed to the students through notifications on the institutional website, Emails and Whatsapp groups. Student were oriented about the pattern and conduct of the examination through MS teams meetings. Online mock exams were conducted to prepare students for online examinations.

2. Processes/Procedures integrating IT

Institution had implemented an ERP "JUNO" for academic data management. Semester end examinations were conducted online through Juno. Examination papers were set in MCQ mode as well as descriptive mode. Students scanned their answer scripts to the descriptive questions and uploaded them into the system. Practical examinations were conducted through Google classrooms and MS Teams meetings through MCQ, short note answers uploaded in teams/ GC and online viva voce. Google forms and MS forms were used to set MCQ question papers. ATKT examinations were conducted through Google classrooms and teams meeting in the same manner.

All the examinations were proctored by the teachers through MS Teams video meeting.

3. CIA System : CIA comprised of a compulsory Mid semester MCQ examination and evaluation using one or more of the following modes: Quizziz, Menti Meter, assignments, case studies, report writing, presentations etc., using MS Teams meetings and breakout rooms.

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

2.6 - Student Performance and Learning Outcomes

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

The institution has planned to implement Outcome Based Education for all the UG programs from the academic year 2021-22. As a preparation for the same, during the academic year 2020-21, the Institution conducted various activities to sensitize the teachers about OBE. Following are the outcomes of these efforts: 1) IQAC prepared an OBE Manual and shared it with all the teachers to guide them about framing the course outcomes and relating them with the POs and PSOs, using Bloom's Taxonomy. 2) A webinar on Understanding POs, PSOs and Cos was organised on 19th August 2020. This was useful to clarify doubts of the teachers. 3) Institutional Vision, Mission and Learning Objectives were defined by the Institution Head and communicated

with the teachers and students via website. 4) Brainstorming sessions of teachers were held to crystalize the Program Outcomes. 5) POs of various Programs are made available on the website. The Course Outcomes were presented to the respective BOS for their deliberation and approval. Program Outcomes were presented to the Academic Council meeting for approval.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	No File Uploaded
Upload any additional information	View File
Link for additional Information	http://www.siesascs.edu.in/about/institution_goals.php

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

SIES is planning to implement Outcome Based Education for all the UG programs from year 2021-22. During 2020-21, efforts were made for sensitizing teachers towards OBE and defining the POs, PSOs and COs. The Institutional Vision and Mission were communicated with the teachers and made available on the website. By the end of the academic year 2020-21, the POs for all the UG programs are well defined and are made available on website. The UG syllabi will be revised in the academic year 2021-22. The COs will be defined for all the UG courses and will be made available on the website in due course of time. There is no method of attainment in vogue currently, since the institution has not yet started measuring the outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	http://www.siesascs.edu.in/academics/courses.php

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1238

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

http://www.siesascs.edu.in/naac/student_satisfaction_survey.php

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Research facilities of the institution are frequently updated (except for 2020-21 due to Covid-19 pandemic and the subsequent lockdown). The institutional policy for research will be uploaded soon on the college website.

Abstract

Promotion of Research and Facilities: Create awareness amongst the research stakeholders regarding research opportunities and grants announced by research institutions and funding agencies. Promote interdisciplinary research which will have relevance in addressing societal challenges.

Research Infrastructure and Facilities: Create requisite infrastructure with well equipped research laboratories, resources for referencing and documentation to pursue quality research work.

Resource Mobilisation for Research: Provide seed money to initiate research and encourage recognition of original research work by appreciation and monetary incentives. Innovation

Ecosystem: Constitute a desirable innovation ecosystem to generate awareness about intellectual property rights and to ensure knowledge based value addition in society. **Research Publications and Awards:** Encourage faculty with cash incentives/awards for original research work/publication/project as per the management policy for promotion of research. **Consultancy and Collaboration:** Encourage faculty to share their expertise/skills and generate and share revenue through consultancy and collaboration.

The execution and implementation of the above key indicators will be under the purview of Research Advisory Committee and Ethics Committee.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	http://www.siesascs.edu.in/naac/policies_and_procedures.php
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

2

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

5

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://www.siesascs.edu.in/research/major_minor_project.php
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

12

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

5

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	http://www.siesascs.edu.in/research/major_minor_project.php
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Today, India is the third largest start-up ecosystem globally (number of start-ups) with more than 15,000 start-ups established in 2020. The access to funds, local talent,

infrastructure, industries and local government support, in addition to costarbitrage, has enabled entrepreneurs to house their start-ups in smaller cities and towns as well, thus diffusing entrepreneurship across the country.

Nirmitee Kendra, the Entrepreneurship Cell and Skill Hub of the College established and funded under the Rashtriya Uchchatar Shiksha Abhiyan (RUSA) which aims at skill development among students and create successful entrepreneurs, was digitally launched by the honourable Prime Minister on February 3rd, 2019.

Nirmitee Kendra has conducted several programmes to introduce students to entrepreneurship and the world of innovation.

1. The successful launch of UV-Covid box & UV-Covid lamp was supported by it, with marketing support from Stem Learning Private Limited.
2. A seed funding of Rs.1,20,000 sanctioned to 'AaharNutra', an enterprise initiated by students of Post Graduate Diploma in Food Technology and Nutraceuticals, for 'Iron Bytes' a food product used to combat Iron Deficiency Anaemia.

Nirmitee Kendra strives to create an environment conducive to innovation, development, deployment or commercialization of new products and services driven by technology or intellectual property.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

Nil

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

C. Any 2 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

1

File Description	Documents
URL to the research page on HEI website	http://www.siesascs.edu.in/research/faculty_research_recognition.php
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

13

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

8

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

7

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Impact of Extension Activities in sensitising students to social issues for their holistic development

The institute endorses consistent engagement of faculty, students and staff with the neighbourhood community for their holistic development and sustained community development through various activities.

Each year, programmes are organized under which students and staff participate voluntarily in community-based activities with the neighbourhood. Various awareness programs, workshops, rallies and road shows with themes like cleanliness, green environment & tree plantation, gender sensitization, and empowerment of girls and women are organized.

Continuous voluntary activities by students to maintain cleanliness in and around the Campus, create awareness about the role of clean environment in human health and contribute to the National Swachh Bharat Abhiyan. The objective of such extension activities initiated is to imbibe the values of social accountability such as helping people in need and anguish, to understand and share the need of under privileged children, to promote cleanliness in all span of life and to inculcate social values and a deep interest in environmental related issues.

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

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

NIL

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

26

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

773

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

8

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

7

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

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 equipments, etc.

SIES College measuring 25,000 sq.ft, runs 24 aided, 19 self financed and 7 Ph.D. Programs in the campus. The college has 35 classrooms, of which 34 have LCD projector (fixed/ mobile) and 31 laboratories, of which 13 have fixed LCD projector. The auditorium and boardroom are ICT enabled. The Psychology classroom is designed to conduct lab experiments. The BMM department has a dark-room for developing their photographic material. The fully automated, air-conditioned library not only facilitates borrowing of physical copies of books but also browsing Ebooks and Ejournal. The Prajnya Center for the visually challenged students is next to the library and has 4 desktops with special reading and braille facility and printer. Apart from the laboratories, students can use the browsing centre in the library. Science Laboratories facilitate PG and Ph.D. programs. A herbal garden of 1250 sq ft area, with 150

plant varieties is used for learning purposes. Book bank, a digital screen for display of notices, photocopying facilities are available for students. Departments, the academic staff centre and library are well equipped and designed to enhance academic growth. Funding for Augmentation and improving teaching learning facilities is provided by the management and procured from various government schemes.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

To facilitate all round development of students, NSS, NCC, Sports and Cultural activities are encouraged. The Institution has a well-equipped spacious gymkhana for indoor games such as table-tennis, chess, carrom, boxing and exer-cycling. The quadrangle, measuring 5500 sq. ft. which was re-tiled, is used for cultural events, yoga and sports activities like volleyball and badminton. A sports ground is hired for outdoor events. Musical instruments are available for cultural programs and competitions. The NSS and NCC units have their own rooms, suitably equipped. The quadrangle is used by NSS and NCC cadets for their practice sessions and events. The Cultural Association has clubs like Music Club, Cross Vibez (dance) and Theatre Club. Our students win prizes at various events including Mumbai University Youth Fest. Students participate in large numbers in intercollegiate festival every year. To ensure safety and security, the premise is provided with fire extinguishers and CCTVs. The Auditorium with state of the art audio visual set up is made available to the students for curricular and cocurricular activities. In 2020-21, due to lockdown situation, all the events were conducted online through Microsoft Teams.

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

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

13

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

2.44

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Library is fully automated with KOHA Library management software Version - 20.11.01 since the academic year 2015-2016. This is an international open source software. Entire software is hosted on cloud computing to provide 24x7 access to the library resources. Entire catalogue details consisting of books (general, reference, and Book Bank), CDs/DVDs, as well as recent journal issues, are uploaded on Koha.

OPAC access is provided through a link from the college website for easy access (<http://sieswlibrary.firststray.in>). The opening page is provided with links to online resources (free as well as subscribed) under the headings of Newspapers, E-book, E-journals, E-databases, and others. Location of the books and availability are displayed in real time to help users identify the presence of books needed by them.

Circulation through KOHA is biometric, and RFID enabled. Student as well as staff Book Bank was automated using KOHA. Book issue and due date mail alerts are sent to users.

Koha was integrated with RFID for Stock taking. RFID Gate antenna was integrated to provide footfall count as well as to ensure security

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.siesascs.edu.in/library/library.php

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources **A. Any 4 or more of the above**

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

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

5.95

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

970

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

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

All departments, laboratories, library and college office are installed with computer hardware and relevant software. Devices have the latest version of antivirus and retain the setting that schedules regular updates of virus definitions from the central server. Institutional email ID is issued to staff for official communication. The IT facility is equipped with Firewall security, Proxy, DHCP, DNS, email, web and application servers and manages the complete network of the college. The bandwidth availability for the institution is 50 MBPS and 100 MBPS provided by SAI Vision service provider and 20 MBPS through JIO leased line. Institution has availed the facility of the Service provider, SAI VISION and implemented WIFI MODULE - TP LINK EAP 245. Institutional Mail ID has also been created for students, which facilitates the use of Outlook, Office 365 and the use of LMS- Microsoft Teams for online lectures and assignments. Tally software is installed in Tally lab computers to enable practical learning for Bcom and BMS students. The college has an active website (<http://www.siesascs.edu.in/>) jointly managed by the academic staff of the institution and IT department of SIES

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.siesascs.edu.in/admin/uploads/ab1653b9e944fba172171b3128d062e3IT%20POLICY%20VERSION%201.pdf

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
4193	208

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus **A. 750 Mbps**

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: **D. Any one of the above**
Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

4.96

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	No File Uploaded

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

etc.

AMCs are budgeted for maintenance and utilization of equipment and infrastructure facilities. There are Committees for Maintenance, Timetable, Condemnation and College office, Technical assistants, hired external agencies and on call services. Any major repairs are separately taken care of by the management in their Capital Budget (CAPEX).

Utilization :

- Records are maintained for allocation of classrooms, Virtual room, Board room and Auditorium.
- Laboratory assistants monitor the usage of laboratories under the supervision of respective departments and stock registers for equipment are maintained.
- Library issue cards to students and a digitized record of usage is maintained.
- Cards are issued to students to access the Gymkhana. Sports Director monitors the activities.
- Classrooms and departments are wifi enabled and equipped adequately. Individual Institutional email ID is provided to staff and students.
- Canteen facility is available to all.
- 1250 sq ft. of herbal garden is used for learning purposes.

Maintenance :

- Housekeeping and Security are provided.
- Pest Control is done regularly.
- Fire extinguishers are placed in prominent location.
- Records of equipment purchased and discarded are maintained.
- Library undertakes annual physical stock-taking and

weeding of books.

- Technical assistants ensure smooth functioning of laboratories, computers and network facility and the website is regularly updated by staff.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.siesascs.edu.in/admin/uploads/2efd2b3bbb66f3cc37665b8fe8d0f988Infrastructure%20policy%20version%201.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

29

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

260

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are

A. All of the above

organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

File Description	Documents
Link to Institutional website	http://www.siesascs.edu.in/naac/capacity_building_and_skill_enhancement_activities.php
Details of capability development and schemes	View File
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

2065

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

C. Any 2 of the above

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

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

27

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

333

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

20

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Adhoc-Student Council was formulated during 2020-21 .

Student representatives are nominated on the following committees

- IQAC
- College Development Committee
- Gymkhana and Sports Committee
- Gender Sensitization Cell

They participate in regular meetings and give suggestions. They also give valuable inputs during syllabus revision of their respective departments. They help the authorities in understanding student perspectives and opinions.

Students are also nominated on the

- Editorial committee of the annual college magazine

DAKSHINAYANAM

- Subject Newsletters published by various departments.

They get experience of editorial work, data management and communication. They work as a team and follow strict timelines, work on the content received, lay-out and design aspects of the publication.

Students actively participate in organization of

- Annual College Cultural Festival VISIONS
- Annual College Literary Festival UTKARSHA
- Annual College Research Meet JIGNYASA
- University Research Meet AVISHKAR
- Activities of College Innovation Hub Nirmitee Kendra
- Activities of NCC
- Activities of NSS
- Activities of Subject Associations
- Activities during Youth Festival
- Activities of Cultural Committee
- Conferences and seminars organized by the College
- Placement Activities

They participate in organization of events, planning, preparing publicity material, PR activities, event management, certificate preparation, volunteering for the events.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

5.3.3 - Number of sports and cultural events / competitions organised by the institution

10

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

SIES College Past Students' Association as a mission fosters a spirit of adherence towards one's alma mater amidst the present student populace as well as its alumni and to promote the general welfare of the College. We seek to provide social and professional networking opportunities, facilitate and strengthen the ties between alumni, their alma mater and the community.

The association have been continuously supporting the institute in various welfare activities during the academic year 2020-21 such as:

- Financially support needy students' fees for continuing education during the pandemic year
- Collaborated with various departments in hosting academic programs
- Sanitization of the classrooms in association with Brihanmumbai Municipal Corporation

We aim at generating funds to facelift Classrooms and carry out extension activities by involving illustrious alumni in delivering lectures, training for professional development skills & to foster academia-industrial collaborative events.

Past Students' Association

Registered under the Societies Act, 1860-BOM-422/77.

Registered under the Bombay Public Trust Act.
1950-F-4644(Bombay) }

C/o SIES College of Arts, Science and Commerce

Sion (West), Mumbai -400022.

Email : siesascs.psa@gmail.com

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year E. <2 Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

The vision is to facilitate a learner-centric environment with a mission to promote participatory administration; to deliver quality services; to nurture a team of competent faculty and employable students.

Governance: The administrative head advocates transparency, integrity, accountability, effective use of resources, a

conducive work ethics and proactively build the capacity of all the stakeholders.

Perspective Plan: The institution has been consistently committed towards the pursuit of excellence. The IQAC, with the contributions of Principal, Registrar, Heads of the department and senior faculty members developed the perspective plan. The plan is aligned to SIES Mission 2025 as the most admired institution in tune with NAAC Goals.

Further with the impending NEP 2020, we are engaged in fostering students with new courses, focusing on OBE, developing multidisciplinary and inter-disciplinary programmes, enhancing various skills, integrating Indian Knowledge system and upgrading to Online Digital Learning as an option in accordance with the parameters for HEIs.

Participation of the teachers in the decision-making bodies of the institution: As per the Autonomous guidelines, we conduct Governing Council, College Development Committee, Finance Committee, Academic Council, BOS, IQAC meetings. Teachers constitute into these as well as other statutory and non-statutory committees to manage curricula and co-curricular activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://www.siesascs.edu.in/about/institution_goals.php

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

With respect to smooth conduct and to decentralise the administrative activities the Principal, the Registrar along with the Vice Principals plan the schedule with respect to admission, IT infrastructural purchases, additional resources in library, statutory/non-statutory committees. They also monitor the optimum utilization of space and funds for the stakeholders.

As part of the online admission process for all classes, Notices are uploaded on the website. The admission committee as per the instruction from the administrators take charge of the process.

Beginning of each term, staff meeting is conducted to share the academic, examination plan, cultural & literary festival dates and annual sports day event. In association with IQAC the action plan regarding dissemination of conducting workshops/training/seminars/webinars/FDP are mobilized.

HODs prepare the annual financial estimates, time table for theory and practical classes teaching, research activities and seminars/assignments and examinations and tests, outreach and extension programmes . They also raise purchase requisition for the purchase of equipment, chemicals, and books etc. for their respective Departments and submit the same to the HOI. The Examination controller independently plans the schedule of examination, allocation of supervision for staff, duties for the non-teaching, result settlement and announce the dates for the declaration of results.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	No File Uploaded
Paste link for additional Information	http://www.siesascs.edu.in/admin/uploads/c2bfde1ef7f7dd6071675879da286176A%20Case%20Study%20of%20Admission%20process%20for%20First%20Year%20Classes_2020-2021.pdf

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

After Autonomy there is a continuous evaluation and strategic planning for initiating new courses each year keeping the goal of academic excellence. As per the demand/feedback from stakeholders new courses in Science and Management Studies were considered. With the successful launch of Bioanalytical Science in the previous year and its effective implementation was visible through academia-industry interactions, workshops, seminar/webinars, training programmes and it opened avenues for internships. In 2020-2021 two new programmes BMS in Capital Market and B.Sc. in Data Science were introduced. The syllabus, eligibility criteria and other information are displayed on the website. For B.Sc. Data Science online entrance test conducted

to select candidates. Students for BMS in Capital Market were selected as per merit. In coordination with IQAC a structured feedback was collected for both Teachers' and Students' preparedness for online learning. For the same a relevant workshop on Create, Integrate and Educate was conducted to build the capacity of the teachers with new pedagogies. The plan for revision of syllabus after three years of autonomy was considered by all the departments. For the same Board members of the respective departments gave valuable suggestion for the revision of the curriculum with OBE under Bloom's Taxonomy.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.siesascs.edu.in/naac/institutional_strategic_perspective_plan.php
Upload any additional information	View File

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

The South Indian Education Society with a spirit of sincerity believes that education is a tremendous responsibility. As an autonomous college BOS, Academic Council, Finance Committee and Governing Council are the decision making bodies. The Human Resource Policy of Society includes recruitment of new teaching & non-teaching staff, sanction of leaves, promotions for Unaided staff, medical benefits which is supported by the Head of Institution / Registrar. There is a Central Information Technology Team and Central Training Department to support the institute in IT services and training programmes throughout the year. The Head of the Institution forwards the Employee Requisition form filled by the staff & forwarded by HODs, to the Honorary Secretary. The HODs secure smooth conduct of Teaching-Learning-Evaluation, review performance of the students, teaching and non-teaching staff and engage in all duties as assigned by the HOI/Management. Teaching staff fulfil all the academic-professional responsibilities assigned by the HOI/HOD. The Librarian implements all library rules as directed by the Management, notifies and updates the library resources to the staff through internal mail. The administrative set up and procedures followed in the institute assures smooth sailing of all activities making it effective and successful functioning.

File Description	Documents
Paste link to Organogram on the institution webpage	http://www.siesascs.edu.in/admin/uploads/5393531582b1797f7f9dbc528776b644The%20Organizational%20Structure_2020-2021.pdf
Upload any additional information	View File
Paste link for additional Information	http://www.siesascs.edu.in/admin/uploads/9d7c53e635a37cfd58d6ce69cdce1d4aAdministrative%20Policy,%20Rules%20&%20Procedures_2020-2021.pdf

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

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

To give impetus to the career advancement of teaching staff, they are encouraged to pursue research activities, publish research papers, foster research projects, promote higher studies. Staffs are sanctioned duty leave, emergency medical leave, half-pay leave and leave without pay. With respect to welfare there is a provision for Provident Fund, Gratuity and medical claim. The admission of the children of the staff is secured through staff quota. There is Co-operative credit society which disburses loans for renovation of house, medical reasons, children's fees for higher education and other personal purposes. There is a provision for emergency loan. On a regular

basis the credit society committee meets, check the applications/documents and sanction the loan after scrutiny. The repayment of loan is continuously monitored. The institute encourages sports in non-teaching staff. The institute promotes self-development, offers financial support and provide health welfare measures. Non-teaching staff are given a pair of uniform. Teaching and non-teaching staff avail Free tea coupons. On completion of 25 years and superannuation they are felicitated for the dedicated services. The retired staff along with pension also receive gratuity. There is a doctor-on-call facility and during medical emergency we have a tie-up with the near-by government hospital.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.siesascs.edu.in/admin/uploads/c6679c326f1ebeae7a1aa7c66b5193446.3.1.%20Welfare%20Measures-%202020-2021.pdf

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

0

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

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

10

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

40

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The institute accounts are audited by internal auditors twice a year appointed by the management. The Institute's accounts are subject to external audits like Joint Director Office of Mumbai Region, Senior Auditors of Mumbai Region and Accountant General's Office. In the year 2020-2021 Accountant General's Audit was conducted for five years period from 2015-2016 to 2019-2020. Since we received the RUSA Grant of Rs. Five Crore, Physical, Civil and Finance Audits were conducted. The Audit team appreciated the meticulous documentations of all the records with respect to vouchers, invoice and purchase requisitions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.siesascs.edu.in/admin/uploads/c8238cc73a2c518d9f3d3b34c1e75b5cInstitutional%20Audit%20Reports.pdf

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

1,68,652

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

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

Fund mobilization takes place by way of fees, renting of classroom to conduct various examination like ICAI, MPSC and UPSC. We have also received donations by individuals/Alumni/Philanthropist for fee payment of needy students.

The institute has Capital Expenditure committee and Purchase Committee as effective mechanisms for utilization of resources through budgetary provisions. The CAPEX committee finalizes the purchases above one lakh through procurement of quotations and tendering. The purchase committee formalizes procedures for purchases including books and periodicals through purchase orders duly signed by Purchase Head and the Head of the Institution. The expenditures like repairs, AMCs, stationery and lab consumables, are covered under Revenue Budget. The utilization of RUSA fund is also monitored by CAPEX Committee.

We receive grants for NCC, NSS from respective departments which we utilize for their activities. The SEAT (SIES Education Assistance Trust) Scholarship instituted by the Society for payment of fees of the needy students. The fees is disbursed on

the basis of the criteria-Academic Scores and Family Income. We also receive scholarship and freeship from Bhojraj, Geeta Israni and other endowments.

The Budget, mobilization and utilization of funds is passed through Finance Committee and Governing Council and is also discussed College Development Committee.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://www.siesascs.edu.in/admin/uploads/dfa9b91df8021e312e6e8e0e404ea358Mobilization%20of%20Funds%20&%20Utilization%20of%20Resources%202020-21.pdf

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

1. Faculty empowerment activities

During preceding year, IQAC had focused on faculty empowerment activities like Excel Training, Effective Data Management, Outcome Based Education. During the current year, focus was on online education, e content development and Research. An online one-week workshop "CEI" to acquaint teachers in virtual mode of teaching, A workshop on "e-content development and MOOCs", A National webinar on "Fostering Research Culture in HEIs", A workshop on "Research Tools Management", A webinar on OBE-"Understanding POs, PSOs and COs"; are significant IQAC activities.

2. Outcome Based Education

The Institution started preparations to adapt OBE system from 2019-20, by sensitization the teachers through a workshop on Bloom's taxonomy. However, 2020-21 being a pandemic year, the institutional goal now is to implement OBE from 2021-22. A webinar for teachers on "Understanding POs PSOs and Cos" was organized in August-2020. IQAC conducted brainstorming sessions

for teachers to crystalize the Institutional POs, COs and Learning

Objectives:-The Institutional Vision, Mission and Learning Objectives are shared with teachers and students through the Institutional website. POs and PSOs are well-defined for all the programs. Syllabus revision for the first year syllabi of all the programs and defining the COs for the same is underway.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.siesascs.edu.in/admin/uploads/e4171eac1537ae4f33902c7a13588c37Quality%20Initiatives 2020-2021.pdf

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

1. Survey during lockdown and subsequent action

The Lockdown was implemented in March 2020, following which, IQAC conducted two surveys - To assess preparedness of Students and Teachers for Online education. The analysis of the survey indicated need to train the teachers for Online Teaching Learning. IQAC designed and conducted a one-week online workshop for teachers, CEI-Create e content, Engage Learners, Interact virtually. The workshop trained the teachers in using Google Classroom, Teams, making presentations and videos and interacting online. Institution made available online LMS platform "MS Teams". Teachers and students were oriented to use this effectively.

2. Feedback System

Teachers were sensitized about the importance of curriculum feedback and utilizing the same for syllabus restructuring. The forms were structured, yet flexible, to suit diverse courses. Feedback was collected from Students, Teachers, Parents, Alumni and also Employers of interns. The feedback responses were analyzed using Excel, conclusions and suggestions were utilized

for curriculum improvement. IQAC also conducted Feedback of Teacher by students, which was analysed and reports submitted to Institution Head confidentially. These were further communicated with respective teachers for further improvement and encouragement. Student Satisfaction Survey was conducted online and analysis was utilised for improving the online TLE process.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.siesascs.edu.in/naac/feedback_of_stakeholders.php

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

B. Any 3 of the above

File Description	Documents
Paste the web link of annual reports of the Institution	http://www.siesascs.edu.in/admin/uploads/d15857bc4bbf71e4e8d414324dfdb3dfSIES%20Annual%20Report%202020-21%20FOB Final.pdf
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	No File Uploaded
Upload any additional information	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institute has special facilities for all in terms of

installation of CCTV cameras at nodal points, appointed women security personnel, Professional Counselor for students, separate common rooms for male and female students with facilities like disabled-friendly washrooms, sanitary pad vending machines for girls and lady cleaners.

The institute aims at sensitization of students towards gender equality through Gender Sensitization Cell, NSS and Rotaract activities.

The Gender Sensitization Cell focused on the theme of Empowerment by joining hands with Aspire for Her, an NGO guiding young girls in their career path and job prospects. The students enrolled as GSC Ambassadors for various activities in association with this NGO. A Webinar on Responsible Netism was organised in Collaboration with Maharashtra Rajya Mahila Aayog, Mumbai. It focused on awareness of various cyber crimes and suggested necessary precautions while surfing.

NSS organised a two day workshop in association with Art of Living on Menstrual Health and Hygiene.

Rotaract organization undertook an outreach project called 'Stains' to spread awareness about Menstrual Hygiene in Kashele High School Neral. It celebrated Women's week in March 2021 through Social media which was used to sensitize and appreciate the essence of womanhood.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

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

B. Any 3 of the above

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

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

During the year 2020-21, the campus was closed for students and teachers due to COVID19 lockdown. The canteen and laboratories were not functional. Hence the amount of wastes generated was negligible.

Following are the Waste Management measures during normal years when the campus is functional.

1. Solid Waste is segregated into Broken glassware, Paper and Plastic. Old instruments are evaluated by a condemnation committee every three years. These wastes are disposed of through scrap vendors.

2. Liquid Wastes are diluted and Strong acids are neutralized before discarding

3. Biomedical Waste Management

- a. Biomedical samples like blood and blood products are treated with dilute Dettol or Savlon, taped in Red before disposing them of separately

- b. Laboratory Animal waste (Fish, Prawns etc) are packaged and disposed immediately on the same day to avoid putrefaction.

- c. Laboratory Carcinogenic chemicals like Ethidium bromide are disposed after treating it with Potassium Permanganate

- d. Laboratory Bacterial cultures are Autoclaved and then disposed

4. E-waste management NSS and NCC units of the college regularly organize e-waste collection drives.

5. Hazardous chemicals For safe disposal of hazardous chemicals, staff connect with industries.

6. Waste recycling system

Discarded dustbins, containers, wooden frames are reused. Used/soiled papers are shredded regularly.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	View File
Any other relevant information	View File

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

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

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

D. Any 1 of the above

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

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

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

A. Any 4 or all of the above

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

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

Institution with a sense of inclusiveness, grants admission to all based on merit . It provides a healthy environment to students coming from varied regions, states, language, or community. The college has multilingual and multi-regional students & staff . Each year all regional festivals are celebrated with fervor. Academic programs ensure the values & theories on harmony, tolerance, Justice, equality in the curriculum of Foundation course, Political science , Literature studies & Philosophy. Students gather and organize cultural programs on Independence Day after flag hoisting. Cultural and language associations (Marathi, Hindi, Tamil, Malayalam) engage in activities in bringing out the essence of tradition & culture. Traditional day is a popular event where students come dressed in their respective traditional attire. Valuelab provides activities each month on values like Kindness, Tolerance, Peace & Harmony. NCC, NSS and Rotaract join hands with many forums to fulfill their respective goals engaging in activities like Beach cleaning, Blood donation, Talent Mania (school children), Sports events for less privileged students. Students coming from low socio-economic families, are supported with scholarships like SEAT, Gita Israni, Bhojraj and MAHADBT. Students can express their ideas in different languages and topics through the college magazine Dakshinayanam and various newsletters.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

The institution undertakes various efforts by inculcating human, social, moral and Civic values to the students.

A webinar on 'Functioning of Municipal Corporation in India and Its Challenges' by Mr. Aviral Narayan Dubey, Project Officer, Praja Foundation which gave an insight on civic values, obligations and duties of citizens towards the government.

College alumnus Ms. Mithila Naik-Satam delivered a talk on 'Citizen Administration Interface -A Case of Khaana Chahiye Project'. Students were sensitized towards the fundamental right: the Right to Life under Article 21 of the Indian Constitution.

Foundation Course, Political Values and Ideologies, Introduction to Law courses at the first year and second year level include the values and ideals enshrined in the Indian Constitution, highlighting fundamental rights and duties of citizens. The curriculum builds a robust structure of values and ethics in the all round development of the students of the institution.

The Value Lab of the college conducts various activities to orient students towards human values and ethics by conducting talks and activities on leadership skills, respect, self-reliance and gratitude.

To celebrate Constitution Day, the preamble to the Constitution was read by the Students followed by a discussion on Fundamental Rights and responsibilities of citizens.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The institute actively celebrates various national and international events and festivals.

Statistics day is celebrated by organizing a guest lecture on 29th June-2020.

The NSS and Economics department organized an inter-collegiate online quiz to celebrate Independence day.

The Zoology Department and Nature Club celebrated Bird Week in November-2020 to commemorate the birth of Ornithologists Dr Salim Ali and Maruti Chitampalli

On 26.11.2020 Constitution Day was celebrated by reading the Preamble of the Indian Constitution and discussion on Fundamental Rights by the Politics department.

Republic day was celebrated by the NSS unit by flag hoisting and organizing cultural events.

Marathi Vangmaya Mandal organized an online language game "Bolu Kautuke" on 27.02.2021 to celebrate Marathi Bhasha Diwas.

IQAC and Gender Sensitization cell organized a webinar on women's rights in society

on International Women's day.

Maharashtra day was celebrated by flag hoisting and singing on 1st May 2021.

The Botany Department celebrated Environment week between 05.06.21 to 12.06.21. The Commerce department celebrated the same on 05.06.21 by organizing inter-collegiate competitions.

International Yoga Day was celebrated by the Philosophy Department, NSS, and NCC units by organizing a workshop on 'Yoga and Pranayam'.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

SIES College of Arts, Science and Commerce, Autonomous, Sion

west, Mumbai

Best Practice 1

1. Title of the Practice

Peer assisted learning for Teachers' capacity building- The CEI workshop

2. Objectives of the Practice

CEI aimed to train the teacher participants in developing e-content, engaging the learners and interacting in a blended learning environment.

3. The Context

Peer Assisted Learning emerged as an essential pedagogy in higher education, in response to facilitators and learners seeking to meet the demands of their learning experience in the virtual classroom.

4. The Practice

IQAC conducted a survey to assess preparedness of learners and facilitators for Online education. The analysis of the survey indicated the need to train. Through the LMS platform MS Teams provided by the institution, this online training could implement the core elements of collaboration, reflection, communication, self- and peer assessment.

5. Evidence of Success

In a span of six days topics that would help in teaching learning as mentioned in the graph were covered.

A benchmark of faculty capacity building, 40.9% teachers had fair knowledge of topics before attending, minimised to 1% after attending.

6. Problems Encountered and Resources Required

From 115 Teacher beneficiaries, 92 rated excellent; 23 rated good. Within six days; discussing all aspects of online TLE satisfactorily, evaluating assignments and providing meaningful interaction, doubt solving was difficult.

7. Notes

On the basis of the positive feedback, the Head of Institution recommended the IQAC team to implement a similar theme as part of its extension activity in the sister institutes of SIES.

Best Practice 2

1. Title of the Practice

Fostering Collaborations to enhance direct, indirect, experiential learning and research opportunities.

1. Objectives of the Practice

To provide online learning and knowledge sharing opportunities beyond the

curriculum through collaborative projects, internships and MOOCS, webinars,

guest lectures.

1. The Context

Collaborative capacity building activities during lockdown focusing on industry

readiness, skill enhancement, acquaintance with new trends in technology and

research were offered to the students to upgrade their knowledge and also gain

certification.

1. The Practice

In tune with the objectives of NEP, the institute explored collaborations by

1. Associating with online training institutes for MOOCs
2. Organizing collaborative guest lectures, training workshops and webinars
3. Providing internship opportunities and guidance for startup
4. Linking with research institutes for projects.

The lockdown imposed limitations, however SIES succeeded in collaborating

effectively.

1. Evidence of Success

Guest lectures, Projects, In Plant training s, MOOCs, Value added courses, research and startup guidance through 5 MOUs and 9 Collaborations helped in enhancing skills of students and keeping them abreast with recent industry and international academic trends.

1. Problems Encountered and Resources Required

The availability of internet and devices for online certification programs was a

problem for students. Also encouraging students for offline project work was

challenging during pandemic.

7. Notes (Optional) NIL

File Description	Documents
Best practices in the Institutional website	http://www.siesascs.edu.in/admin/uploads/2c613c310a0046050a541badfcda9b2cBest%20Practices%202020-21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

With autonomy, SIES has continued its journey towards academic excellence by introducing two new programs in 2020-21 namely BMS in Capital Markets and MSc in Data Science, thereby fostering research and keeping our focus on industry needs and job prospects. We obtain feedback on the curriculum annually. The Boards of Studies revised and updated syllabi taking the opinions of industry experts and introduced collaborative value added courses tailor-made for our students. Two such NISM SEBI courses (Level 1 Mutual funds and Level 2 Share Markets) were introduced by our Centre for Excellence alongside collaborations with Coursera (1400 courses and 655 beneficiaries), NPTEL(163 beneficiaries) and Internshala (80 beneficiaries)

Infrastructural upgradation included the installation of MaxHub in our Boardroom for enhanced real time video conferencing, footfall counter at the library entrance along with a Humanities Research Centre. RFID library cards for MSc students and the purchase of CAMAG LINOMAT 5 for the MSc Bioanalytical Science laboratory are other noteworthy additions. Two students were granted seed money for their product launch under our Nirmitee Kendra. Lastly, an interdisciplinary national webinar on "Fostering Research Culture in HEIs" was organized in April 2021 to ensure that we continue on the path of academic excellence.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The SIES College of Arts, Science and Commerce, is a 60 year old institution that has the motto "Rise with Education". The institution has developed curricula relevant to the local, national, regional and global developmental needs of its students. The OBE will be implemented from the academic year 2021-22. The preparation for the same started in 2020-21 by defining the program outcomes for all the programs. The Programme outcomes ensure that the learners are able to solve problems, think critically and rationally, analyze socio-cultural and legal issues with a responsibility towards promoting community welfare and inculcate research skills in order to bridge the gap between the industry and the academia effectively. In our endeavour towards achieving these outcomes, we have ensured that the learners are equipped with effective communication skills, soft skills as well as updated skills in digital technology. The outcomes optimize the learners' ability to interact socially, network and excellent team dynamics. This is also reflected in the Programme Specific Outcomes and Course outcomes. The IQAC has prepared an OBE manual and brainstorming sessions were conducted to sensitize faculty towards OBE. The course outcomes for courses in semesters 1 and 2 will be implemented from 2021-22.

File Description	Documents
Upload additional information, if any	No File Uploaded
Link for additional information	http://www.siesascs.edu.in/academics/courses.php

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

1

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	View File

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

713

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

48

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

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

26

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	No File Uploaded
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The institution integrates awareness of Gender, Ethics, Human Values and Environmental sensitivity into the curriculum by ensuring that these areas are taught across streams, through subjects such as Foundation Course, which is a compulsory paper at the first year and second year of the BA, BSc and BCom programmes. The Third Year BA English Literature course also has a paper dedicated to Literature and Gender that takes up various issues related to gender sensitization. In addition to this the Third Year BA Economics Programme offers, as one of its electives, a course in Environmental Economics. Ethics and values are also a part of the Business Communication Course for the first year BCom, Moral Philosophy course in First year BA and Environmental Ethics in Third Year BA. The Bachelor of Commerce Programme also has a compulsory course in Environmental Studies for all students at the First Year Level. Thus the institution integrates all the cross-cutting issues relevant to the field of Professional Ethics as well as sensitizes its students across all streams to issues pertinent to gender, environment sustainability and human values.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered

during the year

5

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

463

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

212

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	http://www.siesascs.edu.in/naac/feedback_of_stakeholders.php
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	http://www.siesascs.edu.in/naac/feedback_of_stakeholders.php
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1518

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

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

273

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The college caters to students from Dharavi (slum in the vicinity of the college) as well as meritorious students from all over Mumbai. Thus making the task of the teacher challenging to keep the lectures simple for the average student as well as interesting and exciting for the good students. Departments organise Bridge and Remedial courses especially for those who are in need of special attention but keep it open for all. For those who show extraordinary talent the college encourages them to participate in competitions outside the college and also organises workshops, symposium, paper presentations, case studies, internships, etc. Utkarsha, the literary event of the college, is extremely popular among students as they get an opportunity to organise events and showcase their talents. Pragya Vision is a special cell in the college which, caters to the visually challenged students to cope with their studies. There is a devoted staff to help them with their assignments, notes and prepare them for exams.

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

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
30/09/2020	4193	119

File Description	Documents
Upload any additional information	View File

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:

College ensures that teaching and evaluation methods implemented keep students and their learning at the centre. To enhance classroom learning, innovative methods like discussions, screening of relevant films, bookreviews are used. Wherever applicable, students work on real-life case examples to learn applications of theoretical knowledge. Students are encouraged to take up research projects which help them to develop not only problem-solving skills but also offer them opportunity to learn from this experience. Thus, the idea of 'learning by doing' is promoted. Many departments take students for study tours and field visits where they get a chance to observe processes carried out in organizations and also interact with experts from industries. To encourage students to know more about practical applications of subjects, some departments have tie-ups with various organizations where students complete internships. Thus, experiential learning is given a lot of importance. Student-centric approach to learning is ensured by giving assignments to students which involve students making PPT or poster-presentations, and writing essays. Departments also organize students' symposia, conferences, seminars to enhance learning. Thus, it is ensured that students actively participate in the process of learning.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

During the academic year 2020-21, the teaching - learning process was completely online and hence, the teachers made optimum use of ICT tools, techniques and online resources.

Lectures and practicals were conducted through MS Teams. Occasionally, Zoom and Google Meet were also used for the same. ICT tools like laptops, desktops, mobile, writing tablets were used to a great extent for online teaching. A few teachers also used LCD, CD, DVD, etc. Further, the extensive use of ICT tools and techniques like Google docs, Google sheets and powerpoint presentations helped to develop collaborative teaching - learning approaches. Use of Paint 3D, graphic tablet, Padlet, CHEMDRAW, Linux, Raspbian desktop, Keil, Xampp server, Bootstrap, Geogebra graphic, Calculator, Scorative, Google Jamboard was also reported. Google classrooms, google drives, MS Teams classrooms and one drive were used primarily to share the study materials and reference materials with the students and also for assignment submissions. To make the teaching - learning process more interesting, interactive and engaging, the teachers made use of some special ICT tools like Mentimeter, Quizizz, Kahoot, etc. As far as the use of e-resources and techniques were concerned, teachers used You-tube videos, online portals, e-library, Vriddhi digital library, INFLIBNET, Shodhganga, Blogs, National Digital Library, NCBI, NPTEL. Many of the science departments made use of virtual laboratories to make the practicals interesting and interactive. To develop interest amongst students about research and to make them aware about the process of reviewing, writing and publishing the research papers, the teachers made extensive use of Google Scholar, Pubmed, Research Gate, Science Direct, etc. Management purchased the ERP called JUNO which was effectively used as LMS for conduction of online exams in a centralized manner. Some of the exams were also conducted online with the help of Google Forms or MS Forms.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	http://www.siesascs.edu.in/admin/uploads/1f048b31cf30beddcb15f0fcabd8206b2.3.2%20ICT%20tools%20usage.pdf
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

119

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

As an autonomous College, it adhered to academic calendar related to conduction of examination. Tentative schedule for theory examination, practical and viva-voce are included in the academic calendar and displayed on the college website at the beginning of the academic year for the perusal of students. Internal Evaluation schedule is informed by the Exam Committee and communicated to students via the Departments in advance. Part of the Internal Evaluation also includes class test during the pandemic year was conducted by individual departments with Multiple Choice Questions on the related topics. The other part of internal evaluation includes assignments given either on individual basis or as group projects based on the size of the class. The final time table for all exams are announced well in time and publicized on all respective portals of information. Exam pattern and marks allocation is discussed with students by teachers with reference to their respective subjects. The academic calendar is a synchronisation of all academic/non-academic/extra-curricular/co-curricular/sports activities carried out by the college during the entire academic year. The college takes care of systematically creating the academic calendar and keeping in sync with the University and UGC guidelines.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

119

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

34

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	View File

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

1285

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

Nil

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	View File

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

25

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

1. Examination procedures

The examination schedules was conveyed to the students through notifications on the institutional website, Emails and Whatsapp groups. Student were oriented about the pattern and conduct of the examination through MS teams meetings. Online mock exams were conducted to prepare students for online examinations.

2. Processes/Procedures integrating IT

Institution had implemented an ERP "JUNO" for academic data management. Semester end examinations were conducted online through Juno. Examination papers were set in MCQ mode as well as descriptive mode. Students scanned their answer scripts to the descriptive questions and uploaded them into the system. Practical examinations were conducted through Google classrooms and MS Teams meetings through MCQ, short note answers uploaded in teams/ GC and online viva voce. Google forms and MS forms were used to set MCQ question papers. ATKT

examinations were conducted through Google classrooms and teams meeting in the same manner.

All the examinations were proctored by the teachers through MS Teams video meeting.

3. CIA System : CIA comprised of a compulsory Mid semester MCQ examination and evaluation using one or more of the following modes: Quizziz, Menti Meter, assignments, case studies, report writing, presentations etc., using MS Teams meetings and breakout rooms.

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

2.6 - Student Performance and Learning Outcomes

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

The institution has planned to implement Outcome Based Education for all the UG programs from the academic year 2021-22. As a preparation for the same, during the academic year 2020-21, the Institution conducted various activities to sensitize the teachers about OBE. Following are the outcomes of these efforts: 1) IQAC prepared an OBE Manual and shared it with all the teachers to guide them about framing the course outcomes and relating them with the POs and PSOs, using Bloom's Taxonomy. 2) A webinar on Understanding POs, PSOs and Cos was organised on 19th August 2020. This was useful to clarify doubts of the teachers. 3) Institutional Vision, Mission and Learning Objectives were defined by the Institution Head and communicated with the teachers and students via website. 4) Brainstorming sessions of teachers were held to crystalize the Program Outcomes. 5) POs of various Programs are made available on the website. The Course Outcomes were presented to the respective BOS for their deliberation and approval. Program Outcomes were presented to the Academic Council meeting for approval.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	No File Uploaded
Upload any additional information	View File
Link for additional Information	http://www.siesascs.edu.in/about/institution_goals.php

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

SIES is planning to implement Outcome Based Education for all the UG programs from year 2021-22. During 2020-21, efforts were made for sensitizing teachers towards OBE and defining the POs, PSOs and COs. The Institutional Vision and Mission were communicated with the teachers and made available on the website. By the end of the academic year 2020-21, the POs for all the UG programs are well defined and are made available on website. The UG syllabi will be revised in the academic year 2021-22. The COs will be defined for all the UG courses and will be made available on the website in due course of time. There is no method of attainment in vogue currently, since the institution has not yet started measuring the outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	http://www.siesascs.edu.in/academics/courses.php

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1238

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

http://www.siesascs.edu.in/naac/student_satisfaction_survey.php

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

Research facilities of the institution are frequently updated (except for 2020-21 due to Covid-19 pandemic and the subsequent lockdown). The institutional policy for research will be uploaded soon on the college website.

Abstract

Promotion of Research and Facilities: Create awareness amongst the research stakeholders regarding research opportunities and grants announced by research institutions and funding agencies. Promote interdisciplinary research which will have relevance in addressing societal challenges.

Research Infrastructure and Facilities: Create requisite infrastructure with well equipped research laboratories, resources for referencing and documentation to pursue quality research work.

Resource Mobilisation for Research: Provide seed money to initiate research and encourage recognition of original

research work by appreciation and monetary incentives. Innovation Ecosystem: Constitute a desirable innovation ecosystem to generate awareness about intellectual property rights and to ensure knowledge based value addition in society. Research Publications and Awards: Encourage faculty with cash incentives/awards for original research work/publication/project as per the management policy for promotion of research. Consultancy and Collaboration: Encourage faculty to share their expertise/skills and generate and share revenue through consultancy and collaboration.

The execution and implementation of the above key indicators will be under the purview of Research Advisory Committee and Ethics Committee.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	View File
Provide URL of policy document on promotion of research uploaded on the website	http://www.siesascs.edu.in/naac/policies_and_procedures.php
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

2

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	View File
Any additional information	View File

3.2.2 - Number of teachers having research projects during the year

5

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://www.siesascs.edu.in/research/major_or_minor_project.php
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

12

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

5

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	http://www.siesascs.edu.in/research/major_or_minor_project.php
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Today, India is the third largest start-up ecosystem globally

(number of start-ups) with more than 15,000 start-ups established in 2020. The access to funds, local talent, infrastructure, industries and local government support, in addition to costarbitrage, has enabled entrepreneurs to house their start-ups in smaller cities and towns as well, thus diffusing entrepreneurship across the country.

Nirmitee Kendra, the Entrepreneurship Cell and Skill Hub of the College established and funded under the Rashtriya Uchchatar Shiksha Abhiyan (RUSA) which aims at skill development among students and create successful entrepreneurs, was digitally launched by the honourable Prime Minister on February 3rd, 2019.

Nirmitee Kendra has conducted several programmes to introduce students to entrepreneurship and the world of innovation.

1. The successful launch of UV-Covid box & UV-Covid lamp was supported by it, with marketing support from Stem Learning Private Limited.
2. A seed funding of Rs.1,20,000 sanctioned to 'AaharNutra', an enterprise initiated by students of Post Graduate Diploma in Food Technology and Nutraceuticals, for 'Iron Bytes' a food product used to combat Iron Deficiency Anaemia.

Nirmitee Kendra strives to create an environment conducive to innovation, development, deployment or commercialization of new products and services driven by technology or intellectual property.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

Nil

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

C. Any 2 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

1

File Description	Documents
URL to the research page on HEI website	http://www.siesascs.edu.in/research/faculty_research_recognition.php
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

13

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

8

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

7

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	View File

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	View File
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Impact of Extension Activities in sensitising students to social issues for their holistic development

The institute endorses consistent engagement of faculty, students and staff with the neighbourhood community for their holistic development and sustained community development through various activities.

Each year, programmes are organized under which students and staff participate voluntarily in community-based activities with the neighbourhood. Various awareness programs, workshops, rallies and road shows with themes like cleanliness, green environment & tree plantation, gender sensitization, and empowerment of girls and women are organized.

Continuous voluntary activities by students to maintain cleanliness in and around the Campus, create awareness about the role of clean environment in human health and contribute to the National Swachh Bharat Abhiyan. The objective of such extension activities initiated is to imbibe the values of social accountability such as helping people in need and anguish, to understand and share the need of under privileged children, to promote cleanliness in all span of life and to inculcate social values and a deep interest in environmental

related issues.

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

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

NIL

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

26

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

773

File Description	Documents
Reports of the events	View File
Any additional information	View File

3.7 - Collaboration**3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work**

8

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

7

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

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 equipments, etc.

SIES College measuring 25,000 sq.ft, runs 24 aided, 19 self financed and 7 Ph.D. Programs in the campus. The college has 35 classrooms, of which 34 have LCD projector (fixed/ mobile) and 31 laboratories, of which 13 have fixed LCD projector. The auditorium and boardroom are ICT enabled. The Psychology classroom is designed to conduct lab experiments. The BMM department has a dark-room for developing their photographic material. The fully automated, air-conditioned library not only facilitates borrowing of physical copies of books but also browsing Ebooks and Ejournal. The Prajnya Center for

the visually challenged students is next to the library and has 4 desktops with special reading and braille facility and printer. Apart from the laboratories, students can use the browsing centre in the library. Science Laboratories facilitate PG and Ph.D. programs. A herbal garden of 1250 sq ft area, with 150 plant varieties is used for learning purposes. Book bank, a digital screen for display of notices, photocopying facilities are available for students. Departments, the academic staff centre and library are well equipped and designed to enhance academic growth. Funding for Augmentation and improving teaching learning facilities is provided by the management and procured from various government schemes.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

To facilitate all round development of students, NSS, NCC, Sports and Cultural activities are encouraged. The Institution has a well-equipped spacious gymkhana for indoor games such as table-tennis, chess, carrom, boxing and exercising. The quadrangle, measuring 5500 sq. ft. which was re-tiled, is used for cultural events, yoga and sports activities like volleyball and badminton. A sports ground is hired for outdoor events. Musical instruments are available for cultural programs and competitions. The NSS and NCC units have their own rooms, suitably equipped. The quadrangle is used by NSS and NCC cadets for their practice sessions and events. The Cultural Association has clubs like Music Club, Cross Vibez (dance) and Theatre Club. Our students win prizes at various events including Mumbai University Youth Fest. Students participate in large numbers in intercollegiate festival every year. To ensure safety and security, the premises is provided with fire extinguishers and CCTVs. The Auditorium with state of the art audio visual set up is made available to the students for curricular and cocurricular activities. In 2020-21, due to lockdown situation, all the events were conducted online through Microsoft Teams.

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

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

13

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

2.44

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

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

Library is fully automated with KOHA Library management software Version - 20.11.01 since the academic year 2015-2016. This is an international open source software. Entire software is hosted on cloud computing to provide 24x7 access to the library resources. Entire catalogue details consisting of books (general, reference, and Book Bank), CDs/DVDs, as well as recent journal issues, are uploaded on

Koha.

OPAC access is provided through a link from the college website for easy access (<http://sieswlibrary.firststray.in>). The opening page is provided with links to online resources (free as well as subscribed) under the headings of Newspapers, E-book, E-journals, E-databases, and others. Location of the books and availability are displayed in real time to help users identify the presence of books needed by them.

Circulation through KOHA is biometric, and RFID enabled. Student as well as staff Book Bank was automated using KOHA. Book issue and due date mail alerts are sent to users.

Koha was integrated with RFID for Stock taking. RFID Gate antenna was integrated to provide footfall count as well as to ensure security

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.siesascs.edu.in/library/library.php

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

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

5.95

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

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

970

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

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

All departments, laboratories, library and college office are installed with computer hardware and relevant software. Devices have the latest version of antivirus and retain the setting that schedules regular updates of virus definitions from the central server. Institutional email ID is issued to staff for official communication. The IT facility is equipped with Firewall security, Proxy, DHCP, DNS, email, web and application servers and manages the complete network of the college. The bandwidth availability for the institution is 50 MBPS and 100 MBPS provided by SAI Vision service provider and 20 MBPS through JIO leased line. Institution has availed the facility of the Service provider, SAI VISION and implemented WIFI MODULE - TP LINK EAP 245. Institutional Mail ID has also been created for students, which facilitates the use of Outlook, Office 365 and the use of LMS- Microsoft Teams for online lectures and assignments. Tally software is installed in Tally lab computers to enable practical learning for Bcom

and BMS students. The college has an active website ((<http://www.siesascs.edu.in/>)) jointly managed by the academic staff of the institution and IT department of SIES

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.siesascs.edu.in/admin/uploads/ab1653b9e944fba172171b3128d062e3IT%20POLICY%20VERSION%201.pdf

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
4193	208

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	View File
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

D. Any one of the above

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

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

4.96

File Description	Documents
Audited statements of accounts	View File
Upload any additional information	No File Uploaded

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

AMCs are budgeted for maintenance and utilization of equipment and infrastructure facilities. There are Committees for Maintenance, Timetable, Condemnation and College office, Technical assistants, hired external agencies and on call services. Any major repairs are separately taken care of by the management in their Capital Budget (CAPEX).

Utilization :

- Records are maintained for allocation of classrooms, Virtual room, Board room and Auditorium.
- Laboratory assistants monitor the usage of laboratories under the supervision of respective departments and stock registers for equipment are maintained.
- Library issue cards to students and a digitized record of usage is maintained.

- Cards are issued to students to access the Gymkhana. Sports Director monitors the activities.
- Classrooms and departments are wifi enabled and equipped adequately. Individual Institutional email ID is provided to staff and students.
- Canteen facility is available to all.
- 1250 sq ft.of herbal garden is used for learningpurposes.

Maintenance :

- Housekeeping and Security are provided.
- Pest Control is done regularly.
- Fire extinguishers are placed in prominent location.
- Records of equipment purchased and discarded are maintained.
- Library undertakes annual physical stock-taking and weeding of books.
- Technical assistants ensure smooth functioning of laboratories, computers and network facility and the website is regularly updated by staff.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.siesascs.edu.in/admin/uploads/2efd2b3bbb66f3cc37665b8fe8d0f988Infrastructure%20policy%20version%201.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

29

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

260

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities
Soft Skills
Language and Communication Skills
Life Skills (Yoga, Physical fitness, Health and Hygiene)
Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	http://www.siesascs.edu.in/naac/capacity_building_and_skill_enhancement_activities.php
Details of capability development and schemes	View File
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

2065	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees	C. Any 2 of the above
File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of outgoing students who got placement during the year	
27	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

333

File Description	Documents
Upload supporting data for students/alumni	No File Uploaded
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year**5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year**

20

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year**

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

Adhoc-Student Council was formulated during 2020-21 .

Student representatives are nominated on the following

committees

- IQAC
- College Development Committee
- Gymkhana and Sports Committee
- Gender Sensitization Cell

They participate in regular meetings and give suggestions. They also give valuable inputs during syllabus revision of their respective departments. They help the authorities in understanding student perspectives and opinions.

Students are also nominated on the

- Editorial committee of the annual college magazine DAKSHINAYANAM
- Subject Newsletters published by various departments.

They get experience of editorial work, data management and communication. They work as a team and follow strict timelines, work on the content received, lay-out and design aspects of the publication.

Students actively participate in organization of

- Annual College Cultural Festival VISIONS
- Annual College Literary Festival UTKARSHA
- Annual College Research Meet JIGNYASA
- University Research Meet AVISHKAR
- Activities of College Innovation Hub Nirmitee Kendra
- Activities of NCC
- Activities of NSS

- **Activities of Subject Associations**
- **Activities during Youth Festival**
- **Activities of Cultural Committee**
- **Conferences and seminars organized by the College**
- **Placement Activities**

They participate in organization of events, planning, preparing publicity material, PR activities, event management, certificate preparation, volunteering for the events.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

5.3.3 - Number of sports and cultural events / competitions organised by the institution

10

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

SIES College Past Students' Association as a mission fosters a spirit of adherence towards one's alma mater amidst the present student populace as well as its alumni and to promote the general welfare of the College. We seek to provide social and professional networking opportunities, facilitate and

strengthen the ties between alumni, their alma mater and the community.

The association have been continuously supporting the institute in various welfare activities during the academic year 2020-21 such as:

- Financially support needy students' fees for continuing education during the pandemic year
- Collaborated with various departments in hosting academic programs
- Sanitization of the classrooms in association with Brihanmumbai Municipal Corporation

We aim at generating funds to facelift Classrooms and carry out extension activities by involving illustrious alumni in delivering lectures, training for professional development skills & to foster academia-industrial collaborative events.

Past Students' Association

Registered under the Societies Act, 1860-BOM-422/77.

Registered under the Bombay Public Trust Act.
1950-F-4644(Bombay)}

C/o SIES College of Arts, Science and Commerce

Sion (West), Mumbai -400022.

Email : siesascs.psa@gmail.com

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

File Description	Documents
Upload any additional information	View File
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution	
<p>The vision is to facilitate a learner-centric environment with a mission to promote participatory administration; to deliver quality services; to nurture a team of competent faculty and employable students.</p> <p>Governance: The administrative head advocates transparency, integrity, accountability, effective use of resources, a conducive work ethics and proactively build the capacity of all the stakeholders.</p> <p>Perspective Plan: The institution has been consistently committed towards the pursuit of excellence. The IQAC, with the contributions of Principal, Registrar, Heads of the department and senior faculty members developed the perspective plan. The plan is aligned to SIES Mission 2025 as the most admired institution in tune with NAAC Goals.</p> <p>Further with the impending NEP 2020, we are engaged in fostering students with new courses, focusing on OBE, developing multidisciplinary and inter-disciplinary programmes, enhancing various skills, integrating Indian Knowledge system and upgrading to Online Digital Learning as an option in accordance with the parameters for HEIs.</p> <p>Participation of the teachers in the decision-making bodies of the institution: As per the Autonomous guidelines, we conduct Governing Council, College Development Committee, Finance Committee, Academic Council, BOS, IQAC meetings. Teachers constitute into these as well as other statutory and non-statutory committees to manage curricula and co-curricular activities.</p>	

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://www.siesascs.edu.in/about/institution_goals.php

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

With respect to smooth conduct and to decentralise the administrative activities the Principal, the Registrar along with the Vice Principals plan the schedule with respect to admission, IT infrastructural purchases, additional resources in library, statutory/non-statutory committees. They also monitor the optimum utilization of space and funds for the stakeholders.

As part of the online admission process for all classes, Notices are uploaded on the website. The admission committee as per the instruction from the administrators take charge of the process. Beginning of each term, staff meeting is conducted to share the academic, examination plan, cultural & literary festival dates and annual sports day event. In association with IQAC the action plan regarding dissemination of conducting workshops/training/seminars/webinars/FDP are mobilized.

HODs prepare the annual financial estimates, time table for theory and practical classes teaching, research activities and seminars/assignments and examinations and tests, outreach and extension programmes . They also raise purchase requisition for the purchase of equipment, chemicals, and books etc. for their respective Departments and submit the same to the HOI. The Examination controller independently plans the schedule of examination, allocation of supervision for staff, duties for the non-teaching, result settlement and announce the dates for the declaration of results.

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	No File Uploaded
Paste link for additional Information	http://www.siesascs.edu.in/admin/uploads/c2bfde1ef7f7dd6071675879da286176A%20Case%20Study%20of%20Admission%20process%20for%20First%20Year%20Classes_2020-2021.pdf

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

After Autonomy there is a continuous evaluation and strategic planning for initiating new courses each year keeping the goal of academic excellence. As per the demand/feedback from stakeholders new courses in Science and Management Studies were considered. With the successful launch of Bioanalytical Science in the previous year and its effective implementation was visible through academia-industry interactions, workshops, seminar/webinars, training programmes and it opened avenues for internships. In 2020-2021 two new programmes BMS in Capital Market and B.Sc. in Data Science were introduced. The syllabus, eligibility criteria and other information are displayed on the website. For B.Sc. Data Science online entrance test conducted to select candidates. Students for BMS in Capital Market were selected as per merit. In coordination with IQAC a structured feedback was collected for both Teachers' and Students' preparedness for online learning. For the same a relevant workshop on Create, Integrate and Educate was conducted to build the capacity of the teachers with new pedagogies. The plan for revision of syllabus after three years of autonomy was considered by all the departments. For the same Board members of the respective departments gave valuable suggestion for the revision of the curriculum with OBE under Bloom's Taxonomy.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://www.siesascs.edu.in/naac/institutional_strategic_perspective_plan.php
Upload any additional information	View File

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

The South Indian Education Society with a spirit of sincerity believes that education is a tremendous responsibility. As an autonomous college BOS, Academic Council, Finance Committee and Governing Council are the decision making bodies. The Human Resource Policy of Society includes recruitment of new teaching & non-teaching staff, sanction of leaves, promotions for Unaided staff, medical benefits which is supported by the Head of Institution / Registrar. There is a Central Information Technology Team and Central Training Department to support the institute in IT services and training programmes throughout the year. The Head of the Institution forwards the Employee Requisition form filled by the staff & forwarded by HODs, to the Honorary Secretary. The HODs secure smooth conduct of Teaching-Learning-Evaluation, review performance of the students, teaching and non-teaching staff and engage in all duties as assigned by the HOI/Management. Teaching staff fulfil all the academic-professional responsibilities assigned by the HOI/HOD. The Librarian implements all library rules as directed by the Management, notifies and updates the library resources to the staff through internal mail. The administrative set up and procedures followed in the institute assures smooth sailing of all activities making it effective and successful functioning.

File Description	Documents
Paste link to Organogram on the institution webpage	http://www.siesascs.edu.in/admin/uploads/5393531582b1797f7f9dbc528776b644The%20Organizational%20Structure_2020-2021.pdf
Upload any additional information	View File
Paste link for additional Information	http://www.siesascs.edu.in/admin/uploads/9d7c53e635a37cfd58d6ce69cdce1d4aAdministrative%20Policy,%20Rules%20&%20Procedures_2020-2021.pdf

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

To give impetus to the career advancement of teaching staff, they are encouraged to pursue research activities, publish research papers, foster research projects, promote higher studies. Staffs are sanctioned duty leave, emergency medical leave, half-pay leave and leave without pay. With respect to welfare there is a provision for Provident Fund, Gratuity and medical claim. The admission of the children of the staff is secured through staff quota. There is Co-operative credit society which disburses loans for renovation of house,

medical reasons, children's fees for higher education and other personal purposes. There is a provision for emergency loan. On a regular basis the credit society committee meets, check the applications/documents and sanction the loan after scrutiny. The repayment of loan is continuously monitored. The institute encourages sports in non-teaching staff. The institute promotes self-development, offers financial support and provide health welfare measures. Non-teaching staff are given a pair of uniform. Teaching and non-teaching staff avail Free tea coupons. On completion of 25 years and superannuation they are felicitated for the dedicated services. The retired staff along with pension also receive gratuity. There is a doctor-on-call facility and during medical emergency we have a tie-up with the near-by government hospital.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.siesascs.edu.in/admin/uploads/c6679c326f1ebeae7a1aa7c66b5193446.3.1.%20Welfare%20Measures-%202020-2021.pdf

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

0

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

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

10

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	View File
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

40

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The institute accounts are audited by internal auditors twice a year appointed by the management. The Institute's accounts are subject to external audits like Joint Director Office of Mumbai Region, Senior Auditors of Mumbai Region and Accountant General's Office. In the year 2020-2021 Accountant General's Audit was conducted for five years period from 2015-2016 to 2019-2020. Since we received the RUSA Grant of Rs. Five Crore, Physical, Civil and Finance Audits were conducted. The Audit team appreciated the meticulous documentations of all the records with respect to vouchers, invoice and purchase requisitions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.siesascs.edu.in/admin/uploads/c8238cc73a2c518d9f3d3b34c1e75b5cInstitutional%20Audit%20Reports.pdf

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

1,68,652

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

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

Fund mobilization takes place by way of fees, renting of classroom to conduct various examination like ICAI, MPSC and UPSC. We have also received donations by individuals/Alumni/Philanthropist for fee payment of needy students.

The institute has Capital Expenditure committee and Purchase Committee as effective mechanisms for utilization of resources through budgetary provisions. The CAPEX committee finalizes the purchases above one lakh through procurement of quotations and tendering. The purchase committee formalizes procedures for purchases including books and periodicals through purchase orders duly signed by Purchase Head and the Head of the Institution. The expenditures like repairs, AMCs, stationery and lab consumables, are covered under Revenue Budget. The utilization of RUSA fund is also monitored by CAPEX Committee.

We receive grants for NCC, NSS from respective departments which we utilize for their activities. The SEAT (SIES Education Assistance Trust) Scholarship instituted by the Society for payment of fees of the needy students. The fees is disbursed on the basis of the criteria-Academic Scores and Family Income. We also receive scholarship and freeship from Bhojraj, Geeta Israni and other endowments.

The Budget, mobilization and utilization of funds is passed through Finance Committee and Governing Council and is also discussed College Development Committee.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	http://www.siesascs.edu.in/admin/uploads/dfa9b91df8021e312e6e8e0e404ea358Mobilization%20of%20Funds%20&%20Utilization%20of%20Resources%202020-21.pdf

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

1. Faculty empowerment activities

During preceding year, IQAC had focused on faculty empowerment activities like Excel Training, Effective Data Management, Outcome Based Education. During the current year, focus was on online education, e content development and Research. An online one-week workshop "CEI" to acquaint teachers in virtual mode of teaching, A workshop on "e-content development and MOOCs", A National webinar on "Fostering Research Culture in HEIs", A workshop on "Research Tools Management", A webinar on OBE-"Understanding POs, PSOs and COs"; are significant IQAC activities.

2. Outcome Based Education

The Institution started preparations to adapt OBE system from 2019-20, by sensitization the teachers through a workshop on

Bloom's taxonomy. However, 2020-21 being a pandemic year, the institutional goal now is to implement OBE from 2021-22. A webinar for teachers on "Understanding POs PSOs and Cos" was organized in August-2020. IQAC conducted brainstorming sessions for teachers to crystalize the Institutional POs, COs and Learning

Objectives:-The Institutional Vision, Mission and Learning Objectives are shared with teachers and students through the Institutional website. POs and PSOs are well-defined for all the programs. Syllabus revision for the first year syllabi of all the programs and defining the COs for the same is underway.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.siesascs.edu.in/admin/uploads/e4171eac1537ae4f33902c7a13588c37Quality%20Initiatives_2020-2021.pdf

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

1. Survey during lockdown and subsequent action

The Lockdown was implemented in March 2020, following which, IQAC conducted two surveys - To assess preparedness of Students and Teachers for Online education. The analysis of the survey indicated need to train the teachers for Online Teaching Learning. IQAC designed and conducted a one-week online workshop for teachers, CEI-Create e content, Engage Learners, Interact virtually. The workshop trained the teachers in using Google Classroom, Teams, making presentations and videos and interacting online. Institution made available online LMS platform "MS Teams". Teachers and students were oriented to use this effectively.

2. Feedback System

Teachers were sensitized about the importance of curriculum

feedback and utilizing the same for syllabus restructuring. The forms were structured, yet flexible, to suit diverse courses. Feedback was collected from Students, Teachers, Parents, Alumni and also Employers of interns. The feedback responses were analyzed using Excel, conclusions and suggestions were utilized for curriculum improvement. IQAC also conducted Feedback of Teacher by students, which was analysed and reports submitted to Institution Head confidentially. These were further communicated with respective teachers for further improvement and encouragement. Student Satisfaction Survey was conducted online and analysis was utilised for improving the online TLE process.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.siesascs.edu.in/naac/feedback_of_stakeholders.php

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

B. Any 3 of the above

File Description	Documents
Paste the web link of annual reports of the Institution	http://www.siesascs.edu.in/admin/uploads/d15857bc4bbf71e4e8d414324dfdb3dfSIES%20Annual%20Report%202020-21%20FOB_Final.pdf
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	No File Uploaded
Upload any additional information	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institute has special facilities for all in terms of installation of CCTV cameras at nodal points, appointed women security personnel, Professional Counselor for students, separate common rooms for male and female students with facilities like disabled-friendly washrooms, sanitary pad vending machines for girls and lady cleaners.

The institute aims at sensitization of students towards gender equality through Gender Sensitization Cell, NSS and Rotaract activities.

The Gender Sensitization Cell focused on the theme of Empowerment by joining hands with Aspire for Her, an NGO guiding young girls in their career path and job prospects. The students enrolled as GSC Ambassadors for various activities in association with this NGO. A Webinar on Responsible Netism was organised in Collaboration with Maharashtra Rajya Mahila Aayog, Mumbai. It focused on awareness of various cyber crimes and suggested necessary precautions while surfing.

NSS organised a two day workshop in association with Art of Living on Menstrual Health and Hygiene.

Rotaract organization undertook an outreach project called 'Stains' to spread awareness about Menstrual Hygiene in Kashele High School Neral. It celebrated Women's week in March 2021 through Social media which was used to sensitize and appreciate the essence of womanhood.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

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

B. Any 3 of the above

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

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

During the year 2020-21, the campus was closed for students and teachers due to COVID19 lockdown. The canteen and laboratories were not functional. Hence the amount of wastes generated was negligible.

Following are the Waste Management measures during normal years when the campus is functional.

1. Solid Waste is segregated into Broken glassware, Paper and Plastic. Old instruments are evaluated by a condemnation committee every three years. These wastes are disposed of through scrap vendors.
2. Liquid Wastes are diluted and Strong acids are neutralized before discarding

3. Biomedical Waste Management

a. Biomedical samples like blood and blood products are treated with dilute Dettol or Savlon, taped in Red before disposing them of separately

b. Laboratory Animal waste (Fish, Prawns etc) are packaged and disposed immediately on the same day to avoid putrefaction.

c. Laboratory Carcinogenic chemicals like Ethidium bromide are disposed after treating it with Potassium Permanganate

d. Laboratory Bacterial cultures are Autoclaved and then disposed

4. E-waste management NSS and NCC units of the college regularly organize e-waste collection drives.

5. Hazardous chemicals For safe disposal of hazardous chemicals, staff connect with industries.

6. Waste recycling system

Discarded dustbins, containers, wooden frames are reused. Used/soiled papers are shredded regularly.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	View File
Any other relevant information	View File

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

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

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

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

D. Any 1 of the above

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

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

A. Any 4 or all of the above

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

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

Institution with a sense of inclusiveness, grants admission to all based on merit . It provides a healthy environment to

students coming from varied regions, states, language, or community. The college has multilingual and multi-regional students & staff . Each year all regional festivals are celebrated with fervor. Academic programs ensure the values & theories on harmony, tolerance, Justice, equality in the curriculum of Foundation course, Political science , Literature studies & Philosophy. Students gather and organize cultural programs on Independence Day after flag hoisting. Cultural and language associations (Marathi, Hindi, Tamil, Malayalam) engage in activities in bringing out the essence of tradition & culture. Traditional day is a popular event where students come dressed in their respective traditional attire. Valuelab provides activities each month on values like Kindness, Tolerance, Peace & Harmony. NCC, NSS and Rotaract join hands with many forums to fulfill their respective goals engaging in activities like Beach cleaning, Blood donation, Talent Mania (school children), Sports events for less privileged students. Students coming from low socio-economic families, are supported with scholarships like SEAT, Gita Israni, Bhojraj and MAHADBT. Students can express their ideas in different languages and topics through the college magazine Dakshinayanam and various newsletters.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

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

The institution undertakes various efforts by inculcating human, social, moral and Civic values to the students.

A webinar on 'Functioning of Municipal Corporation in India and Its Challenges' by Mr. Aviral Narayan Dubey, Project Officer, Praja Foundation which gave an insight on civic values, obligations and duties of citizens towards the government.

College alumnus Ms. Mithila Naik-Satam delivered a talk on 'Citizen Administration Interface -A Case of Khaana Chahiye Project'. Students were sensitized towards the fundamental right: the Right to Life under Article 21 of the Indian

Constitution.

Foundation Course, Political Values and Ideologies, Introduction to Law courses at the first year and second year level include the values and ideals enshrined in the Indian Constitution, highlighting fundamental rights and duties of citizens. The curriculum builds a robust structure of values and ethics in the all round development of the students of the institution.

The Value Lab of the college conducts various activities to orient students towards human values and ethics by conducting talks and activities on leadership skills, respect, self-reliance and gratitude.

To celebrate Constitution Day, the preamble to the Constitution was read by the Students followed by a discussion on Fundamental Rights and responsibilities of citizens.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The institute actively celebrates various national and international events and festivals.

Statistics day is celebrated by organizing a guest lecture on 29th June-2020.

The NSS and Economics department organized an inter-collegiate online quiz to celebrate Independence day.

The Zoology Department and Nature Club celebrated Bird Week in November-2020 to commemorate the birth of Ornithologists Dr Salim Ali and Maruti Chitampalli

On 26.11.2020 Constitution Day was celebrated by reading the Preamble of the Indian Constitution and discussion on Fundamental Rights by the Politics department.

Republic day was celebrated by the NSS unit by flag hoisting and organizing cultural events.

Marathi Vangmaya Mandal organized an online language game "Bolu Kautuke" on 27.02.2021 to celebrate Marathi Bhasha Diwas.

IQAC and Gender Sensitization cell organized a webinar on women's rights in society

on International Women's day.

Maharashtra day was celebrated by flag hoisting and singing on 1st May 2021.

The Botany Department celebrated Environment week between 05.06.21 to 12.06.21. The Commerce department celebrated the same on 05.06.21 by organizing inter-collegiate competitions.

International Yoga Day was celebrated by the Philosophy Department, NSS, and NCC units by organizing a workshop on 'Yoga and Pranayam'.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

SIES College of Arts, Science and COmmerce, Autonomous, Sion west, Mumbai

Best Practice 1

1. Title of the Practice

Peer assisted learning for Teachers' capacity building- The CEI workshop

2. Objectives of the Practice

CEI aimed to train the teacher participants in developing e-content, engaging the learners and interacting in a blended learning environment.

3. The Context

Peer Assisted Learning emerged as an essential pedagogy in higher education, in response to facilitators and learners

seeking to meet the demands of their learning experience in the virtual classroom.

4. The Practice

IQAC conducted a survey to assess preparedness of learners and facilitators for Online education. The analysis of the survey indicated the need to train. Through the LMS platform MS Teams provided by the institution, this online training could implement the core elements of collaboration, reflection, communication, self- and peer assessment.

5. Evidence of Success

In a span of six days topics that would help in teaching learning as mentioned in the graph were covered.

A benchmark of faculty capacity building, 40.9% teachers had fair knowledge of topics before attending, minimised to 1% after attending.

6. Problems Encountered and Resources Required

From 115 Teacher beneficiaries, 92 rated excellent; 23 rated good. Within six days; discussing all aspects of online TLE satisfactorily, evaluating assignments and providing meaningful interaction, doubt solving was difficult.

7. Notes

On the basis of the positive feedback, the Head of Institution recommended the IQAC team to implement a similar theme as part of its extension activity in the sister institutes of SIES.

Best Practice 2

1. Title of the Practice

Fostering Collaborations to enhance direct, indirect, experiential learning and research opportunities.

1. Objectives of the Practice

To provide online learning and knowledge sharing opportunities beyond the

curriculum through collaborative projects, internships and MOOCs, webinars,

guest lectures.

1. The Context

Collaborative capacity building activities during lockdown focusing on industry

readiness, skill enhancement, acquaintance with new trends in technology and

research were offered to the students to upgrade their knowledge and also gain

certification.

1. The Practice

In tune with the objectives of NEP, the institute explored collaborations by

1. Associating with online training institutes for MOOCs
2. Organizing collaborative guest lectures, training workshops and webinars
3. Providing internship opportunities and guidance for startup
4. Linking with research institutes for projects.

The lockdown imposed limitations, however SIES succeeded in

collaborating

effectively.

1. Evidence of Success

Guest lectures, Projects, In Plant training s, MOOCs, Value added courses, research and startup guidance through 5 MOUs and 9 Collaborations helped in enhancing skills of students and keeping them abreast with recent industry and international academic trends.

1. Problems Encountered and Resources Required

The availability of internet and devices for online certification programs was a

problem for students. Also encouraging students for offline project work was

challenging during pandemic.

7. Notes (Optional) NIL

File Description	Documents
Best practices in the Institutional website	http://www.siesascs.edu.in/admin/uploads/2c613c310a0046050a541badfcda9b2cBest%20Practices%202020-21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

With autonomy, SIES has continued its journey towards academic excellence by introducing two new programs in 2020-21 namely BMS in Capital Markets and MSc in Data Science, thereby fostering research and keeping our focus on industry needs and job prospects. We obtain feedback on the curriculum annually. The Boards of Studies revised and

updated syllabi taking the opinions of industry experts and introduced collaborative value added courses tailor-made for our students. Two such NISM SEBI courses (Level 1 Mutual funds and Level 2 Share Markets) were introduced by our Centre for Excellence alongside collaborations with Coursera (1400 courses and 655 beneficiaries), NPTEL(163 beneficiaries) and Internshala (80 beneficiaries) Infrastructural upgradation included the installation of MaxHub in our Boardroom for enhanced real time video conferencing, footfall counter at the library entrance along with a Humanities Research Centre. RFID library cards for MSc students and the purchase of CAMAG LINOMAT 5 for the MSc Bioanalytical Science laboratory are other noteworthy additions. Two students were granted seed money for their product launch under our Nirmitee Kendra. Lastly, an interdisciplinary national webinar on "Fostering Research Culture in HEIs" was organized in April 2021 to ensure that we continue on the path of academic excellence.

File Description	Documents
Appropriate link in the institutional website	http://www.siesascs.edu.in/admin/uploads/d3ed910302c585a97779933706795466Institutional%20Distinctiveness%202020-21.pdf
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Formalization of Policy Documents
2. Infrastructural Upgradatiopn of Gymkhana, Canteen, Center For Excellence, space for IQAC room
3. ICT faciliies upgradation, addition of new computers, printers, more ICT enabledclass rooms
4. Research Pronmotion: Recognition and continuation of Ph.D. centers, Workshops on research methodology, formalising the research ethics policy
5. Upgradation of security measures: More CCTV cameras to be installed
6. Curriculum revision, Outcome Based Education to be implementedat First Year level, New choice based credit courses to be launched at first year level as per UGC guidelines
7. Screening cum evaluation process under CAS for teachers

due for promotion

8. Organisation of National and International webinars
9. Launching a formal Mentoring program for all classes
10. Teacher capacity building through workshops and seminars
11. Value Based Outreach Activities
12. Gender Sensitization Activities