



SELF STUDY REPORT

FOR

4th CYCLE OF ACCREDITATION

K J SOMAIYA COLLEGE OF ARTS AND COMMERCE

K J SOMAIYA COLLEGE OF ARTS AND COMMERCE, VIDYAVIHAR, MUMBAI
400077

<https://kjsac.somaiya.edu.in/en>

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

May 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

K. J. Somaiya College of Arts and Commerce, founded in 1960 at the Vidyavihar campus, is one of the premier institutions within the Somaiya group. The college is permanently affiliated with the University of Mumbai and recognized by the UGC under 2(f) and 12(b) of the U.G.C. Act. It has been awarded linguistic minority status, reflecting its commitment to diversity and inclusivity in education.

In order to fulfil our mission of empowering students, the college lays a great amount of emphasis on the holistic development of all its pupils.

Accreditations and Rankings:

- Over the years, K. J. Somaiya College of Arts and Commerce has received several accolades for its academic excellence and overall performance.
- The college was re-accredited and awarded 'A' grade with a CGPA score of 3.27 by NAAC on 4th September 2010.
- The college was also conferred autonomous status by U.G.C. vide letter no. F.22-1/2011(AC) dated 3.11.2011 and the University of Mumbai vide letter no. Aff./ICD/2012-13/1/887 dated 19.10.2012.
- In 2016, the college was recognized by UGC as a "College with Potential for Excellence" for the period 2016-2021 vide letter no. f12-1/2010/2015(NS/PE) dated 27th May. 2016.
- In the third cycle of accreditation, the college was re-accredited and awarded 'A' grade with a CGPA score of 3.33 by NAAC in September 2016.
- K. J. Somaiya College of Arts and Commerce has consistently performed well. The college was ranked 3rd among Arts and Commerce colleges in Mumbai and 24th among Arts and 18th among Commerce streams at all India levels by India Today Magazine in June 2021.
- It was also ranked 4th in Maharashtra and 21st all over India by **EduWorld** Magazine in its survey of June 2021.
- In the most recent survey of Edu World Magazine in 2022-23, the college was ranked 4th in Maharashtra state and 6th all over India among private Autonomous Colleges.

The National Cadet Corps (NCC) Unit has been particularly noteworthy, winning the Vice-Chancellor's banner for three consecutive years. Meanwhile, the National Service Scheme (NSS) Unit has also made significant strides in community service, particularly in the areas of health crises, preparedness, gender sensitization, the building of life skills, environmental enrichment, and conservation. These achievements demonstrate the college's commitment to promoting holistic development and fostering strong community ties.

Vision

Our institution envisions providing top-quality education to individuals from diverse backgrounds with the goal of empowering them while adhering to strong values.

Vision to establish Pan-World: International Linkages

Somaiya Vidyavihar Trust has established various international linkages and signed Memoranda of Understanding (MoUs) with different institutions and universities worldwide. These partnerships are aimed at enhancing the quality of education and research at Somaiya Vidyavihar, and providing students with global exposure and learning opportunities.

Some of the notable institutions and universities that Somaiya Vidyavihar Trust has partnered with include:

- **Beijing International Studies:** a partnership with Beijing International Studies University, a leading institution in China for foreign language and culture education.
- **CASI Global:** established a partnership with CASI Global, a consulting firm that specializes in promoting education, culture, and trade between India and Japan.
- **Saint Martin's University Washington:** an agreement with Saint Martin's University in Washington State, USA, which provides opportunities for student and faculty exchanges, joint research initiatives, and other collaborative programs.
- **Endeavour Careers Pvt. Ltd.:** Somaiya Vidyavihar has a partnership with Endeavour Careers Pvt. Ltd., an organization that provides coaching and training for various competitive exams, including those for admission to business schools and universities.
- **New Jersey City University (US):** established a partnership with New Jersey City University, which provides opportunities for student and faculty exchanges, joint research initiatives, and other collaborative programs.
- **Jagiellonian University (Poland):** a partnership with Jagiellonian University in Poland, which aims to promote academic and research collaborations in areas such as humanities and social sciences.
- **DYU D'Cunha:** a partnership with DYU D'Cunha, an organization that provides training and support for entrepreneurship and innovation.
- **Sykes and Ray Edupo:** Somaiya Vidyavihar has established a partnership with Sykes and Ray Edupo, an organization that provides training and support for various professional certifications and courses.
- **IISFT Skills Pvt. Ltd.:** Somaiya Vidyavihar has a partnership with IISFT Skills Pvt. Ltd., an organization that provides training and support for various professional certifications and courses.
- **DIGI Ally:** Somaiya Vidyavihar has a partnership with DIGI Ally, an organization that provides training and support for various digital marketing courses and certifications.
- **Unit of Star Jaisi digital ooH Media Pvt. Ltd.:** Somaiya Vidyavihar has established a partnership with Star Jaisi Digital Out of Home Media Pvt. Ltd., which provides training and support for various digital media courses and certifications.

Mission

Our college aims to provide a strong foundation for learning, train and guide students to excel, and provide opportunities for the development of skills, capabilities, and talents. We promote excellence in every student through interdisciplinary, extracurricular, and co-curricular activities, as well as seminars, workshops, debates, and exposure to distinguished individuals in various fields. We provide financial and other necessary assistance to deserving students and promote regularity, punctuality, and discipline.

The mission of K. J. Somaiya College of Arts and Commerce is to empower students with value-based education and academic excellence. The college aims to provide a strong foundation for learning, train and guide students to excel and develop a spirit of competition, and promote excellence through participation in interdisciplinary, extracurricular, and co-curricular activities. The college envisions creating a conducive educational environment that is constantly monitored, tailored, and adapted to the needs of students, parents,

and the community, through continuous improvement and development. About six thousand five hundred students from Junior as well as Senior College and about a hundred and fifty Postgraduate and Research students participate in academic and other activities of the college every year under the guidance of a caring and supportive staff.

Mission Statement

“Our mission is to foster the overall personality development of students through curricular, co-curricular, and extracurricular activities. We aim to provide high-quality and beneficial services to those in need, achieve community and social development through education, and foster students' overall personality development through a balanced combination of activities.”

Our Quality Policy:

At Somaiya Group, we are committed to providing a constantly monitored educational environment that is tailored and adapted to the needs of parents, students, and the community at large. We continuously strive for improvement and development.

Unique Features

Our college is the founding institution of Somaiya Vidyavihar and has a well-equipped library with computer and internet facilities. We conduct online internal assessments of our students and organize parents' meetings twice a year. We place great emphasis on value education through the teaching of the Gita and Ethics.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The college embraces values with a slogan *‘Dnyandev tu kaivalyam’* –meaning only knowledge liberates and weaves the same with aspiring **graduates, post-graduates and research scholars through academic excellence, compassion and creativity into their life, work and relationships in the service of the nation.**
2. In house **faculty development and quality enrichment programs** and **supports** them to pursue the same from the HRDC centres across India.
3. The **myriads of cultural, co-curricular and extra-curricular activities within the college** have been an integral part and ethos allowing the faculty and students.
4. The **sound mentor and mentee system** has been indispensable part of the teaching and learning process.
5. **NSS, NCC, Cultural Forum or Extracurricular sports/cultural/organizational events** providing opportunities for growth.
6. **Value-added courses** and activities of the NSS, NCC, DLLE and etc.
7. **A registered Alumni Association**
8. The **rich diversity in the students being admitted** consist of learners from abroad, outside the state; leaners with diverse socio, economic, cultural, religious backgrounds and differently abled individuals
9. The **Board of Studies in each department is consist of the members from the spectrum of fields representing subject experts, people from the industries, representatives of the Alumni**
10. There is **complete transparency between the Faculty and the students** and the evaluation process is

comprehensive and accountable.

11. Languages like Marathi, Hindi, English, Sanskrit, Gujarati and other **foreign languages are taught** in the college.
12. In order to enhance **language abilities in expressions and enrich the prospectus in potential employment** college has introduced Hindi, English, Sanskrit and Marathi
13. All **the classrooms are ICT enabled** and aid in the integrating the traditional as well as the ICT based pedagogies.
14. College governing body has a sizable amount towards the **seed funding** and the development of new courses.
15. Library as a resource centre has been **integrated with all the libraries across the campus** and well equipped with online facilities too.
16. There is a **Wellness Centre with trained counsellors, doctors** that promotes mental well-being and physical wellbeing of each individual. Besides, a stationed **Ambulance** in the campus
17. In **campus centralised incubation centre called RIIDL** (Research Innovation Incubation Design Labs)
18. **Somaiya Institute for Research and Consultancy (SIRAC): Research and consultancy** – a centralised facility with in house 5 research centres leading to Ph.D. degree.

Institutional Weakness

1. **Decreasing numbers of permanent Faculty** due to the lack of government sanction to fill all the vacant posts, results in a floating population of temporary/ ad-hoc staff who may not be as invested in the betterment of the students/ pedagogy/ institution.
2. **Inadequate Faculty research output** has resulted in few publications in UGC-recognized high impact journals.
3. **A lot of time is spent on administrative work by the Faculty**, so administrative support needs to be improved to free the Faculty and enable them to devote time for research.
4. Several collaborative activities and linkages have been initiated by departments with **no proper documentation/ MoUs**.
5. **Documentation of student progression**, number of students that clear competitive exams and those securing internships needs to be improved.
6. There is **difficulty in implementing a completely flexible choice-based credit system** due to aided/unaided programs running in parallel and with space constraints.
7. **Constraints in physical space** to start new programs or expansion of existing programs or increasing of number of computer laboratories for Accountancy, Mathematics, Languages, Commerce and Psychology
8. Since the non-teaching is appointed on the promotion basis, **a chunk of staff is inadequate in skills required for the office work**. Thus, hampers the pace of official work.
9. The **student teacher ratio is high due to constraints from the government norms on the appointment of teachers** and sanction of the work load by the Government of Maharashtra.
10. Since, **the college is Arts and Commerce stream centred, inadequate patronisation of the research projects and consultancy** opportunities are very rare.
11. Majority of the students **in commerce stream look for professional examinations like CA, CS or CMS**, so the number of student appearing for the competitive examination is very less.

The de-affiliation of self-financing courses from the aided section has affected the institutional revenue.

Institutional Opportunity

1. An opportunity **to start new programs and courses for skill enhancement** in blended mode
2. **Recruit talent from industry and other research institutes** by establishing Research Chairs, providing a boost to the research output.
3. **Increase collaborative projects** – intra- and inter-institutional, and maximize the sharing of resources.
4. **Improve the productivity in Entrepreneurship and skill development** through the EDC, DLLE, RIIDL and SIRAC
5. Under the NEP, **the multidisciplinary programs and full-fledged choice-based credit system in new can be well worked** out since there are 8 institutions on campus catering to science, technology, food technology, management, commerce, journalism and etc.
6. **Introduction of complete ERP** to reach end user.
7. Autonomous status gives ample **opportunities to experiment and innovate in Teaching, Learning methodology, Research & Extension** With enhanced ICT infrastructure, Faculty can develop more e-resources
8. A sustained **initiative to Active Institute–Industry Interface**
9. **Recognition from RUSA schemes** - opportunity to launch more projects and incubators linked with Government
10. Given the ranking by leading Periodicals and Magazines, the College has opportunities **to explore the National Institutional Ranking Framework (NIRF), Government of India**
11. A **systematic and channelized efforts** by faculty and the available resources to support for the Competitive Examinations
12. Since the college is located on central railway line of the suburban railways but Harbour Line, Western Line and the metro line is also close so **there is an locational advantage** with lush green vegetation on the campus
13. Greater involvement of **NRI Alumnae in all-round development** of the college.

Institutional Challenge

1. The **student teacher ratio is high** so maintenance of academic quality is steadily decreasing
2. **Generation of meaningful research with the existing workload requirement mandated** by the government and the long commute times for the most Faculty since they all reside off campus i.e. on an average distance of 16 kilometres away from the campus.
3. **Attracting quality students** when there is stiff competition from private/ foreign institutions which might offer better facilities or more niche programmes.
4. **Providing additional administrative support** to the Faculty.
5. **Generation of a research funds through the various agencies** since the college deals with commerce and arts disciplines
6. **Faculty and student exchange programmes** with nationally and Internationally acclaimed Institutions
7. **Inadequate staff for the administration**
8. **The compulsory deputation of staff on election duties throughout the year.** For instance our 4 non-teaching staff has been taken by election office round the year which affects the services to the students.
9. **Increasing the administrative work with teachers** renders them with less time to focus on research.
10. **Undue delay in issuing of the NOCs by the Government for the appointment of teachers.**
11. The **student and computer ratio is high as the space crunch** does not allow any increase in the number of laboratories.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

K J Somaiya college of Arts & Commerce is offering Choice based Credit System (CBCS) since 2016 & Outcome Based Education (OBE) in 2019 considering the rising demand for higher education among learners.

- The autonomous status of the **college allows designing its quality oriented & need based curriculum**. Keeping in mind the holistic development of learners, their employability & other skill developments college is offering 12 Undergraduate, 6 self-financing Programs, 7 Postgraduate & 3 Ph.D. program.
- In order to cater the demands of the job market, learners are equipped with **specific skills through a wide range of certificate courses** as well. In total, the college offers 666 courses across 28 programs.
- **UG curriculum comprises Major core, electives, skill enhancement & ability enhancement courses**. College maintains **academic flexibility** through its syllabus revision, offering sports, foreign languages as optional courses for Foundation course. 263 New courses have been introduced during the assessment period. Projects, Dissertation, viva, field visit are also the part of UG & PG curriculum to provide practical experience to students.
- With the implementation of the NEP 2022, which emphasizes on learning different languages, this institution is already **providing foreign languages** as options for Foundation courses.
- Additionally, **NCC studies** help students who wish to make a career in defence and serve the country. Various **Sports like Judo, taekwondo, Badminton, Basketball are also incorporated as a part of the curriculum**.
- **Field visits, Industrial visits, internship** allow students understand the work culture, production process, human resource management. Such field work also help in building qualities such as cooperation, coordination, teamwork, leadership & sense of responsibilities among learners.
- The **courses offered focus on national integration, cultural heritage, gender, environmental and other social issues**.
- **Value education and environmental studies** sensitize students to various socio-economic issues of India. In order to allow students to develop all-rounded personalities, associations such as NSS, DLLE, WDC, EDC, and SCPAT are available.
- College also collects **feedback on curriculum from stakeholders** like other college teachers, alumni & employers along with students. Such practice helps in enriching the existing curriculum.
- **Addition of new courses based on feedback** from alumni & employers helps in bridging the supply demand gap in the job market.

Teaching-learning and Evaluation

Since college has gained the autonomous status, has constantly focused on student-cantered academic and examination reforms and policies since gaining autonomy.

- **Online admission** process that is open and abides by all University of Mumbai and state government laws
- Due to the institution's status as a **minority serving the Gujarati language**, caste reservation seats for the economically disadvantaged is no longer offered from the academic year 2018-19.

- The college has authorized **1400 seats for aided UG entry-level programs, 420 for aided/unaided PG programs**, and for research programs.
- Until 2019-2020, the **college offered four self-financing postgraduate programs**. These courses were transferred to the private Somaiya Vidyavihar University in 2020-21.
- The **annual academic calendar and plan** are posted online.
- The college has **48 well-qualified aided teachers and 5 unaided teachers**.
- Student-centred teaching strategies - active problem-based learning, flipped classroom, case studies, presentations, cooperative learning, group discussions, etc.
- **Outcome-based education mapping CO, PO, PSO**
- Contemporary **ICT tools** like mentimeters used for instruction and CIE methods include surveys, presentations.
- **FDP in a number of areas**, including e-content creation, the use of ICT in teaching and learning, and the usage of Google Class, Ms teams , telegram , among others.
- **Question Papers** are prepared for all courses which includes all the **COs defined in the syllabus**. It also set considering level of the student's understanding and capacity as per bloom's taxonomy.
- Organization of **Induction program for newly admitted UG and PG** students to understand the college working get the complete outline about the respective graduation programs and examinations.
- **Participation in poster/paper presentations** conferences, research paper publications, remedial coaching and special attention and extra lectures for slow learners.
- **Student's success in competitive examinations** like NET, SET, GATE, PET, CA, CS, MBA, etc.
- **Students are mentored effectively** under mentor-mentee program
- **Students' active engagement** in Department Fests, group discussions, elocution competitions, debates, workshops, hand written magazines etc. to enhance critical thinking.
- **Organization of Guest lectures** of stalwarts in various fields and the alumni of the college to share the knowledge and interact with the students which enable them to understand the current research and progress of the subject.
- **Student representation on BOS, IQAC, CDC, Student Council** etc.

Research, Innovations and Extension

To create and promote a culture of research among the faculty and students, the college has a well framed Research Policy. The Dean, Research and Extension take active interest in to inculcate the research skills.

To ensure quality, integrity and ethics in research, the college has a Research Acceptance Review and Recommendation Committee which also acts as Ethics Committee.

Some highlights in last 5 years (2017-2018 to 2021-2022):

- **89 research publications** in reputed journals and 40 books /chapters published by staff.
- **Two research publications in reputed journals by students**.

- **2.78 lacs of research grant** received for 6 research projects.
- **8 students enrolled for Ph.D** programs
- **6 research guides**
- **5 research Centres** (Hindi, Gujarati, Commerce, English and History)
- **Handwritten Magazines** by students of Marathi and Gujarati department and one newsletter by students of Economics Department.
- The college given **consultancy** to eight colleges under **UGC PARAMARSH Scheme**
- Two students availed the **international student exchange program**.
- **20 functional MoUs** with institutions of national, international importance, other universities, industries, corporate houses etc. under which various activities were conducted.
- College organized **undergraduate research competition**
- The college encourages **EXPERIENTIAL LEARNING** for its students.
- To facilitate research the institution has linkage with **Inflibinet and EBSCO** to get access to online journals.

Innovation Ecosystem

Our Institution provides healthy atmosphere, infrastructure, resources for enhancement of the capacity and competencies of students and teachers in research and innovative activities

- The institution has **various subject associations** and cells through which students and faculty members are encouraged to undertake innovative activities.
- The **Entrepreneurship Development Cell** of the college promotes an entrepreneurial mind-set. Throughout the year workshops, seminars and guest lectures on Entrepreneurship are organized by EDC.

Extension Activities

The college organizes and participates in various extension activities with dual objectives:

- The **NCC, NSS and DLLE** college units take part in various initiatives like Swatchh Bharat Abhiyan, Swachhta Pakhwada initiatives, blood donation camps, various awareness programmes, Vaccination drives, Tree Plantation Drives, Voter Registration Drives, Flood donation drives etc.
- A centralised **RIIDL** (Research. Innovation. Incubation. Design. Laboratories) provides various services to the incubated start-ups.
- **Somaiya Institute for Research and Consultancy (SIRAC)**: Research and consultancy are the two important pillars of Somaiya Institute. Students are always encouraged to do their best and focus on research.

Infrastructure and Learning Resources

K. J. Somaiya College of Arts & Commerce, Mumbai, describes the well planned facilities offered to students of the Institution and the Campus.

- The physical infrastructure of the college is aesthetically and functionally appealing with **31 well lit, spacious and ventilated classrooms out of which 29 classrooms are equipped with Wifi / LAN facility, LCD, Speakers, 4 AV classrooms with 1 amplifier, speaker and a cordless microphone** in

each room and many such facilities that promote learner-centric pedagogy, special ramps and wash rooms for students with special needs, designated cabins for departments and faculty.

- A dedicated College **Auditorium named as ‘Kalidas Sabhagruh’** comprising ultra-modern facilities of sound and ambience. Also, a ramp facility for the physically challenged is created.
- The **college Conference Room** is also used as a supplementary physical facility for conducting events..
- **The Library** of the college is a treasure house of knowledge with total area of library is 10732-sq. ft. consisting a splendid collection of 87000+ books, 758 e-books, 63,890 Titles, 124 periodicals, 2 e-resources, 825 back volumes, 427 rare collections, 8 Braille collections, 18 Theses, 136 maps and 18 newspapers, N-List programme of INFLIBNET, access to 6000+ e-journals and 31,35,000+ *e-books* including *e-ShodhSindhu*, *e-Shodhaganga* and a vast wealth of knowledge promoting works
- **The Sporting Facilities** matching world standards include among others 3 fully synthetic athletic tracks, 8 lane 400 meter, Olympic track with flood lights, 1 international standard basketball court and 2 practice courts, Badminton Court Squash Court, 65m X 105m Football Ground surface made out of artificial turf, with floodlights, Volleyball Ground, Roller Skating, 40 m Cricket Ground, 3 cricket nets, Mud ground for *Kabbadi* and *Kho-kho*, Synthetic tennis court with acrylic coated surface, flood lit with materials approved by International Tennis Federation.
- **ICT enabled classrooms with smart classrooms, Laboratories** and due technical support for ICT, *Wi-Fi* access through centralised user id and password allocation system.
- **Microsoft School Campus Agreement For Education, Adobe Enterprise Term License Agreement For Education, Oracle Academy Program For Education, Matlab Total Academic Headcount License For Education.**

All the infrastructural support in terms of **guards, cameras, identity protection on cyber-space, ragging-free campus, grievance cells** and many such initiatives are adopted by the college.

Student Support and Progression

The College makes continuous efforts to provide necessary assistance for holistic growth and development of the students with well-defined mechanism intended for student support and progression.

- **Welfare measures including financial aid** in the form **scholarships/free-ships** are initiated to support the needy, meritorious and deserving students.
- There are several **Central and State Government-supported scholarships** availed by the students. Also, the Management takes keen interest in rendering financial support for the development of our students. 766 students have benefited through scholarships and free ships provided by Institutions, Governmental and Non-Governmental agencies in the last five years.
- The College has many **administrative committees / departments** that aim to promote the academic, psychological, physical, economic, social and spiritual dimensions of the students.
- The College through the various departments and **associations conducts workshops / guest lectures / programmes / sessions for skill enhancement and overall development** of the students. 106 activities have been conducted in the last five years.
- The College also **conducts guidance and counseling sessions and programmes**. Efforts are made to provide insights into career counselling and guiding students for competitive examinations. More than 750 students have benefited from guidance sessions on competitive exam and career counselling offered in the last 5 years.
- **18 Students who have qualified for state/ national/ international level exam** in the last five years.
- There is a **mechanism for redressal of student grievances** through Grievance cell, Anti-Ragging Cell

and Anti Sexual Harassment Committed, ICC (Internal Complaints Committee), WDC and Discipline Committee. These committees look into all types of grievances to probe and resolve the complaints in a transparent and effective manner. Relevant rules are displayed on notice board and college portal.

- Moreover, the **College attempts to have a peaceful and ragging free environment** and also advocates zero tolerance policy.
- The College through various **Placement drives** invite reputed companies and industry representatives to provide platforms for experiential learning and lucrative job opportunities.
- The College also takes keen interest in progression of students to higher studies by **offering various PG Courses**.
- The number of outgoing students for higher education in the last academic year was 230.
- The College believes in overall development of the student. Hence, students are **encouraged not only to participate in academic programmes but also extra and co-curricular activities**.
- **Well-equipped Gymkhana & gymnasium**, world class sport amenities are furnished to build good sports talent and create ample opportunities for sports activities. Similarly, cultural activities are promoted to develop art and culture based skills and competencies among students to foster holistic development.
- The **Institute received a total 48 awards and medals for outstanding performance in sports and cultural activities** in inter-university, state and national level.
- The institution facilitates student body representation in various committees like **Student Council, NSS, NCC, DLLE, EDC, CF, Sports**. Students also act as class representatives, volunteers and members of organizing committee and are responsible for events. In the tenure, they develop inter and intra personal skills that leads to their personality development.
- The College has a **registered Alumni Association**. The association provides platform for ex-students to keep in touch with the college. The Association conducts workshops, guest lectures and other educational and entertainment programmes.
- The **Alumni Association contributes significantly to the development** of the College through financial and non-financial assistance.

Governance, Leadership and Management

The vision and mission of the founder of the College is fulfilled by serving to the cross sections of the society. Participative management and Decentralisation of Authority ensure quality measures for the welfare of students and teaching and non-teaching staff.

- **Effective mechanism for delegation of authority** and operational autonomy to all through formation of administrative committees
- **Organisation of Regular meetings** of Departmental Heads, Teaching and , non-teaching faculty with the Principal
- **Efficacious Implementation of Electronic-governance** at Office Administration, Students' admissions, Examination, Accounting and Finance, College Library, Regular archival of students database and quality initiatives for them and their achievements
- **A resilient IQAC Team** and their regular constantly striving for the attainment of academic excellence, promotion of Research and Extension Activities, espousing Blended Learning and submission of AQAR from time to time.
- **Yearly submission of Self-appraisal** reports of aided faculty and confidential reports of staff
- Smooth conduct of **Internal and External Academic Audit**, Administrative Audit, Examination Audit ,Financial Audit , Green Audit, Energy Audit , Environmental Audit , Library Audit and Gender Audit

- College has received **CPE grant, Autonomy Grant** and *UGC Paramarsh Scheme* Grant

Welfare Measures

- **Registered Co-operative Credit Society** that facilitates financial aid to the Teaching and Non-teaching Staff
- **Financial support** extended to the Teaching as well Non-teaching Staff for various training programmes such as Orientation Programme, Refresher Course, FDP ,STC and Quality Enrichment Programme, to participate in various competitions
- The College has conducted **Faculty Development Programmes** for the Teaching Staff and **Quality Enrichment Programme** for the Non-teaching Staff
- Introduction of **Masters' Programme** in six subjects (MA – English , Marathi, History, Philosophy, Psychology and Sociology)
- Organisation of around **4 Conferences / Seminars** on Social Sciences , Language and Literature
- of around 45 Staff members UGC guidelines of CAS
- Students are covered under **Group Insurance**
- **Active Staff Colloquium** that organises various talks on health, stress management, films etc.
- **Recognition and Appreciation of Long Service** extended to the Academia by the faculty on Teachers' Day
- Yearly felicitation of **Best Library Reader and Best Student**
- Provision of yearly **financial aid to the Teaching Fraternity** for the development of their Personal Library
- Active **NCC, NSS , WDC ,EDC , DLLE**

Institutional Values and Best Practices

- The Institute supports the students with a strong **WDC** and other committees. Sustainability has always been given top emphasis in all feasible areas. Various committees like, **Anti-Ragging Committee, Grievance Redressal Cell, and Discipline Committee, Women Development Cell** has been set up to monitor and resolve safety, security, and social issues of the students. 19 activities are conducted by WDC to promote gender equity.
- Campus security is provided round-the-clock with **CCTV** cameras to assure vigilance.
- College has counselling cells for overall mental well-being of the students. The college has **appointed a Psychiatrist, Dr Shrirang Joshi**, to counsel, guide and advise students as well as the staff members (teaching and non-teaching).
- To address the production of waste, the institute has undertaken several initiatives. **Solid Waste, Liquid Waste Management and E- Waste management.**
- The institution has conducted all audits like **Environment Audit, Energy audit, Green Audit and Gender audit, fire audit.**
- The institute organizes various programs under **NSS, NCC, and Cultural forum committees to educate students and staff** about the constitutional obligation of citizens' values, rights, duties, and responsibilities.
- There are various activities/programs conducted for students and employees of the institution to **constitutional obligations: values, rights, duties, and responsibilities of citizens.**
- A code of conduct is created for all stakeholders by the **Code of Conduct Committee**, which also develops policies that reflect basic principles.
- The institute **celebrates many commemorative days** so that the students are aware of nationally and

internationally important days or events and create awareness about national and global problems.

- There are **various policy documents made and uploaded on the website**. These policy documents are such as Gender Equity and Sensitivity, Policy for Redressal Anti-ragging and Sexual Harassment Grievances, Environment policy, Code of conduct for staff and students, Policy Document for Differently Abled students etc. Policy documents help to protect the organization, the employees, and students of the institution.
- **Book Bank Facility:** It is provided to Economically Backward students and deserving students on receipt of their requisite forms.
- The institution conducts **various best practices like Gyan Yagna, Drushti Film Forum, Value education, Manthan, Gold and Silver Medal to the Best Students of Our College, KJSAC Employee Cooperative Credit Society, sport facilities, campus prayer etc.**

2. PROFILE

2.1 BASIC INFORMATION

| Name and Address of the College | |
|---------------------------------|---|
| Name | K J SOMAIYA COLLEGE OF ARTS AND COMMERCE |
| Address | K J Somaiya College of Arts and Commerce, Vidyavihar, Mumbai |
| City | Mumbai |
| State | Maharashtra |
| Pin | 400077 |
| Website | https://kjsac.somaiya.edu.in/en |

| Contacts for Communication | | | | | |
|----------------------------|--------------------------------|-------------------------|------------|-----|---------------------------------|
| Designation | Name | Telephone with STD Code | Mobile | Fax | Email |
| Principal(in-charge) | Veena Chandrashekhar Sanekar | 022-21022915 | 9819358456 | - | principal.kjsac@somaiya.edu |
| IQAC / CIQA coordinator | Satyawan Sudhakar Rao Hanegave | - | 9920387557 | - | viceprincipal.kjsac@somaiya.edu |

| Status of the Institution | |
|---------------------------|--------------|
| Institution Status | Grant-in-aid |

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

| Recognized Minority institution | |
|--|---|
| If it is a recognized minority institution | Yes Minority Certificate KJSAC.pdf |
| If Yes, Specify minority status | |
| Religious | NA |
| Linguistic | Linguistic |
| Any Other | NA |

| Establishment Details | |
|---|------------|
| Date of Establishment, Prior to the Grant of 'Autonomy' | 09-09-1960 |
| Date of grant of 'Autonomy' to the College by UGC | 19-10-2012 |

| University to which the college is affiliated | | |
|--|------------------------|-------------------------------|
| State | University name | Document |
| Maharashtra | University of Mumbai | View Document |

| Details of UGC recognition | | |
|-----------------------------------|-------------|-------------------------------|
| Under Section | Date | View Document |
| 2f of UGC | 26-11-2009 | View Document |
| 12B of UGC | 26-11-2009 | View Document |

| Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC) | | | | |
|--|--|---------------------------------------|---------------------------|----------------|
| Statutory Regulatory Authority | Recognition/Approval details Institution/Department programme | Day,Month and year(dd-mm-yyyy) | Validity in months | Remarks |
| No contents | | | | |

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

| Location and Area of Campus | | | | |
|------------------------------------|--|------------------|-----------------------------|---------------------------------|
| Campus Type | Address | Location* | Campus Area in Acres | Built up Area in sq.mts. |
| Main campus area | K J Somaiya College of Arts and Commerce, Vidyavihar, Mumbai | Urban | 61 | 6796.67 |

2.2 ACADEMIC INFORMATION

| Details of Programmes Offered by the College (Give Data for Current Academic year) | | | | | | |
|---|---------------------------------|---------------------------|----------------------------|------------------------------|----------------------------|--------------------------------|
| Programme Level | Name of Programme/Course | Duration in Months | Entry Qualification | Medium of Instruction | Sanctioned Strength | No.of Students Admitted |
| UG | BA,Marathi | 36 | HSC | Marathi | 360 | 16 |
| UG | BA,Hindi | 36 | HSC | Hindi | 360 | 56 |
| UG | BA,English | 36 | HSC | English | 360 | 219 |
| UG | BA,Gujarati | 36 | HSC | Gujarati | 360 | 13 |
| UG | BA,Sanskrit | 36 | HSC | English,Sanskrit | 360 | 22 |
| UG | BA,Economics | 36 | HSC | English | 360 | 82 |
| UG | BA,History | 36 | HSC | English,Hindi,Marathi | 360 | 67 |
| UG | BA,Philosophy | 36 | HSC | English | 360 | 28 |
| UG | BA,Political Science | 36 | HSC | English | 360 | 65 |
| UG | BA,Psychology | 36 | HSC | English | 360 | 175 |

| | | | | | | |
|-----------------|-------------------------------|----|-----------------------------|-----------------------|------|------|
| | gy | | | | | |
| UG | BA,Sociology | 36 | HSC | English,Hindi,Marathi | 360 | 121 |
| UG | BCom,Commerce | 36 | HSC | English | 1080 | 1027 |
| PG | MA,Pg English | 24 | GRADUATION | English | 60 | 41 |
| PG | MA,Pg Sociology | 24 | GRADUATION | English | 60 | 21 |
| PG | MA,Pg History | 24 | GRADUATION | English | 60 | 21 |
| PG | MA,Pg Marathi | 24 | GRADUATION | Marathi | 60 | 6 |
| PG | MA,Pg Philosophy | 24 | GRADUATION | English | 60 | 3 |
| PG | MA,Pg Psychology | 24 | GRADUATION | English | 60 | 26 |
| PG | MCom,Accountancy | 24 | BCOM | English | 63 | 63 |
| Doctoral (Ph.D) | PhD or DPhil,Ph D In Commerce | 36 | POST GRADUATION IN COMMERCE | English | 8 | 0 |
| Doctoral (Ph.D) | PhD or DPhil,Phd In Gujarati | 36 | POST GRADUATION IN GUJARATI | Gujarati | 8 | 0 |
| Doctoral (Ph.D) | PhD or DPhil,Ph D In English | 36 | POST GRADUATION IN ENGLISH | English | 18 | 3 |
| Doctoral (Ph.D) | PhD or DPhil,Ph D In History | 36 | POST GRADUATION IN HISTORY | English | 6 | 2 |
| Doctoral (Ph.D) | PhD or DPhil,Phd In Hindi | 36 | POST GRADUATION IN HINDI | Hindi | 8 | 2 |

Position Details of Faculty & Staff in the College

| Teaching Faculty | | | | | | | | | | | | |
|---|------------------|--------|--------|-------|----------------------------|--------|--------|-------|----------------------------|--------|--------|-------|
| | Professor | | | | Associate Professor | | | | Assistant Professor | | | |
| | Male | Female | Others | Total | Male | Female | Others | Total | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | 3 | | | | 10 | | | | 43 | | | |
| Recruited | 1 | 2 | 0 | 3 | 4 | 6 | 0 | 10 | 18 | 16 | 0 | 34 |
| Yet to Recruit | 0 | | | | 0 | | | | 9 | | | |
| Sanctioned by the Management/Society or Other Authorized Bodies | 0 | | | | 0 | | | | 7 | | | |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 4 | 0 | 7 |
| Yet to Recruit | 0 | | | | 0 | | | | 0 | | | |

| Non-Teaching Staff | | | | | | |
|---|-------------|--|---------------|--|---------------|--------------|
| | Male | | Female | | Others | Total |
| Sanctioned by the UGC /University State Government | | | | | | 63 |
| Recruited | 36 | | 8 | | 0 | 44 |
| Yet to Recruit | | | | | | 19 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | | | 8 |
| Recruited | 5 | | 3 | | 0 | 8 |
| Yet to Recruit | | | | | | 0 |

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

Qualification Details of the Teaching Staff

| Permanent Teachers | | | | | | | | | | |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 1 | 2 | 0 | 2 | 6 | 0 | 8 | 6 | 0 | 25 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 1 | 2 | 0 | 3 | 6 | 0 | 18 | 16 | 0 | 46 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Temporary Teachers | | | | | | | | | | |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 2 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 4 | 0 | 7 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

| Details of Visting/Guest Faculties | | | | |
|---|-------------|---------------|---------------|--------------|
| Number of Visiting/Guest Faculty engaged with the college? | Male | Female | Others | Total |
| | | 34 | 60 | 0 |

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

| Programme | | From the State Where College is Located | From Other States of India | NRI Students | Foreign Students | Total |
|----------------------------|--------|---|-------------------------------|--------------|---------------------|-------|
| UG | Male | 1684 | 52 | 0 | 0 | 1736 |
| | Female | 2142 | 67 | 2 | 0 | 2211 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| PG | Male | 98 | 3 | 0 | 2 | 103 |
| | Female | 262 | 1 | 0 | 0 | 263 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| Doctoral (Ph.D) | Male | 4 | 0 | 0 | 0 | 4 |
| | Female | 1 | 0 | 0 | 0 | 1 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| Certificate / Awareness | Male | 89 | 0 | 0 | 0 | 89 |
| | Female | 287 | 0 | 0 | 0 | 287 |
| | Others | 0 | 0 | 0 | 0 | 0 |

| Provide the Following Details of Students admitted to the College During the last four Academic Years | | | | | |
|--|--------|---------------|---------------|---------------|---------------|
| Category | | Year 1 | Year 2 | Year 3 | Year 4 |
| SC | Male | 14 | 31 | 49 | 58 |
| | Female | 12 | 31 | 53 | 62 |
| | Others | 0 | 0 | 0 | 0 |
| ST | Male | 0 | 5 | 4 | 5 |
| | Female | 2 | 3 | 5 | 5 |
| | Others | 0 | 0 | 0 | 0 |
| OBC | Male | 25 | 61 | 103 | 107 |
| | Female | 47 | 78 | 114 | 88 |
| | Others | 0 | 0 | 0 | 0 |
| General | Male | 2131 | 2295 | 2432 | 2291 |
| | Female | 2607 | 2634 | 2652 | 2522 |
| | Others | 0 | 0 | 0 | 0 |
| Others | Male | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 |
| Total | | 4838 | 5138 | 5412 | 5138 |

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

| Department Name | Upload Report |
|-------------------|-------------------------------|
| Accountancy | View Document |
| Commerce | View Document |
| Economics | View Document |
| English | View Document |
| Gujarati | View Document |
| Hindi | View Document |
| History | View Document |
| Marathi | View Document |
| Pg English | View Document |
| Pg History | View Document |
| Pg Marathi | View Document |
| Pg Philosophy | View Document |
| Pg Psychology | View Document |
| Pg Sociology | View Document |
| Ph D In Commerce | View Document |
| Ph D In English | View Document |
| Phd In Gujarati | View Document |
| Phd In Hindi | View Document |
| Ph D In History | View Document |
| Philosophy | View Document |
| Political Science | View Document |
| Psychology | View Document |
| Sanskrit | View Document |
| Sociology | View Document |

Institutional preparedness for NEP

| | |
|---|--|
| 1. Multidisciplinary/interdisciplinary: | K. J. Somaiya College of Arts & Commerce is a multidisciplinary institution providing holistic education since its establishment in 1959-60. Our |
|---|--|

vision is to empower a cross-section of society. We have grown into an Autonomous institute since 2013-14. There are two major streams in our college namely Arts and Commerce. However, subjects “Mathematical & Statistical Techniques” and “Computer System & Applications” of science background are included in B. Com syllabus. In the subjects of Foundation Course (FC), Psychology, History & Economics some topics are included in the syllabus in order to develop scientific temper among the students. Courses like Positive Psychology, Chanakya Arthashastra, etc are provided by our faculties to the STEM streams. College is providing credit-based courses in areas of environmental education & value-based education. Students have flexibility to opt for courses in Sports, Foreign language as option to F.C. Book keeping course is introduced to B.A. stream students too. The certificate course in Tallies is open to all students. Community engagement is actively practiced regularly through NSS, NCC, & DLLE. The institution is planning to prepare a list of multidisciplinary research areas so as to find out solutions to society’s most pressing issues and challenges. Multilingual magazine is in the process of publication. There are various associations and forums like Language Associations and Social Science Associations, through which multidisciplinary approach is emphasised. We provide high number of subject combinations at FYBA (including for 3 papers at TYBA); so students can have variety of choices for types of subjects they want to study. There are two major streams in our college namely Arts and Commerce. However, subjects “Mathematical & Statistical Techniques” and “Computer System & Applications” of science background are included in B. Com syllabus. In the subjects of Foundation Course (FC), Psychology, History & Economics some topics are included in the syllabus in order to develop scientific temper among the students. Courses like Positive Psychology, Channakya Arthashastra, etc. are provided by our faculties to the STEM streams. College is providing credit-based courses in areas of environmental education & value-based education. Students have the flexibility to opt for courses in Sports, Foreign language as an option to F.C. Bookkeeping course is introduced to B.A. stream students too. The

| | |
|---|---|
| | <p>certificate course in Tally is open to all students. Community engagement is actively practiced regularly through NSS, NCC, & DLLE. The institution is planning to prepare a list of multidisciplinary research areas so as to find out solutions to society's most pressing issues and challenges. The multilingual magazine is in the process of publication. There are various associations and forums like Language Associations and Social Science Associations, through which a multidisciplinary approach is emphasized. These associations are highly active and offer high-quality multidisciplinary exposure. We provide a high number of subject combinations at FYBA (including 3 papers at TYBA); so students can have a variety of choices for the types of subjects they want to study.</p> |
| <p>2. Academic bank of credits (ABC):</p> | <p>The Academic Bank of Credits is closely related to the University Grants Commission (UGC) and the National Education Policy (NEP) 2020. The UGC is the governing body for higher education in India and has put an important role in developing and implementing the Academic Bank of Credits system in India. The NEP 2020, which is a comprehensive policy framework aimed at transforming the Indian education system, has also endorsed the concept of the Academic Bank of Credits as a means of promoting flexibility and credit mobility in higher education. The Academic Bank of Credits aligns with the NEP's vision of creating a more flexible and student-centric education system that enables learners to pursue their academic interests and career aspirations. It also supports the UGC's efforts to streamline credit transfer and create a more seamless education system across institutions. By allowing students to accumulate and transfer credits, the Academic Bank of Credits system enables them to access a wider range of educational opportunities and helps them save time and money in the process.</p> <p>Annual Quality Assurance Report of K J SOMAIYA COLLEGE OF ARTS AND COMMERCE As per the National Education Policy 2020, the Academic Credit (ABC) is going to be adopted by the University of Mumbai and we will follow the same. The institution has register under NAD. We are waiting for verification for ABC registration. As a part of Somaiya institutions, our director of International Relations has signed multiple MOUs</p> |

| | |
|---|---|
| | <p>with Foreign Universities (like Vaza, New Castle, Berkley, and Monash) and Colleges to facilitate Student exchange/collaboration/research. Various meetings and seminars of foreign university delegates are arranged for students so they get guidance from the proper authority. All departments under autonomy designed their own Curriculum duly approved by the respective Board of studies. Our faculties prepare the necessary reading material as per the introduced syllabus. Faculties are encouraged to participate in workshops, FDPs etc.</p> |
| <p>3. Skill development:</p> | <p>In the changing world scenario with regard to industry and the job market, there is now an overpowering need for skilled workers. However, the definition of 'skill' in India, and the world in general, has also changed over recent years. The college is working on the following system: The scheme has two components, Skill training is being imparted under three categories of Short Term Training (STT), Recognition of Prior Learning (RPL), and Special Project (SP). The institution under autonomy has been designing Courses that will impart Soft Skills and develop Vocational Skills like Business Communication, Communication Skills in English, Computer Systems and Applications, and various translation-related courses. The College has established various bodies and cells like the Women Development Cell, Center for Gandhian Studies, Women Study Center, DLLE, Universal Human Values Cell, and Code of Conduct through which humanistic, ethical, constitutional, and human Values are inculcated. Various skills-related courses that are in demand like Tally, Share Market, etc. are introduced. Students get extra credit for successfully completing the course. We are planning in developing more vocational Courses in the upcoming years. Through field and industrial visits students are acquainted with various skills that are required in real-life work. We will involve our illustrious alumni from the industry to provide vocational skills. We will work on tie-ups with external agencies for online/distant mode Skill development. Various vocational ODL courses are offered by IGNOU in collaboration with us. The SWAYAM local chapter has been started.</p> |
| <p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using</p> | <p>Sanskrit is mainstreamed with strong offerings in school - including as one of the language options in</p> |

| | |
|--|--|
| online course): | <p>the language formula. It is taught not in isolation, but in interesting and innovative ways, and connected to other contemporary and relevant subjects such as linguistics, astronomy, philosophy, linguistics, dramatics, yoga, etc. Thus, in consonance with the rest of this policy, Sanskrit teaching at our institute too has moved towards becoming a part of the existing domains of knowledge offered at our institution. Besides, various Associations of our College like Language associations and Cultural associations conduct a number of activities that enable Skill development. Gujarati Department offers Script Writing Workshop. The Marathi department organized Oratory skills and creative writing skills workshops. Dept of Psychology, Economics, and Philosophy organizes research-related skills workshops. EDC and DLLE organize various exhibitions wherein students can exhibit various skills they possess. The institution has been providing and teaching Indian languages and literature. The College has been teaching five languages - English, Hindi, Marathi, Gujarati, and Sanskrit. Our institution faculties are equipped and are providing multilingual learning. Institution inherently follows the bilingual practice in teaching & learning. B.A. and M.A. are taught in multiple Indian languages. Ph.D. in Gujarati and Hindi are provided. Sanskrit is already taught in the college. Indian ancient traditional knowledge, Indian arts, and Indian Culture and tradition are incorporated into the Curricula of Sanskrit, History, Marathi and Hindi, Gujarati, Philosophy, and Sociology. In collaboration with the Somaiya center for Dharma Studies, we encourage the preservation of Pali, Prakrit, Modilipi, etc. Our college conducts Gyanyagna which covers Spiritual, Cultural activities, and Yoga. Spiritual discourses and Philosophical discussions are part of this activity. The Gita Jayanti competition is held every year. TilGul function is held every year by Marathi Prabodhan ... Gujarati, Expert lectures. Somaiya Performing Arts (SPA) center is organizing various programs like 'RangParv' and has renowned artists on its board.</p> |
| 5. Focus on Outcome based education (OBE): | <p>Every Course is having well-defined Course outcomes, and every year the attainment of the outcome is verified with the help of calculations based on academic results. While revising the</p> |

curriculum, these outcome findings are taken into consideration. Being an autonomous college, we have introduced the CBCGS (Choice Based Credit and Grading System) to cater the needs of the learner with a focus on a learner-centric curriculum. The curriculum is revised after every three years after obtaining inputs from the alumni, industrial experts, subject experts, and teachers. In tune with the University of Mumbai's curricular structure, UGC guidelines, and NAAC expectations regular designing and development of quality-based curriculum with local, regional, national and international relevance leading to excellence. The revision of the elective, core, ability enhancement and interdisciplinary courses in under graduate as well as postgraduate program is undertaken after every three years. CBCGS with its rich and varied palette of courses opens up newer avenues of learning beyond the opted discipline across the departments. Through synergistic efforts each department strives to achieve the following:

- Providing academic flexibility and academic mobility to the learners through a cafeteria/automat approach by enabling them to opt for electives and extra credit courses.
- Based on the potentials of an individual learner, hailing from a pluralistic community, Blended/Flipped learning is promoted making learning exciting, enjoyable and fun-filled, facilitating application of the knowledge. Offering holistic education in the multicultural/multi-religious context with a special focus on building a better society through the following Ability Enhancement Courses: i. Foundation Courses ii. Value Education iii. Soft Skill iv. Environmental Education
- Creating a conducive research ambience giving hands-on-training through projects and internships.
- Rolling out contemporary courses in keeping with the emerging trends by fulfilling futuristic demands of the stake-holders.

K. J. Somaiya College of Arts & Commerce (Autonomous) has moved from content-based to competency-based curriculum to Outcome Based Education (OBE) from the academic year 2019 – 2020, which is an important milestone in Higher Education. This learner-centric teaching pedagogy focuses for measuring the students' performance through the respective course/programme outcomes. The course/programme outcomes are realised based on the knowledge, skills and attitudes acquired by the

| | |
|---|--|
| | <p>learner shaping them into researchers, innovators, befitting employees of the upcoming job markets and above all better citizens of this global village. Strategy Attainment of CO, PO and PSO are measured by using the direct assessment method. The direct assessment method is based on the performance of students in the internal assessment and Semester End Examination by using different components. This is effective from the academic year 2019-20 COs of each course are designed by the concerned subject teacher. COs are designed in such a way that all the levels of Bloom's taxonomy is covered in the entire COs. Question Papers i.e. internal as well as external in each course is designed in such a way that the entire course outcomes are covered in it.</p> |
| 6. Distance education/online education: | <p>Due to the pandemic half of the academic year was online and half the year was offline, thus online tools like MS Teams, Zoom Platform, Google suits, and the services of White-Code Technology Solutions, IT Solutions Pune, India were used to cater to the online i.e. distance teaching and learning. College has designed a mechanism to introduce the online education through the MS-Teams, MOOCS, ZOOM and Google Classrooms. The following strategies are designed to expand the online education along with the offline:</p> <ul style="list-style-type: none"> • Creating a platform to establish our presence right away a community early on will help students feel welcome. • Engaging with your students through online posts, forums, or social media. It's easy to come across as absent online, but good communication helps students see that you value their engagement. • Use online resources. • Allowing the students to find accessing and understanding assignments and notes online confusing, so make it easy for them to know what they have to do each week, when the work is due, and how much it counts toward their final grade. • Provide ongoing feedback. Feedback is important in every classroom offering constructive feedback regularly helps students quickly identify behaviors or skills they need to improve and also makes them feel like they're part of the learning community. |

Institutional Initiatives for Electoral Literacy

| | |
|---|--|
| <p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p> | <p>Yes, the club is established. An Electoral Literacy Club is a platform to engage college students through interesting activities and hands-on experience to sensitise them on their electoral rights and familiarise them with the electoral process of registration and voting. At ELCs, learning meets fun. Activities and Games are designed to stimulate and motivate students provoking them to think and ask questions. Through ELC, the Election Commission of India aims at strengthening the culture of electoral participation among young and future voters.</p> <p>VISION • To make its utmost contribution to have an active democratic citizenry originating in integrated civic and voter education and electoral participation right from a young age. OBJECTIVES In furtherance of this vision, the Electoral Literacy Club shall be established at our college with the following objectives:</p> <ul style="list-style-type: none"> • To educate the targeted populations about voter registration, electoral process and related matters through hands on experience. • To familiarize the targeted populations with EVM and VVPAT and to educate them about robustness of EVM and integrity of the electoral process using EVMs • To help the target audience understand the value of their vote to ensure that they exercise their suffrage right in a confident, comfortable and ethical manner • To harness the potential of ELC members for carrying the electoral literacy in communities • To facilitate voter registration for its eligible members who are not yet registered • To develop a culture of electoral participation and maximize the informed, and ethical voting, and follow the principle 'Every vote counts' and 'No Voter to be Left Behind'. Our ELC after noticing that some students have not registered as voters has initiate a mission with the help of Election Commission of Maharashtra local offices to get the new voters registered as potential and prospective voters of our great nation. Also, two officers from the Election Commission are stationed at the entry gate of the college to facilitate the same process. We strive to imbibe the enthusiasm of democracy and nationalism and pass it on to the youth that is bound to shape India through NSS activities. |
| <p>2. Whether students' co-ordinator and co-ordinating</p> | <p>Yes, a student as well as a teacher Named Mr.</p> |

| | |
|---|--|
| <p>faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p> | <p>Gaurav Kale has been appointed as Nodal Officer. Students from NCC, NSS, Student's council and DLLE and the coordinating faculty members are appointed as members of ELC. They are well represented with female students and faculty also. The ELC's are actively involved in promoting voter registration. One or two teachers from the Political Science Department of the college will act as the Nodal Officers for the ELC. They will also act as Mentors for the respective ELC. The teachers with election duty experience should be given preference for this work. Their job content will focus on:</p> <ul style="list-style-type: none"> • Promoting and supervising Club enrollment. • Supervising the election and formation of the • Coordinating between the District Election Officer and the ELC for exchange of resources, information etc. • Attempt generating new resources and forward the same to the District Election Officer. • Guiding and supervising the development of the calendar of activities for the year. |
| <p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p> | <p>This Electoral Literacy for Colleges comprises a detailed description of activities. Club members are at liberty to pick and modify the activities or even create new ones as long as they stay on the lines of voter education. Of these activities, the Wall Magazine Activity will be a monthly feature to be conducted by the clubs. Ballot Bistro and Special Registration Drive shall be a mandatory activity. ELC has come up with the themes of the Ballot discussion on their own and the activities involving the following topics have been the regular feature:</p> <ul style="list-style-type: none"> • Voter Education : An Undermined Necessity • Voting should be made Mandatory by the State • What will make India Vote? • Inclusion in Elections • Online Voting: the way forward or opening a potential Pandora's box? • Should candidates accused of serious offenses be disqualified from contesting elections? • Opinion and Exit polls should be restricted and regulated. • EVM/VVPAT Awareness • Knowing what you don't want: NOTA |
| <p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p> | <p>The college has taken up many socially relevant initiatives and has conducted a Voter ID Registration Drive for the college students especially for the new voters. Volunteers provided Google form and collected information from the students who could not register offline. NSS Volunteers along with the members of ELC conducted awareness campaigns to</p> |

| | |
|--|--|
| | <p>encourage students to register for Voter ID and a total of 500 registrations were obtained during pandemic time. The numbers of students who have enrolled as voters in the electoral roll during the Voter ID Registration Drive were 750. The Voter ID Registration Drive is a regular and routine affair conducted throughout the year. The online as well as offline surveys are being conducted to find out the number of students registered as well as the eligible voters for to the registration. Canvassing was done through the posters. The following activities are the part of routine mission to enrol each and every citizen:</p> <ul style="list-style-type: none"> • Photography Contests, Film Screenings and Short Film Making Contest • Dance/Music competitions • Mime Act/Street Plays/Road shows • Election Quiz • Voters Pledge • Debate/Speech Elocution Competition • National Voters' Day Celebration • Constitutional Day Celebrations |
| <p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p> | <p>More than 27% of the total students are yet to be registered as voters, but the following efforts are being made to enrol almost all the students:</p> <ul style="list-style-type: none"> • Campaign • Two election commission office appointed executives are stationed during the entire working days • NSS Activities consist of Street Plays and Awareness Campaign • Guest Lectures • Motivational Talks and Seminars on Voters Literacy |

Extended Profile

1 Program

1.1

Number of programs offered year-wise for last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---------|-------------------------------|---------|---------|
| 28 | 28 | 28 | 20 | 20 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

1.2

Number of departments offering academic programmes

Response: 16

2 Students

2.1

Number of students year-wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---------|-------------------------------|---------|---------|
| 4838 | 5138 | 5412 | 5138 | 5208 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

2.2

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---------|-------------------------------|---------|---------|
| 1899 | 1798 | 1647 | 1466 | 1557 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

2.3**Number of students appeared in the examination conducted by the Institution, year-wise during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---------|-------------------------------|---------|---------|
| 3472 | 3790 | 4544 | 5104 | 5160 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

2.4**Number of revaluation applications year-wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 91 | 170 | 47 | 167 | 336 |

3 Teachers**3.1****Number of courses in all programs year-wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---------|-------------------------------|---------|---------|
| 666 | 632 | 653 | 556 | 551 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---------|-------------------------------|---------|---------|
| 57 | 61 | 62 | 62 | 62 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

3.3

Number of sanctioned posts year-wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---------|-------------------------------|---------|---------|
| 58 | 62 | 64 | 64 | 64 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

4 Institution**4.1****Number of eligible applications received for admissions to all the programs year-wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---------|-------------------------------|---------|---------|
| 4480 | 4197 | 13733 | 13612 | 14092 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---------|-------------------------------|---------|---------|
| 100 | 209 | 329 | 325 | 413 |
| File Description | | Document | | |
| Institutional data in prescribed format | | View Document | | |

4.3**Total number of classrooms and seminar halls****Response: 32****4.4****Total number of computers in the campus for academic purpose****Response: 155**

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 8.83 | 9.02 | 10.98 | 79.80 | 48.53 |

4. Quality Indicator Framework(QIF)

Criterion 1 - 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 is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the Institution.

Response:

The college is committed to achieving its vision of providing students with education opportunities that will result in a mind that is focused on research and striving for excellence. **It offers a diverse range of undergraduate and certificate programs, as well as Ph.D. research programs, and has introduced self-financing programs such as PG programs in English, Marathi, Philosophy, History, Psychology (Industrial Psychology), Sociology, BBI, BMM, BFM, BMS, BIM, and BAF to meet industry demands.** The college updates its curriculum every three years based on feedback from industry experts, students, alumni, and faculty members, adding, removing, or updating curriculum components as necessary. **The courses address topics such as national integration, cultural heritage, gender, environmental issues, and more. In the BA program, the college offers 206 subject combinations and specializes in 11 subjects for UG programs, as well as offering Advanced Accountancy in M.com and MA Industrial Psychology.** The college also offers certification in Kautilya Arthshastra, which trains students in administration, and foreign language (Japanese and French) certificate courses to develop linguistic skills for global needs. To address the stress issues that learners face during the pandemic, the college has introduced a certificate course on meditation.

International Needs-The Language courses, including English, Spanish, German, Japanese, and French, are designed to provide communication skills in global languages. The Computer, Accountancy, and Commerce courses equip students to tackle the challenges of globalization, while courses like Athletics, Football, Badminton, Squash, and Taekwondo offer students' academic flexibility and an opportunity to develop their physical fitness. The college has a well-equipped sports infrastructure with trainers to support students. Courses such as Environmental Studies, Ancient Indian Sciences in Sanskrit, Sports, Indian Economic Thought, Foundation courses, and Accountancy promote national integration. The Accountancy course can also help in developing entrepreneurship, management, marketing, and pursuing careers in related domains, such as Chartered Accountancy. Hindi and Sanskrit courses provide necessary language skills, and Journalism helps students to develop their communication skills through reporting and editing.

National Needs-The Value Education course aims to create awareness among students about various social issues. Environmental Studies stress the importance of environmental conservation. Other extension activities, such as NCC, NSS, and DLLE Students Service for the Differently Abled, Cultural Forum & EDC, and Personality Development courses help in the overall development of students and mould them into responsible citizens.

Regional Needs – The BA course aims to bridge the gap between vernacular media students and English proficiency by providing necessary training. In addition, the implementation of a translation course helps students to enhance their translation skills. The courses of a translation in History, Political Science,

Economics, and other highlight regional issues and policies.

Local Needs - Mumbai, being the financial capital with a large number of multi-level organizations, requires a workforce with proficiency in English and expertise in Finance and Accountancy, which undergraduates in English, Economics, and Commerce possess. In addition, students who study other languages like **Marathi, Hindi, and Gujarati** are also exposed to **Lok-Sahitya (Folk Literature)** and different linguistic dialects, which instils a sense of responsibility as citizens to preserve the folk heritage.

| File Description | Document |
|---------------------------------|-------------------------------|
| Any additional information | View Document |
| Link for Additional Information | View Document |

1.1.2 Percentage of Programmes where syllabus revision was carried out during the last five years.

Response: 57.14

1.1.2.1 Number of all Programmes offered by the institution during the last five years.

Response: 28

1.1.2.2 How many Programmes were revised out of total number of Programmes offered during the last five years

Response: 16

| File Description | Document |
|---|-------------------------------|
| Minutes of relevant Academic Council/BOS meeting | View Document |
| Details of program syllabus revision in last 5 years(Data Template) | View Document |
| Any additional information | View Document |
| Link for Additional Information | View Document |

1.1.3 Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the institution during the last five years

Response: 89.32

1.1.3.1 Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years..

| | | | | |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 620 | 620 | 620 | 444 | 444 |

| File Description | Document |
|--|-------------------------------|
| Programme / Curriculum/ Syllabus of the courses | View Document |
| MoU's with relevant organizations for these courses, if any | View Document |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View Document |
| Average percentage of courses having focus on employability/ entrepreneurship(Data Template) | View Document |
| Any additional information | View Document |
| Link for Additional Information | View Document |

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years.

Response: 8.6

1.2.1.1 How many new courses are introduced within the last five years

Response: 263

1.2.1.2 Number of courses offered by the institution across all programmes during the last five years.

Response: 3058

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

1.2.2 Percentage of Programmes in which Choice Based Credit System (CBCS) / elective course

system has been implemented (Data for the latest completed academic year).

Response: 100

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

Response: 28

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

1.3 Curriculum Enrichment

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

Response:

The curriculum includes courses that integrate cross-cutting issues relevant to gender, environment, and sustainability, human values, and professional ethics. **Professional Ethics courses**, such as Languages, Soft Skills, and a certificate course on Kautilya Arthashastra, inculcate leadership, communication, time management, and other professional qualities in students. A number of courses are offered that also impart domain-specific professional ethics, such as Industrial Psychology, Journalism, and Creative Writing. To exemplify, certificate courses on Varta Lekhan & How to Read a Film help in developing professionalism among students who wish to pursue a career in Mass media. Sports as a part of curricular activity help in building an ethical foundation.

Internships and project works are an integral part of the curricula that foster professional ethics among students. Language courses not only play a pivotal role in enhancing linguistic competence but also are instrumental in inculcating core universal values like truthfulness, kindness, honesty, law, justice, patriotism, humanism, etc. Students are sensitized about gender issues by integrating it into the curricula.

Gender: As part of the Value Education course & curriculum of UG & PG courses, students are taught concepts related to gender equality and discuss women's issues through texts and case studies. The Women Development Cell, DLLE, and NSS through their various activities like guest lectures, talk on health & hygiene, Laws to protect women's rights help in gender sensitization not only among females but also among male students. Gender budgeting as a part of our government policy is also discussed among students as a regular curriculum activity.

Environment & Sustainability: The Environmental Studies course is offered to all undergraduate students, highlighting the major environmental issues faced by us and emphasizing the importance of

sustainable development. Courses such as Growth & Development in Economics, Sociology, and Languages integrate environmental issues from an interdisciplinary perspective. The TYBA syllabus of Sanskrit course is revised to create awareness about the environment and the effect of the Pandemic on the environment, for example, Bhumi Sukta as a topic in the syllabus. Field visits conducted by self-financing courses, Sociology, Economics & EVS help give practical experience on environmental degradation and help students realize the importance of sustainable development. A Green audit is also conducted every year, where student volunteers assist in data collection. Such activity gives them hands-on training on data collection related to the environment and realize the importance of Green audit and green technology.

Human Values: Value Education is offered as a mandatory course to all undergraduates, stressing human values, ethics, and societal issues. The curricula offer a wide variety of courses with emphasis on human values such as Human Rights, Philosophy of Human Rights, Media Ethics and Human Rights, Sensitization to Social Issues, Community Sensitization, Social service for Differently Abled. Extension activities conducted by NSS, NCC & DLLE help emphasize the importance of social work. Teamwork helps to imbibe human values like kindness, patriotism, love for nature, etc. Along with the regular program, a certificate course on Meditation helps in self-realization & appreciating the importance of Yoga for a happy & healthy human life.

| File Description | Document |
|---|-------------------------------|
| Upload the list and description of the courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum | View Document |
| Any additional information | View Document |
| Link for Additional Information | View Document |

1.3.2 Number of value-added courses for imparting transferable and life skills offered during last five years.

Response: 15

1.3.2.1 How many new value-added courses are added within the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 6 | 4 | 1 | 3 | 1 |

| File Description | Document |
|--|-------------------------------|
| List of value added courses (Data Template) | View Document |
| Brochure or any other document relating to value added courses | View Document |
| Any additional information | View Document |
| Link for Additional Information | View Document |

1.3.3 Average Percentage of students enrolled in the courses under 1.3.2 above.

Response: 1.83

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 198 | 171 | 18 | 50 | 21 |

| File Description | Document |
|---------------------------------|-------------------------------|
| List of students enrolled | View Document |
| Any additional information | View Document |
| Link for Additional Information | View Document |

1.3.4 Percentage of students undertaking field projects/ internships / student projects (Data for the latest completed academic year)

Response: 8.87

1.3.4.1 Number of students undertaking field projects / internships / student projects

Response: 429

| File Description | Document |
|---|-------------------------------|
| List of programs and number of students undertaking field projects / internships / student projects (Data Template) | View Document |
| Any additional information | View Document |
| Link for Additional Information | View Document |

1.4 Feedback System

1.4.1 Structured feedback for design and review of syllabus – semester-wise / year-wise is received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni

Response: A. All 4 of the above

| File Description | Document |
|---|-------------------------------|
| Any additional information | View Document |
| Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management | View Document |
| Link for Additional Information | View Document |
| URL for stakeholder feedback report | View Document |

1.4.2 The feedback system of the Institution comprises of the following :

Response: A. Feedback collected, analysed and action taken and report made available on website

| File Description | Document |
|-------------------------------------|-------------------------------|
| Any additional information | View Document |
| URL for stakeholder feedback report | View Document |
| Link for Additional Information | View Document |

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 86.52

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1623 | 1470 | 2017 | 1838 | 1917 |

2.1.1.2 Number of sanctioned seats year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1946 | 1884 | 2449 | 1998 | 1980 |

File Description

Document

Institutional data in prescribed format (Data Template)

[View Document](#)

Any additional information

[View Document](#)

Link for Additional Information

[View Document](#)

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

Response: 100

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 100 | 209 | 329 | 325 | 413 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |
| Link for Additional Information | View Document |

2.2 Catering to Student Diversity

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

Response:

Students' learning levels are assessed at the college through the following mechanism:

- The induction Program as per the UGC guidelines is streamlined as a regular feature to commence with the mentoring right from the beginning of the student's enrolment in the institution.
- The college has a balanced approach in assessing the students' learning levels by providing them with a support system through the mentor and mentee system.

For Advanced Learner:

- Students are involved in various activities under different forums which help them to expose themselves to their potential talents and pave a way to exhibit the same at these forums.
- Advanced learners get numerous opportunities to participate in various activities of college. They participate in various intercollegiate and collegiate cultural, curricular and research competitions.
- Besides, the individual departments also conduct various curricular, co-curricular, extra-curricular and research activities and support the learner in community-based research projects, helping them with writing research papers, guiding and supporting them for participating and presenting research papers in national conferences.
- Mentors on individual level and the forums at collective level conduct various orientation and guiding sessions to help them to prepare for competitive exams like TOEFL, GRE, SET/ NET. Since the enrollment in college is high in commerce, many students prefer to appear for CA and CS like professional programs.
- Being an autonomous institution college encourages the advanced learners to opt for dual degree programs too.
- The creativity and ability to write content is fostered and manifested by the various departments platforms like college magazines, handwritten magazines and departmental blogs allowing them

to have an opportunity to create content on current affairs and create memes to make the difficult concepts accessible in simple, easy and student friendly format.

- Departments arrange lecture series of subject experts of the various subjects for providing them the knowledge about current affairs and recent developments in the respective domain.
- In order to identify, nourish and nurture the leadership, advanced learners also get opportunities through a myriad of opportunities of participation in curricular and extracurricular activities through various college committees like BOS, IQAC, CDC, students council etc.

For Slow Learners:

Through regular contact, mentors identify the slow learners and try to locate the reasons underlying learning difficulties. The students facing difficulty in learning are given special attention.

- Remedial classes are arranged for the students and guidance is given to them. Each department provides extra guidance to all the students for writing the exam. This was meticulously followed in the exams held immediately after the corona pandemic.
- Many teachers prepare course material in simplified language so that slow learners will also find it easier to understand. Also, study material in regional languages, whenever available, is provided to students.
- CR is appointed to each class who communicates with the class and helps the teachers identify slow learners to facilitate effective contact with teachers especially when learners hesitate to contact the teachers directly.
- College also has a counseling cell where these students are given counseling for their personal issues which may pose a hurdle in their learning level.
- All the slow learner students along with advanced learners are encouraged to participate in all class and college activities to enhance their learning experience and it helps in instilling the feel good feelings, and reduce their maintaining the equality and reduce the hesitation.

| File Description | Document |
|---------------------------------|-------------------------------|
| Any additional information | View Document |
| Link for Additional Information | View Document |

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

Response: 84.88

| File Description | Document |
|---------------------------------|-------------------------------|
| Any additional information | View Document |
| Link for Additional Information | View Document |

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

College is committed to maintain the conducive learning atmosphere to sustain, enrich and foster the student centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning experiences.

The design and development of curriculum is student need based and having student-centric approach as final base. The curriculum is incorporated with employability skills, lifelong learning skills, value additions, human values, and professional ethics.

Experiential Learning:

- The continuous and comprehensive learner evaluation is given priority through various methods like assignments, projects on various subjects like environmental education, human rights, social issues etc. to support them for their experiential learning.
- They are also given survey-based projects which enhance their cognitive ability. Students are also sent for internships at various firms as a part of syllabus to acquire empirical based knowledge outside the classroom which allows them to enhance their experiential learning.
- Teachers have been attending FDPs, Orientation Courses, Refresher Courses, Workshops, Seminars and Conferences which help in enhancing the teaching- learning process. more interactive and creative.
- Teachers conduct group discussions, debates, discuss various case studies and undertake field visits to
- Every department conducts academic activities involving the guest lectures, curricular activities and extracurricular activities where students are made aware of the recent knowledge and developments in the academic domain, they have chosen to pursue their career.
- Students have also participated in community-based projects in nearby villages of Mumbai.
- Field visits arranged to the Bombay Port trust , Bombay Stock Exchange, RBI, NSE, andIndustrial Visits etc.
- Students
- Students also participate in Elocution competition, decorating of college and department during events, blogging, posters making, writing for the college magazine and also preparing handwritten magazines, innovatively writing college and department notice boards showing their creativity.
- Industrial Visits, field trips, visit to heritage sites and Media Houses, birding, give them real life experiences.
- Leadership and management skills are harnessed by organizing various inter-departmental and

inter-collegiate events.

- College Associations innovative activities like mock parliaments, Mock stock and encourage students to participate actively to have on hand experience.
- Special impetus is given to students Extension activities like participating in community projects which helps to enhance social skills, help to understand socio-economic scenario of the society and get the first-hand experience in the field, also, this helps in their further strengthening research skills.

Participative Learning:

- Teachers have adopted ICT tools along with the conventional methods and introduced
- The college provides learning opportunities for students interested in honing their entrepreneurial skills. Students put up stalls and exhibit their products. This helps them to understand the economics and cost-benefit ratio of small-scale business, thereby inculcating business related skills in them.
- Students participate in Seminars, conferences, workshops, make models and present posters.
- The Language Lab is used to enhance communication skills. The Sanskrit department organizes the Sanskrit *Sambhashan Varga* which helps interested students from non-Sanskrit background to learn and communicate in Sanskrit.
- The college has also organized Translation Workshops for inculcating the translation skills.

Problem-Solving Methods

- Teachers give students a real time situation in which the students give their own opinions and write it on a blog.
- Students take up projects on social issues and try to understand the problems
- Assignments and projects help students to identify the problem and enhance their cognitive thinking.
- Besides, project, field work and internship is a part of curriculum.

| File Description | Document |
|---------------------------------|-------------------------------|
| Any additional information | View Document |
| Link for Additional Information | View Document |

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

Response:

Use of ICT-enabled tools became a mandatory rather forced part of teaching-learning process during the pandemic, but K. J. Somaiya College of Arts & Commerce had started upgrading infrastructure long before the pandemic.

- College has provided personal laptops to all the teachers and all the classrooms are equipped with overhead projectors and LAN connections for Internet.
- Smart-board facilities and audiovisual room facilities are also available in the college. All staff members use ICT-enabled pedagogy for effective, creative, and innovative teaching along with the traditional chalk-and-board methods.
- All the teachers are given institutional email ids to communicate with the students and the office regularly.
- Institution through SVV IT has purchased the license for Google Suit which helps them to use Google Classrooms
- During the pandemic, SVV also purchased licenses to use virtual platforms like Zoom, Google Classroom, and Microsoft Teams for online teaching.
- Offee-an offline interactive software, PPTs, Video Clippings, Online Quizzes, Assignments, and Tests are made the part of supplementary teaching ICT-based pedagogy.
- Teachers were given the required training to use these online platforms.
- Along with classroom teaching, films with social, economic, and political relevance are used as a supporting teaching aid. The college has a film forum which regularly screens films individually through the College Film Festival and in collaboration with departments screens educational and informative movies for the students. Many departments conduct films festivals on selective topics to make the topics interesting.
- The college library is also well equipped to support to online reservation and renovation of the books. KIOSK automatic machine is installed in library where students can renew, return, and borrow books without any library staff member. Furthermore, each book is barcoded i.e. with Radio Frequency Identification Tag which prevents books from being taken outside the library premises in an unauthorized manner.
- The library also has INFLIBNET facility, which allows teachers to gain institutional access to prestigious journals and books.
- The course syllabus with details of paper patterns and references are uploaded on websites for students.
- The economics department has started its own blog called *Somaiyanomics* where students write their views on current affairs, prepare memes on the difficult topics to make it easy. College Website Committee keeps on updating the upcoming events on Somaiya website including upcoming credit courses and its registration is available online.
- During the pandemic teachers have used various online platforms to conduct quiz, taking poll and making teaching learning process interesting. Teachers have used, Telegram and WhatsApp groups to update students about events and academics. This platform is also used to mentor students and help slow learners effectively.
- Teachers have recorded their videos and uploaded online and YouTube channels to facilitate students who were not able to attend the classes due to weak network or connectivity issues.
- Guidance for the Examination was conducted online and live streamed on YouTube. The video is uploaded on YouTube channel.

Teachers were continuously in touch with the students with various modes like social media, emails etc. Various departments had their YouTube channels to conduct different programs. Teachers have taken lot efforts and training to conduct online programs and classes where laptops provided by college in previous years contributed a lot.

| File Description | Document |
|--|-------------------------------|
| Any additional information | View Document |
| Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process | View Document |
| Link for Additional Information | View Document |

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

Response: 84.88

2.3.3.1 Number of mentors ?????????????? ???????

Response: 57

| File Description | Document |
|--|-------------------------------|
| Upload year wise, number of students enrolled and full time teachers on roll | View Document |
| Circulars pertaining to assigning mentors to mentees | View Document |
| Any additional information | View Document |
| Link for additional information | View Document |

2.3.4 Preparation and adherence of Academic Calendar and Teaching plans by the institution

Response:

- University of Mumbai issues circulars to make the affiliated institution adhere to the uniform academic calendar. Based on the guidelines, the institutional Academic calendar is prepared for the academic year in consultation with each dean, department head, IQAC Team, Principal, and non-teaching staff.
- Controller of Examinations after due consultation with heads of the departments and the dean of academic affairs decides the dates for the semester-end examinations, and the schedule for the internal examinations after confirming minimum 90 teaching days for each semester. The dates/schedules are presented in the staff meeting and then displayed on the college website in advance.

Some Important dates incorporated in the academic calendar are as follows:

- Re-opening after summer vacation
- Commencement of all classes

- Student Induction Program.
- Last working day for the semester.
- List of holidays & Term breaks.
- The proposed curricular and co-curricular activities
- NSS Activities Schedule
- NCC Activities Schedule
- Cultural Forum Activities Schedule
- Association Activities
- Commencement of End semester examinations.
- Commencement of classes for the even semester.
- Significant National / International days and festivals.
- The Academic Calendar is used to plan department events such as club activities, guest lectures, workshops, intercollegiate events, and study tours.

Teaching plan

- IQAC prepares the comprehensive format for the teaching plan. The format with date, day order, topic, options for teaching pedagogy and assessment methods helps teachers have a clear idea about their teaching strategies for the entire semester.
- Individual teachers prepare comprehensive lesson plans according to the Continuous Internal Assessment schedule presented in the Academic Calendar, and Department Heads must follow through on the completion of the specified unit(s).
- Heads of the Department monitors the implementation of the Teaching Plan and a feedback is collected at the end of the curriculum completion in the classroom.
- Deans of Academic Affairs provide clear timelines for teachers to complete teaching specified units in the syllabus and set question papers accordingly.
- Teachers are also required to give an undertaking related to the completion of the respective syllabus.
- The question papers are submitted to the Examination Committee of the department (HOD and one or two senior staff according to the strength of the department) for verification of the unit(s) completed and adherence to the prescribed pattern.

| File Description | Document |
|--|-------------------------------|
| Upload Academic Calendar and Teaching plans for five years | View Document |
| Any additional information | View Document |
| Link for Additional Information | View Document |

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 97.46

| File Description | Document |
|--|-------------------------------|
| Year wise full time teachers and sanctioned posts for 5 years(Data Template) | View Document |
| List of the faculty members authenticated by the Head of HEI | View Document |
| Any additional information | View Document |
| Link for Additional Information | View Document |

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 35.66

2.4.2.1 Number of full time teachers with *Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D’Lit.* year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 25 | 22 | 20 | 22 | 19 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format (Data Template) | View Document |
| Any additional information | View Document |
| Link for Additional Information | View Document |

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 13.03

2.4.3.1 Total experience of full-time teachers

Response: 742.7

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |
| Link for Additional Information | View Document |

2.5 Evaluation Process and Reforms

2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years

Response: 37.6

2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 27 | 38 | 43 | 43 | 37 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format (Data Template) | View Document |
| Any additional information | View Document |
| Link for Additional Information | View Document |

2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years

Response: 3.58

2.5.2.1 Number of complaints/grievances about evaluation year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 91 | 170 | 47 | 167 | 336 |

| File Description | Document |
|--|-------------------------------|
| Number of complaints and total number of students appeared year wise | View Document |
| Any additional information | View Document |
| Link for Additional Information | View Document |

2.5.3 IT integration and reforms in the examination procedures and processes including

Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management System (EMS) of the Institution

Response:

The Examination Cell of (Exam Cell) in K J Somaiya College of Arts and Commerce (Autonomous) is headed by the Principal and supported by a team of examination cell members. The team consists of the exam chairperson and team members appointed for the work. The prime responsibility of the Examination Cell is to conduct all the examinations (both internal and external examinations) in a fair and systematic manner. Examination cells will have appropriate infrastructure for generating question papers and other relevant confidential materials.

Reforms in Examination System:

- **System of Examination:** College has adopted Semester Based, Credit and Grading System for Undergraduate and Post Graduate Programs under Autonomy. Scheme of Examination involves continuous evaluation of learners consisting of two components namely, internal evaluation of 25 marks and semester end evaluation (external) of 75 marks.
- **Criteria for Passing:** Passing is compulsory in both internal and external examinations. A learner must get at least 40% of the total marks in both the examinations to pass.
- The marks will be given for all examinations, and they will be converted into grade (quality) points.
- The semester-end, final grade sheets and transcripts will have only credits, grades, grade points, SGPA and CGPA.
- **Masking of Answer** sheets are masked immediately after the examination and unmasked to enter their respective roll numbers once the marks are entered on the marksheets for processing.
- **Rules and Regulations** are strictly followed to stop students from using any sort of illegal and unfair means. The broad categories of unfair means resorted to by learners at the College.
- **Declaration of the Result:** After receiving the moderated hard copy of the mark list, the Chief Controller and Controller of Examination will review the results and decide the gracing policy in consultation with the Coordinator of each The Examination Committee will be responsible for checking the posting of moderated marks.
- **Grievances:** Any grievances related to marking scheme and assessment is notified in ESE Grievances Form and Candidates are required to submit this form immediately on the open day for re-assessment, re-verification and, grievance related to marking scheme / Solution, amendment in the result.
- **Provision for student with special Abilities:** Students with Dyslexia, Dysgraphia & Dyscalculia or visually impaired / low / vision / physically challenged will be offered facilities of extra time, writer and special seating arrangements.

- In severe cases, special papers are sought for such students along with special considerations for assessment as per the guidelines provided by the Mumbai University.

IT Integration:

- Internal examinations were operated through OFFEE (software specially designed for MCQ pattern tests with a shuffling of questions and options within)
- The tests are conducted through Google Forms and MS Teams for all the students.
- Examination notices, timetables of the examinations, examination related instructions and announcements and results are uploaded on the college website from time to time and spread through various WhatsApp groups of respective classes along with detailed instructions.
- A computerized examination section with well-trained staff.
- An external agency is hired for data entry, result processing and mark sheet printing under the strict supervision of exam committee at every level.
- The methods like assignment submission, class tests, PPT presentations, group discussions are reintroduced through Google Classrooms, MS-Teams and other virtual methods.

| File Description | Document |
|---------------------------------|-------------------------------|
| Any additional information | View Document |
| Link for Additional Information | View Document |

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

K. J. Somaiya College of Arts & Commerce (Autonomous) has moved from a content-based to competency-based curriculum to Outcome Based Education (OBE) from the academic year 2019 – 2020, which is an important milestone in Higher Education. This learner-centric teaching pedagogy focuses on measuring the students' performance through the respective course/program outcomes.

- The course/program outcomes are realized based on the knowledge, skills and aptitudes acquired by the learner shaping them into researchers, innovators, befitting employees of the potential job markets, and above all better citizens of this global village.
- Outcome-based education (OBE) is education in which an emphasis is placed on a clearly

articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have when they leave the learning system.

- It is sometimes also called performance-based education and is an attempt to measure educational effectiveness based on results rather than on inputs such as time students spend in class.
- The student learning outcomes constitute the criteria by which curriculum is developed or redesigned, instructional materials are selected, teaching methods are adopted, and evaluation is conducted.
- The framework elaborated by Bloom and his collaborators consisted of six major categories: Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation is strictly followed and adopted in spirit and practice.
- The categories after Knowledge were presented as “skills and abilities,” with the understanding that knowledge was the necessary precondition for putting these skills and abilities into practice. While each category contained subcategories, all lying along a continuum from simple to complex and concrete to abstract, the taxonomy is popularly remembered according to the six main categories.

Strategy

- Attainment of CO, PO and PSO are measured by using direct assessment method. Direct assessment method is based on the performance of students in the internal assessment and Semester End Examination by using different components. This is effective from academic year 2019-20
- COs of each course are designed by the concerned subject teacher. COs are designed in such a way that all the levels of are covered in the entire COs.
- Question Papers i.e. internal as well as external in each course are designed in such a way that the entire course outcomes are covered in it.
- All the syllabi contain the COs of the respective subjects which are shared with the students. COs, POs and PSOs are displayed on the college website as well. Concerned teachers discuss the syllabus and the COs in the class in the first lecture of each term.

| File Description | Document |
|--|-------------------------------|
| Upload COs for all courses (exemplars from Glossary) | View Document |
| Any additional information | View Document |
| Link for Additional Information | View Document |

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

Response:

The level of attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are measured using various indicators throughout the semester of the academic year.

- The faculty records the performance of each student with the help of the specified course

outcomes through a continuous evaluation process.

- The faculty provides home assignments to students, conducts internal tests, viva voce, surprise tests, open book tests, quiz, projects etc. to assess the Programme Outcomes and Program Specific outcomes attained by each student.

Key indicators of measuring attainment are:

- **End Semester Examination:** Being an autonomous institution, students are required to take examinations as per the semester pattern set, through which the institution measures programme outcomes based on the course attainment level fixed by the programme.
- **The Internal Assessment** constitutes 25% weightage of the total marks (100) in each subject. The students are given assignments which are designed in alignment with Programme Outcomes of the respective subject. Additionally, internal/class tests, quiz, viva etc. are conducted repeatedly in a semester to judge the performance of students on a regular basis.
- **Practical Assessment/ External Assessment:** It is evaluated by inviting external experts appointed by the college to evaluate each student by conducting Practical examinations and taking Viva-Voce and evaluating the practical files.
- **Result Analysis:** At the end of each semester, result analysis of each course is carried out using bar charts indicating the percentage of students falling in different categories of CGPA obtained. This is an effective indicator to evaluate the level of attainment of POs, PSOs and COs as specified by the college.
- **Internships and Placements:** Students are encouraged to take up internships, projects, fieldwork, etc. The Placement Cell of the college helps and polishes the students according to industry standards and provides ample opportunities for students to get placed in esteemed companies. This helps them to obtain necessary skills and practical experience in their chosen discipline.

Attainment of COs, POs and PSOs are measured by using a direct assessment method. Direct assessment method is based on the performance of students in the internal assessment and Semester End Examination by using different components.

Evaluation of Course attainment and Program attainment

Course Attainment

- The average score of all the students is calculated for each course for internal and external assessment.
- The number of students above the average is calculated for internal as well as external examinations for each course.

- The percentage of students above average for internal and external examination is calculated and it is called as CO attainment score for respective examinations.
- The target CO attainment scores for M.COM / B. Com and M.A./ B.A. are 55% and 50% respectively effective from 2019-20. Using the actual CO attainment score and target CO attainment Score, the CO attainment gap is calculated.

| File Description | Document |
|---------------------------------|-------------------------------|
| Any additional information | View Document |
| Link for Additional Information | View Document |

2.6.3 Pass Percentage of students(Data for the latest completed academic year)

Response: 98.5

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 1899

2.6.3.2 Total number of final year students who appeared for the examination conducted by the Institution.

Response: 1928

| File Description | Document |
|---|-------------------------------|
| Upload List of Programmes and number of students passed and appeared in the final year examination(Data Template) | View Document |
| Any additional information | View Document |
| Link for the annual report | View Document |
| Link for additional information | View Document |

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.34

| File Description | Document |
|--|-------------------------------|
| Upload database of all currently enrolled students | View Document |
| Upload any additional information | View Document |
| Link for any additional information | View Document |

Criterion 3 - 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

Response:

The Research Policy of K.J. Somaiya College of Arts and Commerce (Autonomous), Mumbai. focuses on the following:

- To create and promote a culture of research among the faculty and staff of the college
- To identify research areas and specify research topics of academic, practical and socially relevant significance.
- To organize seminar/workshops/conferences on research topics and training programmes on Research methodology.
- To ensure quality, integrity and ethics in research.
- To publish research material in appropriate journal, proceedings and media and to make available such information to end users.

Efforts of the college to promote Research:

Physical Facilities

- College has established a dedicated research center (room) by providing a air conditioned space with six computers with peripherals and required software.
- Each faculty member has been provided a laptop.
- Internet facilities (wired and wi-fi) are provided to the teachers so that they access various research material.
- Library has been designed with separate cubicles and reference section to cater the research scholar necessities and requirement.
- In order to facilitate research the institution has linkage with Inflightnet and EBSCO to get access to online journals.
- Internet facilities (wired and wi-fi) are provided to the teachers so that they access various research material.
- Inter-institutional library facilities are available in the campus for members of sister institutions.

- The college library subscribes to various print journals and books which can be used by researchers.

Mechanism

- The college has a Research Review and Recommendation Committee which also acts as Research Ethics Committee.
- The committee is constituted to review and recommend the potential research projects, evaluate the ongoing research projects, suggest the quality measures for a research free of plagiarism and work on orienting and encouraging teachers for possible research projects.
- The committee will also suggest and recommend seminars/conferences worthy of promoting research ethos and culture.

Quality Measures

- Somaiya Vidyavihar has purchased a licensed software “Turnitin” for checking plagiarism and the college has full access to it.

Promotional Measures

- The faculty members can avail of various course work /training programmes conducted by our sister institution; the Somaiya Institute of Management and Research (SIMSR)
- The college has always encouraged research and co-curricular pursuits of the staff and students.
- The students are allowed to present their research paper as a part of the internal evaluation and also in competitions.
- Departments are encouraged to conduct guest lectures for which eminent scholars are invited.
- Students are encouraged and guided by faculty members to present research papers at various competitions and seminars. Students have also published papers in reputed journals.
- Departments have best practice in research by offering Research Methodology as one of the papers.
- Departments of Commerce, Hindi and Gujarati are recognized as Research Centres.

Financial Assistance

- Financial assistance are provided to teachers and students to participate and present research papers in seminars and conferences.
- Seed funding to the potential research project/publication of papers is given.
- Separate budget is allocated as a research grant to purchase reference books.

Some Highlights

- **The college** organized undergraduate research competition, SREE (Student Research Encouragement and Enhancement), on 5th March 2019. **Total 61 research students with 52 research papers** from commerce, social sciences and languages streams.
- As a part of EXPERIENTIAL LEARNING a 'LIVE RESEARCH PROJECT'.
- Students have also published papers in reputed journals.

| File Description | Document |
|---|-------------------------------|
| Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption | View Document |
| Any additional information | View Document |
| URL of Policy document on promotion of research uploaded on website | View Document |

3.1.2 The institution provides seed money to its teachers for research (average per year, INR in Lakhs)**Response:** 0.15**3.1.2.1 The amount of seed money provided by institution to its faculty year-wise during the last five years (INR in lakhs).**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 0.75 | 00 | 00 | 00 | 00 |

| File Description | Document |
|---|-------------------------------|
| Minutes of the relevant bodies of the Institution | View Document |
| List of teachers receiving grant and details of grant received | View Document |
| Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized | View Document |
| Any additional information | View Document |

3.1.3 Percentage of teachers awarded national / international fellowship for advanced studies/research during the last five years

Response: 0.66

3.1.3.1 The number of teachers awarded national / international fellowship for advanced studies / research year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 01 | 00 | 01 | 00 | 00 |

| File Description | Document |
|---|-------------------------------|
| List of teachers and their international fellowship details | View Document |
| e-copies of the award letters of the teachers | View Document |
| Any additional information | View Document |

3.2 Resource Mobilization for Research

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

Response: 3.53

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 2.78 | 00 | 00 | 0.50 | 0.25 |

| File Description | Document |
|--|-------------------------------|
| List of project and grant details | View Document |
| e-copies of the grant award letters for research projects sponsored by government and non-government | View Document |
| Any additional information | View Document |

3.2.2 Percentage of teachers having research projects during the last five years

Response: 2.63

3.2.2.1 Number of teachers having research projects during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 06 | 00 | 00 | 01 | 01 |

| File Description | Document |
|--|-------------------------------|
| Names of teachers having research projects | View Document |
| Any additional information | View Document |
| Link for additional information | View Document |

3.2.3 Percentage of teachers recognised as research guides

Response: 14.04

3.2.3.1 Number of teachers recognized as research guides

Response: 08

| File Description | Document |
|--|-------------------------------|
| Upload copies of the letter of the university recognizing faculty as research guides | View Document |
| Any additional information | View Document |
| Link for additional information | View Document |

3.2.4 Average percentage of departments having Research projects funded by government and non-government agencies during the last five years**Response:** 5.64**3.2.4.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 04 | 00 | 00 | 01 | 01 |

3.2.4.2 Number of departments offering academic programmes

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 22 | 22 | 22 | 20 | 20 |

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

3.3 Innovation Ecosystem

3.3.1 Institution has created an eco system for innovations, creation and transfer of knowledge supported by dedicated centers for research, entrepreneurship, community orientation, Incubation etc.

Response:

Our Institution provides a healthy atmosphere, infrastructure, and resources for the enhancement of the capacity and competencies of students and teachers in research and innovative activities. All innovative and extension activities are student centric. Various activities are conducted to nurture and nourish youth's minds.

The institution has various subject associations and cells through which students and faculty members are encouraged to undertake innovative activities which are helpful for the creation and transfer of knowledge. Activities conducted by these associations and cells are helpful to develop leadership qualities, various skills, planning, budgeting, marketing, and organizing. Activities conducted by

language associations are helpful to enhance the skills of languages and creative thinking.

Canter for Research

- Under autonomy the college has appointed Dean for Research and Extension Activities to promote and foster research among teachers and students.
- Research canter in Commerce and Management, Gujarati, Hindi, History, and English are established for the Ph.D. program.
- College has established a dedicated research discussion room for encouraging research dialogue among the department, and faculty for collaborative research.
- Library has been designed with separate cubicles and reference sections to cater to the research scholar's necessities and requirements to support the research canter.
- We also have the opportunity to be associated with
- There is an IPR cell within the campus. this is coordinated with the help of SIRAC.
- Inter-institutional library facilities are available on the campus for members of sister institutions.
- The college library subscribes to various print journals and books which can be used by researchers.

Entrepreneurship

- The college has an Entrepreneurship Development Cell (EDC) to promote an entrepreneurial mindset.
- EDC conducts workshops, seminars, and guest lectures on Entrepreneurship throughout the year.
- Students are provided opportunities to directly interact with outstanding entrepreneurs excelling in their field.
- Expert lectures by industry personnel are arranged for students.
- Individual departments also interact with the industry to ascertain its needs to fill the gap in the curriculum.
- Industrial, field, and site visits are arranged for students regularly.
- To enhance the Entrepreneurial Skills of the students the DLLE conducts activities like selling pens, scales, erasers, pencils and & and other food items under Anna Poorna Yojana [APY].

Community orientation

- The NCC and NSS college units take part in various initiatives like Swacchh Bharat Abhiyan, Swachhta Pakhwada initiatives, blood donation camps, awareness programs on AIDS prevention, Organ Donation and Plasma Donation, Pulse Polio Vaccination drives, Tree Plantation Drives, Voter Registration Drives, etc.
- The Department of Lifelong Learning and Extension (DLLE) under the guidance and in collaboration with the University of Mumbai conducts various community-oriented projects.

Incubation Canter

- Somaiya Vidyavihar is having a centralized incubator canter **riidl (Research Innovation**

Incubation Design Laboratories) where students intern with them for Maker Mela and related entrepreneurial awareness activities. They assist us with startup advice. This incubation center is shared with all the institutions on the campus.

- It is an incubation center that provides a nurturing environment to early-based startups by providing them with workspace and mentoring which enables them to contribute to the community.
- It is also created to focus on groups who want to work on projects and technology-based business ideas on the campus.

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

3.3.2 Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development during the last five years.

Response: 116

3.3.2.1 Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development year-wise during the last five years.

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 14 | 28 | 22 | 22 | 30 |

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

3.4 Research Publications and Awards

3.4.1 The Institution ensures implementation of its stated Code of Ethics for research through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of Ethics committee 3. Plagiarism check through software 4. Research Advisory Committee

Response: A. All of the above

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

3.4.2 Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/supervisors provided at 3.2.3 metric) during the last five years

Response: 1

3.4.2.1 How many Ph.Ds are registered within last 5 years

Response: 08

3.4.2.2 Number of teachers recognized as guides during the last five years

Response: 08

| File Description | Document |
|--|-------------------------------|
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc | View Document |
| URL to the research page on HEI web site | View Document |

3.4.3 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 1.83

3.4.3.1 Number of research papers in the Journals notified on UGC website during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 28 | 29 | 15 | 25 | 14 |

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

3.4.4 Number of books and chapters in edited volumes / books published per teacher during the last five years

Response: 0.86**3.4.4.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 05 | 16 | 08 | 07 | 16 |

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

3.4.5 Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed**Response: 1**

| File Description | Document |
|--|-------------------------------|
| Bibliometrics of the publications during the last five years | View Document |
| Any additional information | View Document |

3.4.6 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-index of the Institution**Response: 0.5**

| File Description | Document |
|--|-------------------------------|
| Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution | View Document |
| Any additional information | View Document |

3.5 Consultancy**3.5.1 Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs).****Response: 15**

3.5.1.1 Total amount generated from consultancy and corporate training year-wise during the last five years (INR in lakhs).

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 00 | 00 | 15 | 00 | 00 |

| File Description | Document |
|--|-------------------------------|
| List of consultants and revenue generated by them | View Document |
| Audited statements of accounts indicating the revenue generated through consultancy and corporate training | View Document |
| Any additional information | View Document |

3.5.2 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs).**Response:** 0**3.5.2.1 Total amount spent on developing facilities, training teachers and staff for undertaking consultancy during the last five years (INR in Lakhs)**

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 00 | 00 | 00 | 00 | 00 |

| File Description | Document |
|--|-------------------------------|
| List of facilities and staff available for undertaking consultancy | View Document |

3.6 Extension Activities**3.6.1 Extension activities are carried out in the neighbourhood community, sensitising students to social issues, for their holistic development, and impact thereof during the last five years****Response:**

K. J. Somaiya College of Arts and Commerce organizes and participates in various extension activities with a dual objective of not only sensitizing students about various social issues but also contributing to the community and strengthening community participation. Extension activities aim at giving awareness

to the students on the contemporary social issues of the neighborhood communities and to motivate them towards achieving action-oriented solutions to the problems.

The NCC and NSS college units take part in various initiatives like Swacchh Bharat Abhiyan, Swachhta Pakhwada initiatives, blood donation camps, awareness programs on AIDS prevention, Organ Donation and Plasma Donation, Pulse Polio Vaccination drives, Tree Plantation Drives, Voter Registration Drives, etc.

REACHING OUT TO SOCIETY

- **Literacy Project:** The volunteers of the NSS unit of the college participate in Literacy Project (In association with the NGO Dharma Bharati Mission). It was conducted in various schools and Slum/disadvantaged children were taught English.
- **Environment Enrichment Activities:** Tree plantation, notebook making, Anti Dengue campaign, Plastic ban awareness programs and drives.
- **ROAD SAFETY:** Volunteers participated in DRIVING SAFETY SURVEY. Street play on road safety was performed by the volunteers.
- **SWACHTA ABHIYAAN** was conducted at Somaiya Vidyavihar Campus, BMC garden, Vidyavihar, the Vidyavihar Station (East).
- **BLOOD DONATION CAMPS** in the College are a regular feature whereby students and staff donate blood for the cause. HIV/AIDS awareness programs (in association with Red Ribbon Club, MDACS) are arranged for the students. RRC membership drives are also organized.
- **VACCINATION DRIVES:** The NSS unit of the college organized a pulse polio vaccination drive and a Covid19 vaccination drive where 193 children and 420 students were successfully vaccinated respectively.
- The college has adopted **HALADPADA VILLAGE-DAHANU** and the students involve themselves in activities that enhance their social commitment leading to the betterment of the villagers.
- The NSS Unit of the college had organized a library setup at Murbad with donated books.

IMPACT TO SOCIETY

Extension activities have helped the students to be sensitive to the needs of the society. The students come up with various meaningful activities to impact society.

- During Ganesh Visarjan the NSS volunteers help the traffic police in the Ghatkopar area
- Students made masks during Covid-19 and distributed them in their neighbourhood.
- Participated in the flood donation drive to help the people affected in Sangli, Satara, and Kolhapur where grains, clothes, medicines, sanitary napkins, toothpaste, toothbrushes, toiletries, and ready-to-cook food packets were donated.
- Participated in the 'Book Donation Campaign' started by us on 14th September 2019.
- Awareness Programs and Rallies on a number of issues such SWACHHTA AWARENESS, health hazards of open defecation, organ donation, Plasma Donation, Voter Awareness, Plastic free society, Anti-Tobacco, and Anti-narcotics, spreading awareness of drug abuse and trafficking in the locality of college area.
- Celebration of Independence Day and Republic Day on the Campus

The involvement in community services has led to the holistic development of the students enabling them to be socially responsible citizens.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload Any additional information | View Document |
| Paste link for additional information | View Document |

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 last five years

Response: 9

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 02 | 00 | 04 | 02 | 01 |

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

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

Response: 195

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 45 | 23 | 34 | 55 | 38 |

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

3.6.4 Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years

Response: 24.09

3.6.4.1 Total number of students participating in extension activities listed at 3.6.3 above year-wise during the last five years.

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1715 | 792 | 1291 | 1234 | 1130 |

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

3.7 Collaboration

3.7.1 Number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

Response: 17

3.7.1.1 Total number of Collaborative activities per year for research/ faculty exchange/ student exchange/ internship/ on –the-job training/ project work

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 05 | 15 | 10 | 12 | 43 |

| File Description | Document |
|--|-------------------------------|
| Number of Collaborative activities for research, faculty etc | View Document |
| Copies of collaboration | View Document |
| Any additional information | View Document |

3.7.2 Number of functional MoUs with institutions of national, international importance, other institutions, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 36

3.7.2.1 Number of functional MoUs with institutions of national, international importance, other Institutions, industries, corporate houses etc. year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 02 | 01 | 10 | 12 | 11 |

| File Description | Document |
|---|-------------------------------|
| e-copies of the MoUs with institution/ industry/ corporate house | View Document |
| Details of functional MoUs with institutions of national, international importance, other Institutions etc during the last five years | View Document |

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

K. J. Somaiya College of Arts & Commerce is established on a 60 acres lush green campus with ultra-modern infrastructure facilities catering to a dynamic and sound teaching-learning atmosphere.

The following Infrastructure and physical facilities are in place for Teaching-Learning Processes:

1. 31 well lit, spacious and ventilated classrooms out of which 29 classrooms are equipped with Wifi / LAN facility, LCD, Speakers
2. One classroom has been facilitated with a smart board to support e-content development.
3. A Conference Room having a digital smart board facility.
4. An auditorium with a state of art, equipped with the latest technical arrangements with accommodating capacity of around 350 participants.
5. A computer lab comprising 51 computers, Projector and WiFi connection.
6. A Digital Language Lab for the benefit of language learners, operated on ODLL (Orell Digital Language Lab)
7. To facilitate the process of learning the subject of Psychology, the department has a laboratory cum class room,
8. Each teaching faculty member has been provided with a laptop and WiFi connectivity .

Library Resources :

- The total area of the library is 10732-sq. ft. consisting of 418 chairs with 80 tables for reference and reading.
- College library projects a splendid collection of 87000+ books, 758 e-books, 63,890 Titles, 124 periodicals, 2 e-resources, 825 back volumes, 427 rare collections, 8 braille collections, 18 Theses, 1684 CDs, 31 audio cassettes, 59 video tapes, 136 maps and 18 newspapers.
- There is an in-House software programme 'BOOK WORM', which helps to link all libraries in the campus.

Facilities for extra-curricular activities -

- Institution has a multi-purpose auditorium, Kalidas Sabhagruh with a capacity to accommodate around 350 people.
- With a variety of facilities and equipment in the gymnasium, students can pursue their interest in indoor sports, follow their fitness regime.

Health Care Facilities:

- The college has appointed a Psychiatrist, Dr Shrirang Joshi, to counsel, guide and advise students as well as the staff members (teaching and non-teaching).
- Preliminary medical services.
- Napi-pad vending machine and Napi-pad burner to dispense sanitary napkins for women in ladies Toilets.
- An Ambulance facility for medical emergencies.

Other Facilities:

- Air-conditioned, Wifi enabled Principal's Cabin, Administrative Office, General Office, Examination Cell, Board Room, Staff Common Room.
- Ladies Common Room (LCR) to ensure some private space for female students.
- Every department, Cell and association is provided with a separate space
- Periodic maintenance of all computers, printers, scanners, photocopiers, AC, water purifiers, water coolers, microwave oven, elevator, etc. through AMC.
- Periodic pest control to maintain hygiene and safety of facilities and people.
- Clean toilets on each floor for girls and boys.
- Disabled friendly toilet.
- A photocopy centre in the premises for the staff as well as the students
- Facility of tea/coffee/juice vending machine
- 4 routers for good internet connectivity.
- CCTV Cameras in the entire college to ensure security.

- Water purifiers and water coolers on each floor

Sharing of Campus Facilities:

- 3 Hostels in the campus for boys & girls.
- 3 Canteens and 2 Mess and a Maggie house on the campus.
- Security guards are appointed across the campus, 24 X 7.
- CCTV surveillance throughout the campus.
- 5 Auditoria with seating capacities ranging between 200-400.
- Well Equipped Health Centre.
- E-Golf Carts for movements within campus.
- Project Office, administering all Logistic requirements.
- Data Centre for all technological support.
- Outdoor and Indoor sports facilities, gymnasium, swimming pool.

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload Any additional information | View Document |
| Paste link for additional information | View Document |

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

Response:

For Cultural Activities :

- A dedicated College Auditorium named as ‘Kalidas Sabhagruh’ comprising 6 speakers for audience, 2 base 2 stage speakers, 4 hanging mic, 1 podium and 2 cordless mic, 1 amplifier, 1 mixer, LCD, Wifi connectivity centralized air-conditioning with a seating capacity of 350. It has 2 green rooms located backstage required by performers and organisers for their arrangements before any performance. Also, a ramp facility for the physically challenged is created. Wide-ranging activities right from musical performances, theatrical performances, College festivals, Conferences, Seminars, Induction Programs, Inaugural Ceremonies, and screening of movies, etc.

take place in Kalidas Sabhagruha.

- Besides, Tagore Amphitheatre, Gargi Plaza, 5 Auditoria on sharing basis are available on campus for the above college activities.
- The college Conference Room is also used as a supplementary physical facility for conducting events during the college festivals and for intra/inter collegiate competitions, screening of films, in addition to conferences, seminars, guest lectures, workshops.

For Indoor and Outdoor Sports Facilities :

- College Gymnasium for indoor games and physical fitness, consisting of Table Tennis, Carrom, Chess facility, Treadmills, Dumbbells for workouts and storing facility for Football and Cricket kits for outdoor games.

Shared Sports Facilities on Campus :

Apart from the college gymnasium, students of the institution can have access to all the following sports facilities offered by the Somaiya Vidyavihar across the campus.

- 3 fully synthetic athletic tracks, 8 lane 400 meter, olympic track with flood lights
- 1 international standard basketball court and 2 practice courts
- Badminton Court Squash
- 65m X 105m Football Ground surface made out of artificial turf, with floodlights to play even in bad light
- Volleyball Ground
- Roller Skating
- 40 m Cricket Ground with center pitch and world class equipment, 3 cricket nets
- Dedicated piece of land, a mud ground for Kabbadi and Kho-kho
- A fully cushioned synthetic tennis court with acrylic coated surface, flood lit with materials approved by International Tennis Federation
- Multi-Purpose court facility to play handball and throw-ball
- 2 well-lit wooden Squash courts with concrete walls
- 25 Giant Chess set made from polyurethane plastic suitable for all weather conditions for Outdoor Chess

- Taekwondo Court
- Carrom and Chess Board for indoor sports
- Spacious Sports Complex known as 'Eklavya' with international standard Olympic size Swimming Pool
- A fully equipped gymnasium with Changing Rooms, Shower Rooms, Lockers
- Facility for Yoga

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Geotagged pictures | View Document |
| Paste link for additional information | View Document |

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 32

| File Description | Document |
|---|-------------------------------|
| Upload any additional information | View Document |
| Institutional data in prescribed format | View Document |
| Paste link for additional information | View Document |

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

Response: 100

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 8.83 | 9.02 | 10.98 | 79.80 | 48.53 |

| File Description | Document |
|---|-------------------------------|
| Upload Details of Expenditure , excluding salary during the last five years | View Document |
| Upload audited utilization statements | View Document |
| Upload any additional information | View Document |
| Link for any additional information | View Document |

4.2 Library as a Learning Resource

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

Response:

K. J. Somaiya College of Arts and Commerce Library is the oldest and biggest library in the Vidyavihar campus. **The total area is 10732-sq. ft. consisting of 418 chairs with 80 tables for studying. College library projects a splendid collection of 87000+ books, 758 e-books, 63,890 Titles, 124 periodicals, 2 e-resources, 825 back volumes, 427 rare collections, 8 braille collections, 18 Theses, 1684 CDs, 31 audio cassettes, 59 video tapes, 136 maps and 18 newspapers.** The book collection covers international and national publications of most of the areas of knowledge.

The salient features of the Library are:

- The approximate yearly budget varies from Rs. 6,00,000 to Rs. 7,00,000 including periodicals and journals. Many journals are bound after completion of the volume.
- Past question papers and syllabi are available for reference.
- Library helps to get photocopies of syllabi to the students going for further studies in foreign countries.
- Library also maintains a special collection on Career Guidance, Gandhian Literature, material for competitive examinations and CA studies, and a collection of Biographies.
- Library also contains rare books, which are not available in the market and now beyond copyright laws.
- There are 4 counters in the library for current reading, home issue, staff issue and reference counter.
- **Library is divided into 8 sections, viz., Acquisition, Periodical, Reference, Current Reading, Home issue, Staff and PG issue, Internet and Computers section and Book-bank.**

- Library offers free internet, photocopy and print facility to staff and students.
- Library is open for staff and students for 11 hours, 7.00 am to 6.00 pm, Monday to Saturday.
- The Institution has a fully automated and user friendly Library for the benefit of staff and students. An in-House software programme '**BOOK WORM**' that helps to link all libraries in the Somaiya Vidyavihar Campus.
- The complete catalogue is uploaded on computers for easy access and search.
- Each book is Bar-coded to facilitate home issues, records and location on shelf.
- Circulation and statistical records are also maintained on computers. Library has provision for making and printing lists of books for various purposes.
- Students can renew books themselves through online (**KIOSK**), provided the book is not in demand/reserved.
- Students can reserve the books through **Web OPAC**. System will notify the students through email, to return the book on or before the due date and once the reserved book is back into the library, the system will send notification through an email to the students who reserve the book.
- Library provides a facility for computers to staff and research students with free access to the internet.
- Reprographic facilities are also provided in the library for students, staff members and research students. Photocopy machine is also available at the reading counter.
- Digital Collection Access at www.somaiya.edu (for all e-resources)
- Remote access from Remotex.
- Library services website link kjsac.somaiya.edu.in/en/library/services
- Web OPAC at opac.somaiya.edu

| File Description | Document |
|---------------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Paste Link for additional information | View Document |

4.2.2 Institution has access to the following: 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources

Response: A. Any 4 or more of the above

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Institutional data in prescribed format | View Document |
| Details of subscriptions like e-journals, e-books , e-ShodhSindhu, Shodhganga Membership etc | View Document |

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

Response: 10.01

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 7.30 | 2.33 | 10.35 | 13.12 | 16.93 |

| File Description | Document |
|--|-------------------------------|
| Details of annual expenditure for purchase of and subscription to journals/e-journals during the last five years | View Document |
| Audited statements of accounts | View Document |
| Any additional information | View Document |

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 2.04

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 100

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

4.3 IT Infrastructure

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

Response:

- The Information Technology policy of the institution is a centralised policy set forth by the Somaiya Vidyavihar for the entire campus. The IT policy is applicable to all faculty, staff and students across the campus.
- Somaiya Vidyavihar IT Cell/Data centre of Somaiya campus monitors data and Wi-Fi access through centralised user id and password allocation system. Each device or machine used in the college requires a login ID to register and operate. All computers and laptops used within college require the updated version of anti-virus software installed by SVV IT Cell. No user is allowed to interfere with the operation of the anti-virus software installed on college owned devices, or change its configuration, unless the designated authority has granted permission. No user is allowed to use USB sticks, memory cards or any other portable media devices and if required permission to do so will be granted only after scanning for viruses. If a user receives any suspicious electronic communication or suspect their machine is infected by malware, they are required to contact the local system administrator for assistance.
- Only authorised users having allocated login id are allowed to access the IT system and they are responsible for the security and confidentiality of the data. Nobody is allowed to divulge passwords or the information to third parties. All machines used are not allowed to be left unattended when logged in unless a password protected screen lock is used. Besides, password protected screen lock is recommended to all the users and shared computers are not allowed to be left unattended when logged in.
- The SVV IT Cell has the right to monitor any aspects of its computer system and software installation and usage is monitored through software audit.
- The network permits high speed connections to the internet and it is operated with the minimum of restrictions to enable flexibility of communications between connected computers. This flexibility of operation, however, possesses potential security risk; to safeguard the stability, integrity and security of networks, all the machines are managed and monitored by SVV IT Cell.
- All computers, computer peripherals, telephone and mobile equipment, software and software licences are procured by SVV IT Cell and will remain as SVV property and administration and security of IT system is the sole responsibility of the college.
- Cameras are installed at prominent places in the college as well as across the campus for security purposes.
- Institution has a Purchase Committee which meets regularly to take decisions regarding various purchases for updating Physical and IT infrastructure of the institution which are recommended to Somaiya Vidyavihar IT Cell for their approval and centralised purchase. Even though a separate IT budget is not allocated at the college level, but the IT expenses and budget allocation is

included in overall college budgets and expenses. For instance, in the financial 2021-22, Rs. 36.84 lacs were allocated towards IT expenses and Rs. 21 lacs were utilised.

List of IT Services used by staff and students includes SVV Network, internet, personal email IDs, G-Suite, Collegeworm, Bookworm, H.R & ESS, RFID Card Management System, College Websites, and many more.

- **Software license and IT compliance** : Microsoft School Campus Agreement For Education, Adobe Enterprise Term License Agreement For Education, Oracle Academy Program For Education, Matlab Total Academic Headcount License For Education

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

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

Response: 31.21

| File Description | Document |
|-----------------------------------|-------------------------------|
| Upload any additional information | View Document |
| Student - computer ratio | View Document |

4.3.3 Bandwidth of internet connection in the Institution.

Response: 750 MBPS

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

4.3.4 Institution has the following Facilities for e-content development

1. Media centre
2. Audio visual centre
3. Lecture Capturing System(LCS)
4. Mixing equipments and softwares for editing

Response: C. 2 of the above

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Institutional data in prescribed format | View Document |
| Link for Additional information | View Document |

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years

Response: 696.03

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 120.12 | 91.61 | 99.89 | 106.23 | 29.75 |

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Details about assigned budget and expenditure on physical facilities and academic facilities | View Document |
| Audited statements of accounts | View Document |

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

Response:

- Institution has a built-in mechanism well communicated through policy manuals for maintaining and utilizing physical, academic, support facilities, viz., for computer lab, library, sports, etc.
- **Library** –
- Staff and students can login into My Account on Somaiya Vidyavihar Home Page on Library portal through the integrated ID SVV Net ID and Password which is already sent on their mobile and also on their email.

- Students can renew books themselves on-line provided the book is not in demand/reserved before the due date. Undergraduate students can renew the book only once while postgraduate students can renew it twice.
- Any Member can borrow any one book for seven days from any library of Somaiya Campus. At the Current Reading Counter the textbooks, general books, question papers are provided for current reading only, against the Identity Card.
- It is necessary to take the Librarian's permission for borrowing books overnight. If the book is not returned in time the student is fined Rs. 2/- per day.
- Books and periodicals are issued to staff members of the college. Generally books, other than textbooks, are issued for one month and periodicals for seven days.
- The staff members can borrow not more than 20 books and not more than 2 periodicals at a time. P. G. students are issued two books at a time for home lending for 7 days and three books at a time to read within the library.
- Reference books marked "R" before class number and Rare Old books are not issued for home reading.
- All Newspapers are made available for Students & Staff members in the Reference Section.
- Silence must be maintained in the reading room and any kind of discussion is not permitted in the reading area. Students are not allowed to eat in the library. Guidelines for the use of the Library are informed to staff and students.

Sports:

- Sports facilities in the institution as well as across the campus are available for use to staff and students provided they produce their appropriate Somaiya ID Cards / Sports Facilities User Cards issued and sign the register.
- College sports activities are monitored and scheduled by the sports director, functioning as the central body for all the colleges in the campus.
- College gymkhana is located on the first floor of the college building, open from 10.00 am to 4.00 pm. The non-teaching staff supervises the regular activities in the gymkhana and monitors the wear and tear of the equipment. Further, students who come to gymkhana are required to follow guidelines such as a) use of equipments with care, b) avoid damage of sports equipment. The gymkhana in-charge is also responsible for the inventory and storage of sports equipment.
- For using sports facilities in Somaiya campus, written guidelines regarding rules and regulations to use sports facilities are available and duly informed.
- Necessary online bookings are essential to use Somaiya sports facilities.

- Access to all the sports facilities is free of cost for all current students.
- The student/ player must be in appropriate sports attire i.e. sports specific shoes, t-shirt, Shorts/ track pants. Users will be responsible for any damage to the property in the sports facilities, such as lockers, windows, flooring, furniture, etc.
- Photo taking with/without flash and video filming are NOT allowed inside the sports facilities, except if an exclusive permission is taken from the Security and Sports academy.
- Food, beverages, pets are strictly not permitted into the sports facilities. Smoking and gambling of any sort is strictly prohibited in and around sports facilities.

Laboratory:

- Computer and Language lab can be used by staff and students any time except the lectures and practical sessions, subject to furnishing of Somaiya ID card.
- Lab facilities can be used only in the presence of Lab-in-charge or Lab assistant.
- Teachers and students using computer Lab should adhere to the rules and regulations mentioned in the Lab manual.

Research Centre:

- Research centre can be used by the research guides and their students and by anyone else with prior permission from the competent authority.
- All those who are in use of a research centre should adhere to the rules and guidelines mentioned in the Policy for Research Laboratory.

Classroom:

Classrooms are utilised not only for regular lectures and examinations, but also rented for the conduct of competitive examinations of national importance.

Cleaning and maintenance of the classroom is done through regular non-teaching support staff and pest control is done through professional pest control agencies. The civil maintenance of the classroom is scheduled through overall civil maintenance of the infrastructure. In addition to this, the physical infrastructure within the classroom including projectors, projector screens, electrical equipment, black boards, podium, desk are regularly audited and maintained.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 3.61

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 120 | 89 | 142 | 240 | 341 |

| File Description | Document |
|--|-------------------------------|
| upload self attested letter with the list of students sanctioned scholarships | View Document |
| Upload any additional information | View Document |
| Institutional data in prescribed format | View Document |
| Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years | View Document |

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

Response: 0.17

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 10 | 5 | 9 | 3 | 18 |

| File Description | Document |
|---|-------------------------------|
| Upload any additional information | View Document |
| Number of students benefited by scholarships and freeships besides government schemes in last 5 years | View Document |
| Institutional data in prescribed format | View Document |

5.1.3 Following Capacity development and skills enhancement activities are organised for improving students capability 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. Awareness of trends in technology

Response: A. All of the above

| File Description | Document |
|---|-------------------------------|
| Details of capability enhancement and development schemes | View Document |
| Any additional information | View Document |
| Link to Institutional website | View Document |

5.1.4 Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the Institution during the last five years.

Response: 2.99

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 136 | 340 | 166 | 81 | 46 |

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

5.1.5 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases 1. Implementation of guidelines of statutory/regulatory bodies

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

Response: A. All of the above

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 2.48

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 62 | 34 | 06 | 88 | 14 |

| File Description | Document |
|---|-------------------------------|
| Upload any additional information | View Document |
| Self attested list of students placed | View Document |
| Details of student placement during the last five years | View Document |

5.2.2 Percentage of student progression to higher education (previous graduating batch).

Response: 12.11

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 230

| File Description | Document |
|--|-------------------------------|
| Upload supporting data for student/alumni | View Document |
| Details of student progression to higher education | View Document |
| Any additional information | View Document |

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

Response: 100

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 9 | 5 | 1 | 2 | 1 |

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 9 | 5 | 1 | 2 | 1 |

| File Description | Document |
|---|-------------------------------|
| Upload supporting data for student/alumni | View Document |
| Number of students qualifying in state/ national/ international level examinations during the last five years | View Document |
| Any additional information | View Document |

5.3 Student Participation and Activities

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

Response: 48

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 11 | 11 | 12 | 11 | 03 |

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

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

K.J. Somaiya College of Arts and Commerce (Autonomous) has a very dynamic and vibrant **Student Council**. The Students' Council Committee of the College comprises of the **Chairman (Principal), the Appointed In-charge (Coordinator), and Chairpersons of NSS, NCC, and Sports**. In addition to these teaching staff members, a group of students who are **academically sound** and also **good in co-curricular activities** are selected as members. For this, the Chairpersons of NSS, NCC, SPORTS, and CULTURAL FORUM are requested to nominate three good students in their respective activities' preference-wise, to be considered as members of the Students' Council. The **Academic Toppers of the College** from every subject are also considered. Care is taken that at least one student from each class is selected i.e.: there will be at least **one student from FYBA/SYBA/TYBA and FYBCOM /SYBCOM / TYBCOM** and also **MCOM-I /MCOM-II**. This ensures that every class is correctly represented. Also, as per requirement, **two lady students and also students from the backward class** are to be included in the Students' Council. Thus, there is a perfect representation of **academic excellence, excellence in co-curricular activities, all classes, and all categories of students** in the Students' Council.

Then, from these selected members, **one student** is elected as our **General Secretary**, who will also be our **University Representative**. The **University Representative** is a **link between the university and the college regarding students' activities**.

For this, the necessary **voting** is to be done by filling the **form of election** and one member is to be duly elected as per procedure.

Roles of the Student Council

1. To officially represent all the students in the Institute.
2. To identify and help solve problems encountered by students in the Institute.
3. To communicate its opinion to the Institute administration on any subject that concerns students.
4. To promote and encourage the involvement of students in organizing Institute activities and also at the University level.

Responsibilities of the Student Council

1. To promote the interests of students among the Institute administration, staff and parents.
2. To inform students about any subject that concerns them
3. To identify and help solve problems encountered by students in the Institute.
4. To consult students on any issue of importance.
5. To organize educational and recreational activities for students.
6. To participate in developing the Institute's educational projects and to promote it to students
7. To encourage students to participate in all student related activities.
8. To propose activities to the Institute administration that would improve the overall development of the students.

Students are also represented in various academic and administrative committees in the college. Two students are nominated in the College Development Committee constituted as per Section 97 of Maharashtra Public University Act 2016, two student representatives in Internal Quality Assurance Cell (IQAC), two student representatives in Governing Body, and also, two students in every Subject Board (BOS) and contribute in designing the students centric curriculum, various college associations are also managed and executed by the students.

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

5.3.3 Average number of sports and cultural events / competitions organised by the institution per year

Response: 10.6

5.3.3.1 Number of sports and cultural events / competitions organised by the institution year - wise during the last five years.

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 11 | 11 | 7 | 9 | 15 |

| File Description | Document |
|--|-------------------------------|
| Upload any additional information | View Document |
| Report of the event | View Document |
| Number of sports and cultural events / competitions organised per year | View Document |

5.4 Alumni Engagement

5.4.1 The Alumni Association / Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services.

Response:

The Institution has **registered an Alumni Association known as 'Ex-Som'**. The Alumni association of this College although always functioning from early days was formally established in the **2009** by registering with Assistant Registrar of Societies, Greater Mumbai vide registration # 2570 of 2009 GBBSD and Joint Charity Commissioner of Greater Mumbai. Till date, there are **129 registered alumni members**.

The association aims to bring alumni to together **to create a pool of experience, talent and other resource** which shall be involved in various activities like **mentoring students, arranging and / or conducting seminars and workshops, raise funds to provide assistance to underprivileged students, imparting life skill training and many more for the benefit of students and society at large.**

The association feels happy & proud to see alumni making remarkable contributions in various fields of arts & culture, fashion, performing arts, social service & politics, NCC, sports, education, literary, journalism, civil services, industry & entrepreneurship, finance, corporate management and many more. The College motto has always been "Gyandev Tu Kaivalyam" meaning

“Knowledge alone liberates”.

The Association aims at uniting and gathering past students. The association provides a platform for ex-students to keep in touch with the college. It organizes a number of activities for the benefit and betterment of the present students.

The alumni of this college have always been in the forefront of multiple activities for the college including, amongst other:

- **industry interaction lectures**
- **guidance seminars on career related topics**
- **subject board members**
- **member jury for college events**
- **recruiters for companies**
- **supporting poor students by way of fees.**

Academic Support

Board of Studies & Academic Council: The Alumni Association is actively involved in the academic revision mechanism of the college. Representatives from the Ex-Som take part in the Board of Studies and Academic Council meetings and provide important suggestions on quality enhancement of teaching and learning processes.

Placement Support

Our Alumni help students to join industry / consultants / professionals as trainees / employment. Many students undergo CA Article training under our Alumni who are practicing Chartered Accountants. They also provide employment opportunities to students in their firms / client organizations so the students' learning can translate into application & they have hands-on experience of delivery at ground zero.

Financial Support

The Alumni Association also contributes to students' growth through financial means by providing scholarships for economically backward and meritorious students.

12 Management Committee Meetings and 5 Annual General Meetings are held to discuss various aspects.

Some alumni are also now teaching in the college as professors / lecturers or working as non-teaching staff members with great distinction. Lately the immediate past as well as current Principal, Vice Principal, Dean of the college is also an Alumni of this college!!

Alumni Association has conducted webinar on Organization Compliance and Taxation, association in Collaboration with NSS could have jointly collected Flood relief fund for Konkan Floods. Association has also contributed for social work as COVID warrior as volunteers, workshops on Career Opportunity in Digital World, imparted knowledge on "Transforming HR in the Digital World, workshop in Fund Planning before Start - workshop with '3D Animations' on "Indian Languages and Digital World, Chocolate making workshop, workshop on Digital Marketing and many more on the records.

| File Description | Document |
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| Any additional information | View Document |
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5.4.2 Alumni financial contribution during the last five years (in INR).

Response: E. <2 Lakhs

| File Description | Document |
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Criterion 6 - 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

Response:

Established in September, 1959, K J Somaiya College of Arts & Commerce is one of the premier institutions at Somaiya Vidyavihar campus. College enjoys a Linguistic Minority status and is permanently affiliated to the University of Mumbai and recognized by UGC under 2(f) and 12(b) of U.G.C. Act with a vision to empower a cross-section of the society through excellent education based on a sound value system.

Our Vision:

- To empower a cross-section of the society through Excellent Education based on a sound value system.

Our Mission:

- To impart qualitative and valuable services in the field of Education to all those who need it most.
- To attain Community and Social development through Education
- To aim at overall personality development of the students through Curricular, Co-curricular, and Extracurricular activities.

To fulfil our mission of empowering students, the college lays great emphasis on the all-round development of all its pupils. While academic excellence is of course encouraged and rewarded, a variety of extra-curricular activities conducted by the institutions enable students to explore and bring out their talents with core competencies, and develop an onward looking and confident personality. Teachers and non-teaching staff participate and lead all the activities in the capacity of member or coordinator or chairperson to facilitate smooth conduct and completion be it NSS, NCC, Cultural Forum and many such bodies working for the welfare of the students.

The policy implementation and governance takes place under the HOI guidance and is supported by the statutory bodies like Governing Body and Academic Council, Finance Committee, College Development Committee formed under section 97 of Maharashtra Public University Act 2016 which in turn helps the institute in streamlining the delegation of tasks and responsibilities at academic and administrative levels.

Reflection of Effective Governance of the Institution in congruence with Vision and Mission :

- NAAC Certified Institution for Three Cycles and Reaccredited with 'A' Grade in two Cycles

with CGPA - 3.27 in 2010 and 3.33 in 2016 respectively

- India Today Ranking : 3rd in Mumbai and 4th in Maharashtra in 2021-22
- *EduWorld* Ranking : 6th in Mumbai
- "College with Potential for Excellence" by UGC in 2016
- Well Qualified Teaching staff
- Review and Revision of Curriculum in every cycle of Autonomy since Academic Year 2013-14
- Effectual Integration of ICT in Teaching, Learning and Evaluation
- Organisation of Quality and Collaborative Initiatives for Students, Teaching and Non-teaching Staff
- Implementation of UGC Paramarsh Scheme in the Academic Year 2019-20 and myriad Webinars , FDP for Teaching Staff and a Quality Enrichment Program for Non- Teaching Staff were organised from the academic year 2020-21 to 2021-22.
- Accomplishment of CAS of around 45 Faculty members in the last 3 years at Assistant Professor Stage 1 to 2 Level, 2 to 3 Level, Associate Professor 3 to 4 Level and Professor 4 to 5 Level
- Regular Academic Audit and Financial Audit
- Robust Internal and External Examination Process
- Green Audit, Environmental Audit, Energy Audit, Library Audit and Gender Audit conducted for the last five years.
- Regular Meetings and Minutes Maintenance of IQAC, CDC, GB, AC,BOS
- Provision of Seed Money for Teaching Staff
- Students' Internships
- Participation of Students(UG and PG Level) in Conferences and Research Competitions and Publication of Students' Research Papers in International Journals
- Functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc.
- <https://kjsac.somaiya.edu.in/en/vision-mission/>

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| Any additional information | View Document |
| Link for additional information | View Document |

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

Response:

The institution practises decentralization and participatory governance in keeping with its belief in collective leadership and democratic traditions.

Decentralization: Institute has a mechanism for delegating authority and providing operational autonomy to all the functionaries to work towards a decentralized governance system.

Principal Level: The Governing Body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal in order to fulfil the vision and mission of the institute.

Faculty Level: Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities and are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities.

Student Level: Students are empowered to play an active role as a Coordinator of Co-curricular and Extracurricular activities.

Strategic Level: The Principal, Vice-Principal, Deans and staff members are involved in defining the policies and procedures, framing guidelines and rules, regulations pertaining to admission, placement, discipline, grievance, counselling, training development, and library services etc., and effectively implementing the same.

Functional Level: At functional level the faculty members participate in sharing the knowledge by discussing the latest trends in technology during faculty meetings. Staff members are involved in preparation of the annual budget of the institute. They also correspond with the University and UGC.

Operational level: The Principal of the institution is a member secretary of the GB. The GB gives suggestions and monitors the procurement, introduction of new programs and welfare activities. On behalf of the institution, he/she interacts and corresponds with, Govt. of Maharashtra, UGC, Affiliating University, etc. The budget is earmarked for staff members and students to participate in various programmes organized by the institute.

Case Study: Review and Revision of Curriculum in Four Cycles of Autonomy and Framing of Syllabus with a special focus on Learning Outcomes , Course Outcomes

With the implementation of Academic Autonomy in the academic year 2013-14, the need to cater to learners' requirements was divulged. It engendered the Learner-centric Pedagogy. The Subject Board

Members, while reviewing and revising the curriculum insisted on incorporation of professional skills, employability skills and entrepreneurial skills enhancement.

Academic Autonomy served conducive in the introduction of new courses and programs such as BIM and BAF in addition to the existing Self Financing Courses, MA in English, Marathi, History, Psychology, Sociology and Philosophy in Arts fraternity. Introduction of new Certificate Courses like Certificate Course in Stock Market, *Kautilya's Arthashastra*, Tally , Saral Hindi Course, Certificate Course in Gujarati , Certificate Course in Omkar Meditation, Certificate Course in Core Values in Indian Culture etc. were well appreciated and received good participation not only at college level but also at the Somaiya Vidyavihar University. After the completion of these Certificate Courses students were awarded 2 credits. During Pandemic, almost 45 Faculty underwent training in MOOCs organised by PMMMNMTT to empower themselves to resort to online education. The College under UGC Paramarsh Scheme and PMMMNMTT organised a Week -long Faculty Development Programme on Sustainable Teaching , Learning and Evaluation in collaboration with Sydenham Faculty Development Centre in August 2020.

The IQAC of the College organized a Workshop on OBE, COs , POs and PSOs Calculation to train the Teaching Staff in the Calculation of COs, and mapping of POs, and PSOs in December 2021 to authenticate and validate the Teaching, Learning and Evaluation process.

| File Description | Document |
|---|-------------------------------|
| Any additional information | View Document |
| Link for strategic plan and deployment documents on the website | View Document |
| Link for additional information | View Document |

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Teaching and Learning Plan Implemented:

- In consonance with the teaching and learning plan, the college has made sustainable efforts to create a wider scope in use of ICT as teaching pedagogy and thus, the physical infrastructure required is updated and installed. Each classroom is provided with the facilities mentioned above.
- College has effectively introduced policy to institutionalize the efforts to promote and improve the slow learners and encourage and bridge the gap between the slow and advanced learners by ensuring the mentoring scheme.
- A sound feedback system to evaluate the methods to revise and obtain continuous feedback and

analysed to make it purposeful is placed. The action is continuously monitored to evaluate the considerable change.

- The scope of comprehensive and continuous internal evaluation is widened by permitting the teachers to adopt the ICT based strategies like PPTS, Google Classroom, MS-Teams, Webinars, virtual platforms for the assessment, flipped classrooms, group discussions, and etc.
- In the last three years more than 40 teachers have been sent for training and FDPs. College has conducted 7 days FDP in the year 2020 in collaboration with Sydenham College under PNMMT. Teachers are also encouraged to attend the Seminars, Conferences and Workshops on Teaching Pedagogies.
- A comprehensive Feedback System on Teachers' for constructive and capacity building is designed and it is collected annually and a report is prepared along with Action Taken Report (ATR). The same report is placed before the College Development Committee and the Governing Body.
- Remedial teaching in English, Economics, Mathematics and Accounts is a regular feature to bridge the gap between the slow and advanced learner. Special sessions are continuously arranged to give additional guidance for the students who could not qualify in the written examination and a special attention is given to each student to mentor them.
- The best alumni is engaged continuously to enhance core competencies of the learner through Ex-Som, the Alumni Association of the college, although always functioning from early days, was formally established in the year 2010. The alumni of this college have always been in the forefront of multiple activities for the college including 1) industry interaction lectures 2) guidance seminars on career related topics 3) subject board members 4) member jury for college events 5) recruiters for companies 6) supporting poor students by contributing towards Fees
- Continuous efforts are being made to improve the efficiency of the self –appraisal system for teachers and non-teaching staff. In the last three years more than 8 teachers have been placed as Professors, 7 teachers as Associate Professor and more than 40 teachers have been placed in various stages.
- Training sessions for E-Content generation are regularly conducted. Besides, Online Training / Workshops on Academic Diary Maintenance for Staff, Workshops on Google Suite, MS Teams, Google Classrooms and e-content development have been conducted along with workshops on POs, PSOs, and COs under OBE.

| File Description | Document |
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| Any additional information | View Document |
| Link for Strategic Plan and deployment documents on the website | View Document |
| Link for additional information | View Document |

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

Response:

K J Somaiya College of Arts and Commerce is an autonomous aided institution and governed by the rules and regulations issued by the UGC-University Grants Commission, accepted by the Government of Maharashtra and approved and implemented by the University of Mumbai from time to time for teachers and Government of Maharashtra Resolutions for Non-Teaching staff from time to time. The UGC Circulars, Government of Maharashtra Resolutions and the Circulars issued by the University of Mumbai are being followed in spirit and principle.

The college has adopted a hierarchy in compliance with governing rules of the University of Mumbai and Government of Maharashtra. The Management of the college plays a guiding role in issuing advice for administrative, development and students' welfare activities. A consideration of guidelines and recommendations has led to the following hierarchy of the institution.

The overall functioning of the college is administered by the **Governing Body** - which is an eclectic mix of experienced representatives from both - academia and industry. The body not only recommends innovative initiatives on the academic and administrative fronts but also suggests activities related to campus development. Their deliberations help in effective administration of the college. While the **Principal** is the command in charge, The **Vice-Principal**, the **Dean, Academic Affairs and Dean, Research and Development** work in tandem with the Principal to realise the vision of the management. The Principal is also the Chairperson of the Academic Council.

The smooth functioning of all academic and administrative activities is ensured by the ecosystem of **Controller of Examinations**, Examination Committee, the **Heads of the Departments**, the **Deans**, the **Coordinator of the Student Council**, the **IQAC Coordinator**, the **Faculty Members**, the **Non-Teaching Staff** of the Office, and the **Chairpersons** of various Committees and Cells. Regular meetings are conducted for discussion on issues to ensure seamless coordination among departments. All the important stakeholders are allocated email addresses where students can readily contact them for support for any issues that they may face.

The IQAC team - which comprises both internal and external members, spearheads all the quality improvement, and sustenance programmes and activities as per the NAAC guidelines in the areas of administration, academics, faculty development, faculty empowerment, support staff welfare, audits etc. All Statutory Bodies give suggestions in all matters pertaining to the effective implementation of the curricula and address all challenges in this exercise.

The Controllers of Examinations are meticulous in the conduct of Internal and End Semester Examinations, and declaration of results.

The Academic Deans along with the Curriculum Development Cell ensure that the curriculum is well designed, incorporating the latest trends in the respective areas of study.

The Dean , Research and Extension ensures to inculcate the spirit of Research among students.

The Heads of Departments coordinate the activities of the respective departments and ensure the smooth conduct of curricular and co- and extracurricular activities.

The Coordinators of all Committees plan the annual activities meticulously. Workshops and skill-training sessions are organized regularly.

The **Placement cell Coordinator** also strives hard to ensure an increase in the employability quotient of the student members by organizing various workshops, campus placement drives, signing MOUs with placement firms, etc.

| File Description | Document |
|---|-------------------------------|
| Any additional information | View Document |
| Link to Organogram of the Institution webpage | View Document |
| Link for additional information | View Document |

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

| File Description | Document |
|---|-------------------------------|
| Screen shots of user interfaces | View Document |
| Institutional data in prescribed format | View Document |
| ERP (Enterprise Resource Planning) Document | View Document |
| Any additional information | View Document |
| Link for additional information | View Document |

6.3 Faculty Empowerment Strategies

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

Response:

Welfare Measures:

Teaching Staff:

The teaching staff is encouraged to participate in Conferences, Seminars and Workshops. Considering the CAS, faculty members are also encouraged to attend Orientation Courses, Refresher Programs, FDP, Short Term Courses and other training Programs. Financial assistance is provided to the teaching staff for participating in Conferences, Seminars, and Orientation and Refresher Programs. Around 45 teaching staff members were granted permission to attend the FDP , and Refresher Course, Short Term Course in the five academic years and were provided with financial assistance for the same. Around 25 Professional and Administrative Training Programs have been organised in the last five years for the Teaching fraternity that include FDP on Sustainable Teaching, Learning and Evaluation , 8 Webinars on NAAC Criteria, NAAC Documentation and Significance of Website in the NAAC , Academic Autonomy , MOOCs, E-Content Development, CAS, IPR etc.

Non-teaching Staff:

The non-teaching staff forms the backbone of the academic institution. They were encouraged to participate in the Seven Day Quality Enrichment Program for Non-Teaching Staff under UGC Paramarsh Scheme organised by the college from 24th May to 31st May 2021. Considering the essential role played by the supporting staff in the effective functioning of an academic institution, numerous quality-enhancing sessions on a myriad of G-Suite features and soft skills were organized. The sessions comprised a hands-on training on Microsoft Excel-highlighting impactful and time-saving functions and features that are useful for the office staff, Google Sheets, Google Slides, Google Forms, Autocrat, Google Drive, Google Keep, Google Docs, Gmail, Mail Merge, Google Calendar,. They were also given finer insights into the significance of Documentation and Office Management, an introduction to NAAC and the importance of Soft Skills.

As a Staff Welfare measure, the College provides an annual donation of Rs. 1000 to the wards of Non-teaching staff for their academic pursuits. The college also provides financial assistance to the non-teaching staff to participate in various competitions , TOSS- Somaiya Cricket Tournament and to participate in Quality Enrichment Training Programs.

A wide range of benefits offered to employees are as below:

- Provision of Leaves - Casual leave, Earned leave and Medical leave
- Facility of On-duty leaves for teaching personnel to attend seminars, conferences, examinations

in other colleges and universities, etc.

- Maternity Leave to all female members
- Encashment of earned leave
- Gratuity to all eligible staff members
- Increments on award of PhD in accordance with government policies Support to employees to avail loan
- Fee payable in instalments for the wards of non-teaching staff admitted to the institute on request
- Provision of Loan via Credit society
- Counselling by a Psychologist is made available
- Tilgul Samarambh
- **Avenues for Career Development**
 - Timely promotion of staff members as per the UGC guidelines for CAS
 - Financial support in the form of seed money to the faculty members to concentrate on Research and Development
 - Sanction of Duty Leaves and Registration fees of Seminars, Conferences, FDPs, and Workshops.
 - Management presents a number of prizes on foundation day to recognise the accomplishments of the institute's teachers, non-teaching staff, and students.

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

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 12.26

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 11 | 2 | 13 | 1 | 10 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |
| Link for additional information | View Document |

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

Response: 5.2

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 5 | 12 | 5 | 1 | 3 |

| File Description | Document |
|--|-------------------------------|
| Reports of Academic Staff College or similar centers | View Document |
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |
| Link for additional information | View Document |

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

Response: 55.65

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 16 | 68 | 68 | 11 | 7 |

| File Description | Document |
|---|-------------------------------|
| IQAC report summary | View Document |
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |
| Link for additional information | View Document |

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution maintains a system in which daily financial transactions are appropriately authorized, recorded and documented. The system is computerized using standard software.

The finance committee is constituted as per the guidelines issued by the University Grants Commission which includes the Secretary of the Governing body and Principal as Chairperson, CFO of the SVV, University Finance Officer, Two Deans, Senior Teacher, Teacher, Vice Principal, Accountants and Registrar. They meet twice a year to assess the annual plan, budget and to evaluate the financial situation of the institution. The function of the Finance Committee is to meet regularly and approve the financial matters and the same is forwarded to the College Development Committee and Governing Body respectively.

The institute has a mechanism for Internal and External Audit. Internal Audit is an ongoing process in addition to the external audits to verify and certify the Income and Expenditure and the Capital Expenditure of the Institute each year. Qualified Internal Auditors from External Resources have been appointed for the same. Under their guidance and supervision, a dedicated team from Accounts Section carries out a thorough scrutiny and verification of all vouchers of the transactions that are done in each financial year. Likewise, an External Audit is also carried out in an elaborate way on a half -yearly basis. The institutional accounts are audited regularly by both Internal and Statutory Auditors. So far there have been no major findings/objections. Minor errors of omissions and commissions when pointed out by the audit team, are immediately corrected/rectified and precautionary steps are taken to avoid recurrence of such errors in future. The institute regularly follows an Internal and External Financial Audit System.

All the Department Heads, Association/ Committee Coordinators are requested to submit an annual budget for the academic, co-curricular and extra-curricular activities that will be organised in a respective academic year. The estimated budget is discussed by the Principal in consultation with the accounts section of the institution. a budget for the entire Institute is prepared. After getting an approval from the Finance Committee , it is then put forth before the Governing body for evaluation and approval.

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

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

Response: 11.41

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 0.95456 | 2.58175 | 1.19972 | 4.67460 | 2.00412 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Annual statements of accounts | View Document |
| Link for additional information | View Document |

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

Response:

The funds provided to the institute are deployed towards the welfare of teaching and non-teaching staff.

The teaching staff is encouraged to participate in myriad training programs such as Orientation Programs, Refresher Courses, Faculty Development Programs and Short Term Courses etc. The institute harnesses sustainable strategies to organize workshops, seminars and conferences for faculties for their professional development.

Every year, under the teacher's welfare scheme, teachers are encouraged to maintain their personal libraries. The cost of this is supported through the staff welfare budget. In addition to this, all departments and associations are adequately financed to carry out their academic, co-curricular and extracurricular activities for the entire academic year.

The non-teaching staff also undergo training programs like G-suite and soft skills training. A Week-long Quality Enrichment program was organised for the Non-teaching Staff in the academic year 2020-21. The cost for provision and maintenance of uniforms for non-teaching staff is also accounted for under

this budget.

The budget also accounts for various types of expenses related to the maintenance of the teaching-learning infrastructure, cost of the institute such as purchase of books, journals, e-books and e-book readers (Kindle) for the library, purchase of routers for the provision of Wi-Fi throughout the institute building, provision and maintenance of laptops, projectors, printers and office stationery.

The Resource Mobilization Policy furnishes valuable insights to institutions for meticulously planning, developing, augmenting and diversifying its resource base. That serves guidelines to actualise the Perceptive and Strategic plans of the institution.

Procedures of the Institution:

A yearly budget estimate is prepared in consultation with all departments including the Finance and Accounts department. It is presented before the Governing Body for further approval. After seeking an approval of the budget estimate from the Governing Body the fund allocation to every department and association/ committee is as per their requirements.

Resource Mobilization:

Tuition Fees and financial assistance from the management are the most significant resources of Funds.

The other resources are as below :

- Funds and grants from various governmental / non-governmental bodies (UGC, University of Mumbai, etc.)
- Rental income generated for outsourcing auditorium of the college - Kalidas Sabhagruha and Conference Room

Funds generated from the above are used for the development and maintenance of the college.

- Staff and student welfare expenses
- Maintenance of the building of the institution and infrastructure
- Installing of LCD projectors, Smart Board in Conference Room
- Provision of Laptops to the Teaching Fraternity

To accomplish the strategic goals, and general growth of the institution, the resource mobilization policy offers guidance for expanding and diversifying the organization's resource base. The policy aids in locating and evaluating the resources that may be used to allocate budget funds effectively. The policy aids in the timely and economical acquisition of the necessary resources.

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

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes visible in terms of – Incremental improvements made for the preceding five years with regard to quality (in case of first cycle) Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives (second and subsequent cycles)

Response:

CASE I: INDUCTION PROGRAM

Purpose of the Student Induction Program is to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self-exploration.

According to the idea stated above by the University Grants Commission and pertaining to it, The Internal Quality Assurance Cell (IQAC) organised “The Induction Program for FYBA and FYBCOM/ MA Part I and M Com Part I students through online as well as offline in the beginning of the academic Session.

The programs were conducted on an online platform due to lockdown, since no gatherings in the College Campus were allowed. The sessions included presentations made by the teachers of our College and other staff members of Somaiya Campus, by introducing them to the various departments, associations, forums, cells and units of the College. It about the academic, examination related information, governing rules and regulations, creative and performing arts, literary activities, universal human values.

The activities conducted during the Induction Program is as follows:

- Orientation by Heads of the Institution
- Introducing Students to in K J Somaiya College of Arts and Commerce
- Orientation towards Vision, Mission of the college , Core values and Code of Conduct
- Orientation by Heads of the Departments to their Department students
- Introducing Scholarships, e?Grants, Office Procedures
- Basics of Regulations, Curriculum & Syllabus and office of CoE
- Orientation by Placement Cell, Admission Cell, Women Cell, Innovation Cell

- Introducing Fine Arts Activities
- Awareness by Anti Narcotic Cell, Anti-Ragging Cell
- Introducing the Library
- Introducing NSS and NCC
- An Awareness on Mentor?Mentee System
- Feedback & Evaluation

CASE II. Enhancement of Physical Infrastructure, Enrichment of Human Resource and Initiatives in Increase of Industry-Academia Interactions

- **Library, ICT and Physical Infrastructure / Instrumentation:**

The prime objective of the Library as a learning resource is to acquire, develop, maintain and provide a qualitative and quantitative collection of books, periodicals and other instructional material of electronic resources to support the academic program and educational goals of the college. All the modern ICT facilities are available in the college such as Language Lab, Conference Room and Kalidas Sabhagruha with audio-visual facilities and smart boards.

- **Human Resource Management to Enrich the Teaching and Learning:**

The college has adopted a mandatory Self-Appraisal Method to evaluate the performance of faculty in teaching, research and extension programmes. At the end of the academic year, every teacher is given an Academic Performance Indicator (API) form based on UGC requirements. Teachers are required to give self-evaluations of academic, co-curricular and extracurricular work done during academic year.

- **Industry Interaction / Collaboration in Teaching and Learning:**

Experts are invited from various fields to deliver guest lectures and industrial visits are arranged. The Career Guidance and Placement cell organises educational visits to the Reserve Bank of India, BSE/NSE Market, SEBI, American Centre Library and British Council Library. Career fares are frequently organized for the placement of the students.

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

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

CASE I : MULTI LAYERED FEEDBACK FOR TEACHERS AND LEARNERS

K J Somaiya College of Arts and Commerce-IQAC in its mission for continuous improvement in academic and administrative, has entrusted IQAC with a responsibility of arranging online feedback responses from all stakeholders on quality related institutional processes. The link has been prepared by the faculties with official email ID, in order to make it authentic and handle it responsibly.

The central feedback mechanism in KJSAC includes the following steps:

- Format preparation: The format for each type of feedback to be filled by each stakeholder (students, parents, alumni and recruiter) with different links and forms.
- The students' feedback is sought on the curriculum, teaching, infrastructure, administration etc. On the curriculum, the students' inputs include the course content, learning resources, learning environment, and evaluative methods etc.
- The feedback about the college administration, infrastructure and library dealing with classrooms, campus, transportation, cafeteria, rest rooms, and technical support is covered herewith.
- The alumni feedback helps the organisation to understand about the quality of course/program at KJSAC.
- The purpose of obtaining the recruiters' feedback gives the significant data of the quality of the graduates at KJSAC and helps in assessing the expectations of the recruiters or industries.
- The formats prepared for parents' feedback gives insight into the parents' views on the institutional delivery of academics including course employability, skill training, practical learning and their overall satisfaction related to the progress of their ward.

Analysis of Feedback:

The important points pertaining to serious issues and the matters are taken into consideration and action is taken by the Principal. The action taken report by each concerned Dept / Principal is well recorded with IQAC at the end of the academic year. All the action taken reports are sent to the Registrar to be presented before the Board of Management and Governing Body of KJSAC.

Outcome

- **Accountability of faculty is increased.**
- **Emphasis on preparation of the Teaching Plan well in advance.**
- Timely and smooth completion of the Curriculum with a focus on Revision and Discussion of Question Paper Pattern
- To get unbiased opinion on the quality of question papers and coverage of syllabus, departments were asked to share their question papers with their BoS members.

CASE II: INITIATIVES IN THE ENRICHMENT OF TEACHER AND TEACHING PEDAGOGIES

The Institution has a mechanism for regular Academic Audit, both internal as well as external. Academic Audit serves as one of the significant means of evaluation of the Teaching -Learning Process.

- Assessment of Teachers' performance, incorporation of innovation pedagogical and evaluation techniques, and ICT tools helps in getting constructive feedback.
- **The curriculum of undergraduate courses is reviewed and revised under progressive academic autonomy. Teaching staff is encouraged to take effective measures to implement blended learning. Around 30 faculty members have completed online training programs/ short term courses/ FDP organised under PMMMNT and conducted by SWAYAM and ARPIT.**
- IQAC plays an important role in setting up quality benchmarks and in maintaining high standards in the teaching-learning process for the institution. An Academic Audit - both internal and external is critical in assessment of the teaching-learning process. Workshops on MOOCs, E-content Development, and Flipped Classroom, Inverted Classroom, FDP on Sustainable Teaching, Learning and Evaluation have been indeed conducive in enhancing the pedagogical techniques.
- **Academic Auditors Team Feedback has also proved significant.**
- **Implementation of ICT Tools in Teaching, Learning and Evaluation**
- **LCD- Projectors are installed in Every Classroom in the institution.** A Smart Board is installed in the Conference Room. Lecture Synopsis, Study Material, are rendered available on Google Classroom, MS Teams created by various teachers. Google Classroom and MS Teams facilitate online conduct of Internal Evaluation.

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

6.5.3 Quality assurance initiatives of the institution include:

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

Response: 2 of the above

| File Description | Document |
|--|-------------------------------|
| Upload e-copies of the accreditations and certifications | View Document |
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |
| Paste web link of Annual reports of Institution | View Document |
| Link for additional information | View Document |

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The college is committed to ensuring a safe and secure environment for girl students. Over the past five years, several measures and initiatives have been undertaken to promote gender equity and empowerment of women as per the Gender Sensitization Action Plan. K. J. Somaiya College of Arts and Commerce undertakes various measures and activities to promote equality for the female gender through curricular and co-curricular activities. The college maintains committees, including the Anti-Ragging Committee, Grievance Redressal Cell, Women Development Cell, and Discipline Committee, to monitor and resolve safety, security, and social issues. Students are given an orientation about complaint redressal mechanisms available in the College like the Women Development cell, Women Study Centre, and Discipline Committee etc.

Safety and Security: The institute has installed a CCTV camera in the institute for 24-hour surveillance to ensure vigilance.

ID cards are issued to the students and staff to prevent the entry of outsiders into the College premises. 24/7 security is available at the campus entry with ID and with ID evidence for non-ID members.

Fire extinguishers are placed at every floor of the college building as per provisions of fire safety.

The Discipline Committee of the college keeps a regular watch on the misbehaviour of students. A punishment of penalty is charged if any student is found indulging in misbehaviour.

The Women Development cell is working in the college to address the problems and grievances of the students. Around 19 activities have been conducted by WDC to promote gender equity.

Complaints and Suggestion Boxes are placed in the Institute to resolve the grieved students/staff complaints and invite suggestions, if any.

Counselling: The college has a dedicated, trained counsellor Shrirang Joshi, who visits the college every week and offers personal and group counselling to the students and staff (Teaching and Non-teaching Staff). The mentoring system is an effective way for teachers to deal with the academic, psychological, and emotional issues of their wards.

The college provides mentor-mentee services which allow staff members to directly engage with students and their concerns. Each teacher is assigned one or two divisions, and they guide regarding dealing with anger and stress management and low self-esteem issues and other problems and follow their progress.

Girls' Common Room: One spacious Girls' Common Room has been allotted to girl students on the ground floor for personal and resting purposes. The separate Reading Room facility for girl students is also made available in the library. Separate Washrooms for girl students are available on each floor of the

college building.

Any other relevant information:

The First aid box is available in the staff room for the students and staff

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

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

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

Response: C. 2 of the above

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

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

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

Response:

To address the production of waste on campus, K J Somaiya College of Arts and Commerce has

undertaken several initiatives. Solid Waste, Liquid Waste Management, and E-Waste Management.

Solid Waste Management:

Solid Waste includes both bio-degradable and non-biodegradable components. The non-biodegradable solid waste generated on the premises and the campus includes paper, plastics, metal cans, etc. Biodegradable waste includes food waste, vegetable peels, leaves, etc.

To collect solid waste, separate dustbins are kept at different places like every floor, every classroom, staffroom, admin office, and library to collect dry waste. This non-biodegradable waste is collected in one place, and every day, this non-biodegradable waste is picked up by Mumbai Municipal Corporation.

'Use and Throw' items like plastic cups, plates, etc., used in the college canteen are replaced by reusable items, steel glasses, and plates. Glass, paper, and metal waste are sold for recycling. Food waste and non-biodegradable waste are collected in separate bins.

This biodegradable waste generated on the college premises and on the campus is disposed of through an Open composting process in a Bio-Composting Plant set up on the Somaiya Vidyavihar Campus. The composting then is used for gardening and as a nutrient-rich Natural supplement to trees.

2. Liquid waste Management

Liquid waste that is generated in the institute falls mainly into the category of Septic tank effluents from various sanitary blocks, and water used for washing and cleaning utensils from the canteen. Wastewater generated from the sanitary facilities is disposed of into natural drain passes located at different places on the campus, and their effluents combined with canteen wastewater are used for gardening, watering trees, etc. The excess wastewater will be directed into a natural drain passing near the college campus.

3. E-waste Management

E-waste or electronic waste is created when an electronic product is discarded after the end of its useful life. E-waste mainly includes obsolete electronic devices, such as computer systems, servers, monitors, compact discs (CDs), printers, scanners, copiers, calculators, fax machines, battery cells etc.

E-waste is disposed of through vendor J K Traders. These vendors are centrally arranged on the Somaiya Vidyavihar campus by the Project Office.

Biomedical Waste Management: A sanitary napkin vending machine is one machine to provide safe, hygienic, and easy access to women. It is available on the ground floor in the washroom of the girl students. It is designed for waste disposal and dispensing a fresh pad. It accepts machinery coins to access sanitary napkins.

| File Description | Document |
|---|-------------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | View Document |
| Geotagged photographs of the facilities | View Document |
| Any other relevant information | View Document |

7.1.4 Water conservation facilities available in the Institution:

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

Response: B. 3 of the above

| File Description | Document |
|--|-------------------------------|
| Geotagged photographs / videos of the facilities | View Document |
| Any other relevant information | View Document |
| Link for any additional information | View Document |

7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

| File Description | Document |
|--|-------------------------------|
| Various policy documents / decisions circulated for implementation | View Document |
| Geotagged photos / videos of the facilities | View Document |
| Any other relevant documents | View Document |

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

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

Response: A. Any 4 or all of the above

| File Description | Document |
|---|-------------------------------|
| Reports on environment and energy audits submitted by the auditing agency | View Document |
| Certification by the auditing agency | View Document |
| Certificates of the awards received | View Document |
| Any other relevant information | View Document |

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Divyangjan friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: B. 3 of the above

| File Description | Document |
|--|-------------------------------|
| Policy documents and information brochures on the support to be provided | View Document |
| Geotagged photographs / videos of the facilities | View Document |
| Any other relevant information | View Document |

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

K J Somaiya College of Arts and Commerce conducts institutional efforts/initiatives in providing an inclusive environment for the students. The college conducts such activities/programs to inculcate a sense of peace, equality, and harmony among students.

The K J Somaiya College of Arts and Commerce provides an inclusive environment by celebrating important festivals, highlighting diverse cultures through various activities on national integration, promoting the arts and reinforcing tradition.

The institute organizes many programs under NSS, NCC, and Cultural Forum committees to educate students and staff about the constitutional obligation of citizens' values, rights, duties, and responsibilities. These activities are State Level Webinar 'Gendering Corona Crisis, Workshop on International Yoga Day, Teachers Day Celebration, Webinar: Mental Health Issues, corruption, Clothes Donation activity, Blood Donation, Fight against Corona Campaign, Swachh Bharat Abhiyan, HIV/AIDS Awareness Drive, Environment Enrichment Activities, Road Safety Session, Literacy Project, Tree Plantation, Independence Day, Visit to Old Age Home, Gita and Ethics lectures., Debate And Elocution Competition, Greeting Card for Soldiers, Book Donation Drive, Flood Donation Drive, Crowd Controlling, Pulse Polio Camp, Beach Cleaning, Peace Rally, Vaccination Awareness Webinar, Covid Care Immunity Booster, Pledge Against Drug Abuse, Sexual Harassment in Public Places Workshop, Awareness Session on Cancer etc.

Festival Celebration-

Rakhi Celebration: Eco-friendly Rakhi Selling, Diwali is a festival of lights celebrated in the institution.

Christmas Celebrations: Institutions also celebrate Christmas festivals every year in the month of December. Staff room is decorated with stars and bells, balloons, Xmas tree and various Christmas related things.

Hindi Bhasha Diwas: Hindi Department of our college celebrates 14th September every year as Hindi Bhasha Diwas to mark the adoption of Hindi as the Official Language of India.

Gandhi Jayanti is celebrated by the Centre for Gandhian Studies on 2nd October by organizing various competitions and programs. The birthday of Mahatma Gandhi is a day when we remember his values of Peace and Nonviolence.

Other important days are celebrated in the college to create awareness among the students about important things. These days are such as Marathi Diwas, Hindi Diwas, Gujarti Diwas, Maharashtra and Gujarat Day, Environment Day, Yoga Day etc.

Patangotsav- It was organized by the Gujarati Sahitya Mandal and Cultural Forum of KJSAC. This event saw hundreds of colourful kites flying through the sky to the accompaniment of DJ music, as many students came to Gargi Plaza in the evening to welcome the New Year in this traditional celebration.

Hooner Fest- Hooner, the three-day annual intercollegiate festival of K J Somaiya College of Arts and Commerce (Autonomous) is organized by the Cultural Forum. Every year, undergraduate students from various colleges participate in large numbers in the college fest. Hooner has a legacy of almost three decades in successfully hosting various fine arts, literary arts and performing arts events, along with celebrating talent of all kinds. It is marked by a different theme every year that enhances the spirit of celebration in students.

Megahertz: Megahertz event organised to develop the management skill, to enrich knowledge by

interacting with media professionals

Teacher's Day: Teacher's Day is celebrated on 5th September every year by the Cultural Forum to mark the birth anniversary of Dr. Sarvepalli Radhakrishnan and to acknowledge the efforts of the teachers in a student's life.

| File Description | Document |
|--|-------------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View Document |
| Any other relevant information | View Document |

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

Response:

K. J. Somaiya College of Arts and Commerce provides holistic all-around education to the students by sensitizing students on our constitutional rights, values, duties, and responsibilities is one of the primary education given at the institute through various means. Also, all students take a subject of Environment study in their first year, which gives them insight into environmental acts, wildlife protection act, forest act, global environmental concerns etc. There are various activities/programs conducted to sensitize students and employees of the institution to constitutional obligations: values, rights, duties, and responsibilities of citizens; these activities are such as

Constitution Day is celebrated in the college on November 26 every year to commemorate the adoption of the Constitution of India. The day aims to mark the significance of the constitutional values among the citizens of India and also, to bring awareness of the importance of the Indian Constitution and its architect, Dr. BR Ambedkar.

Independence Day and Republic Day are celebrated every year. The flag Hoisting Ceremony is followed by Patriotic cultural programs.

National Voters Day: NSS Unit celebrates National Voters Day to motivate students to take an active part in democracy.

The NSS Unit of KJSAC conducted a **Feeding Activity for Stray Animals** from 1st October, 2021 to 3rd October, 2021. This activity was planned in honour of Gandhi Jayanti to promote non-violence and an act of kindness towards the stray animals living near our localities.

Organized the **screening of the film "Article 15"** on 31st January, 2020 at 9.30 am in the Kalidas Sabhagriha. The objective of the screening was to initiate students into the constitutional provisions with

special reference to Article 15 – The Right to Equality. The students were asked to read articles and newspaper reports on related topics as a preparation for the ensuing discussion.

Competition on Constitutional and Legal Rights of Women’ was conducted on 27th January, 2020 to assess the awareness level of students in relation to their constitutional rights.

Guest lecture on **“Women Laws and rights in India”** on 18 July 2018. Resource person spoke on the violations committed on women and then spoke about different constitutional provisions and laws protecting them.

Other activities are conducted in the institution on constitutional obligations such as Feeding Activity for Stray Animals, Majhi Vasundhara E-Pledge, National Youth Day Activity, Patriotic Singing Competition, Workshop on ‘Gender Sensitization’, Competition on Constitutional and Legal Rights of Women’, Tree Plantation, Pledge For Life, Flood Donation Drive, Beach Cleaning, Peace Rally, Anti-Tobacco Campaign, Water Conservation Rally, Swachata Awareness Rally, Rally against open defecation, Guest lecture on “Women Laws and rights in India, Vijay Diwas Rally, Kranti Day Observation, AIDS Awareness Session, Environment Enrichment Activities (Tree Plantation), Literacy Project, Session on Rights of Differently Abled People etc.

| File Description | Document |
|--|-------------------------------|
| • Details of activities that inculcate values; necessary to render students in to responsible citizens | View Document |
| Any other relevant information | View Document |

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

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

Response: B. 3 of the above

| File Description | Document |
|--|-------------------------------|
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View Document |
| Code of ethics policy document | View Document |
| Any other relevant information | View Document |

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

Response:

K. J. Somaiya College of Arts and Commerce celebrates many commemorative days so that the students are aware of nationally and internationally important days or events and create awareness about national and global problems.

International Yoga Day: On 21st June, our college celebrates this day by practicing Yoga. This event aims to raise awareness among students regarding amazing health benefits and reduce health problems by practicing yoga.

Independence Day and Republic Day are celebrated every year. The flag Hoisting Ceremony is followed by Patriotic cultural programs.

Teacher's Day: Teacher's Day is celebrated on 5th September every year by a cultural forum to mark the birth anniversary of Dr. Sarvepalli Radhakrishnan and to acknowledge the efforts of the teachers in a student's life.

Hindi Bhasha Diwas: Hindi Department of our college celebrates 14th September every year as Hindi Bhasha Diwas to mark the adoption of Hindi as the Official Language of India.

Gandhi Jayanti is celebrated by the Centre for Gandhian Studies on 2nd October by organizing various competitions and programs. Mahatma Gandhi's birthday is when we remember his values of Peace and Nonviolence.

On 1st May 2020, students of the Gujarati Department celebrated "Gujarat Day" on an online platform. The videos shared by teachers and students showcasing their talent in dance, singing, acting, stand-up comedy, speech, poem recitation, etc. were uploaded on the Facebook and Instagram page of the department - "Gujarati Sahitya Mandal"

Marathi Bhasha Diwas: The birthday of the famous Marathi Poet Kusumgraj is celebrated on February 27 as Marathi Bhasha Diwas.

International Women's Day: Women Development Cell and other departments celebrate Women's Day on 8th March every year, acknowledging the greatness of womanhood.

Vijay Diwas: NCC Unit of K J Somaiya College celebrated Vijay Diwas every year on 26th July by organizing a Vijay Rally near Vidyavihar station in which NCC Cadets mostly participate.

Kranti Day was observed by the NCC Unit of K J Somaiya College on 9th August 2018. Principal Dr Sudha Vyas along with the Teaching and Non-Teaching staff of the college paid tribute to the Martyrs by offering flowers.

Department of Marathi celebrated Maharashtra Day on 1st May 2020 with 37 participants (including students and teachers) making one minute video each on the language and culture of

Maharashtra.

Constitution Day: The business Law department and NSS celebrate Constitution Day on 26 November to commemorate the adoption of the Constitution of India. On 26th November 1949, the Constituent Assembly of India adopted the Constitution of India, which came into effect on 26th January 1950

Lokmanya Bal Gangadhar Tilak and Annabhau Sathe Remembrance Day: The NSS unit of KJSAC was invited by the University of Mumbai for the remembrance day of our great freedom fighter and social reformer, who gave the slogan of "Swaraj is my birthright and I shall have it" Lokmanya Bal Gangadhar Tilak on his 100th death anniversary and also to pay a tribute to Tukaram Bhaurao Sathe, popularly known as Annabhau Sathe, who was a social reformer, folk poet and writer on his 100th Birth anniversary.

Our institution also celebrates other commemorative days like World Population Day, Vishwa Gujarati Matrubhasha Divas, Sanskrit Day, NSS Foundation Day, NCC Day, Hindi Diwas, World Gujarati Mother Tongue Day, etc.

| File Description | Document |
|--|-------------------------------|
| Geotagged photographs of some of the events | View Document |
| Any other relevant information | View Document |
| Annual report of the celebrations and commemorative events for the last five years | View Document |

7.2 Best Practices

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

Response:

Best practice: 1

1. Title of the practice – **Gyan Yagna**

2. The context that required the initiation of the practice: Our founder Padma Bhushan Shri. Karamshi Jethabhai Somaiya was pained to see the indifference of youth towards Sanskrit, Sanskriti and Samskara. Our scriptures are the cradle of Indian culture and heritage and a treasure of spirituality and great traditions. Young students should not only be made aware of our great scripture but also love and respect our Indian culture. With this motive, Padma Bhushan Shri. Karamshi Jethabhai Somaiya started Gyan Yagna - Spiritual sessions in the Somaiya Vidyavihar campus in 1989. Since then, we have been following the tradition by organizing these sessions every year in January.

3. Objectives of the practice: The prime objective for organising Gyan yagna is to provide spiritual and

Paramedical services to society. We involve students in organising these events so that they get platform and learn the value of social work and also learn lessons in event management. Cultural programmes are organised to develop an interest in different arts among students.

4. The Practice: Every year great Saints and Sages are invited to speak on Sanskrit texts Veda, Upanishads Purana and Bhagavad Gita etc. The Founder of Manana Ashram, Param puja Shri Tejomayanand, his disciple Swamini Tanmayananda, Swami Chinmayananda, Parama puja Shri Haribhai Kothari, Swami Avadhutanada Maharaj, and many more have been the prominent speakers. As the programme became more popular, gradually two hours in the evening were kept for Cultural programmes like Folk Music, Folk Dance and Drama.

Further, we introduced two sessions in the morning, where the second session was allocated for health. In this session, renowned Doctors were invited to speak on health issues and their solutions. Yoga practices were organised. In the year 2021, due to the pandemic, all events were organised virtually using the Zoom platform. Every day Gyan Yagna started with the 1st-morning session of Pravachan from 7:00 to 8:00 a.m. After providing food for the mental health programme was followed by a Yoga / Speech / medical camp. In the evening, between 6:30 to 8:30, cultural programs were organised.

5. Obstacles faced if any and strategies adopted to overcome them : In 2021, the pandemic hindered the physical organisation of this event. Considering the viability of the situation, this event was organised in the online mode. Although our college is well equipped with an IT team, we could not help the attendees to resolve technical issues faced at their end. Every year this programme was organised from morning to evening for a period of one month. But this year, it was not feasible to have a day-long program, so we had it in different slots every day. Most speakers were not tech-savvy, so we faced problems to conduct their sessions. As this program is open to all, we generally face security issues.

6. Impact of the practice: During the COVID pandemic, when we were surrounded by negative news everywhere, increasing our worries for the social and economic well-being of our society, there was a need to spread positivity to overcome all the fear. This event, Gyanyagya has been able to create positivity amongst the participants. There arises a need to uplift the physical and mental health of everyone.

Gyanyagya, through its daily sessions, attempted to connect the participants with Indian culture.

7. Resources required: There are extensive resources like infrastructure, staff and student volunteers required to pull out this event on a huge scale for one month. Management has always been keen to support this event in every possible way. In the last 32 years, Gyanyagya has never stopped for the dearth of resources.

8. About the Institution

i. Name of the Institution : K. J. Somaiya College Of Arts And Commerce

ii. Year of Accreditation : 2016

iii. Address : Ghatkopar - Mahul Rd, Vidyanagar, Vidya Vihar East, Ghatkopar East, Mumbai, Maharashtra 400077

iv. Grade awarded by NAAC : 'A'

v. E-Mail : principal.kjsac@somaiya.edu

vi. Contact person for further details

vii: website: <https://kjsac.somaiya.edu.in/en>







Best practice: 2

1. Title of the Practice: **Drushti Film Forum**

2. **The context that required the initiation of the practice:** Established in 2007, **Drushti Film Forum** is a **Film Society** of the Somaiya Vidyavihar campus, initiated by K.J. Somaiya College of Arts and Commerce. Revised in 2013, so far, it has screened more than 250 films across the countries and themes. (A Film Society is a membership club where people can watch films which would otherwise not be shown in mainstream cinemas.) Drushti Film Forum was established in the academic year 2007-2008 and was inaugurated on 8th August 2007 at the hands of senior actress Suhasinee Muley.

3. **Objectives of the practice:** Drushti Film Forum, with regular, weekly screenings of World Cinema,

serves as an effective tool to introduce the Art and Aesthetics of Cinema to students. It aims to develop a larger worldview in them as this art form introduces them to the realities in the world as well as the advanced techniques of the medium.

4. The Practice :

The film is a modern Art form and can be effectively used to educate young minds. In Western and European countries, Film is a part of the regular curriculum in schools, whereas at college and University levels, they have Film Studies departments for specialized courses in Cinema. For **Drushti Film Forum**, Film is not merely an entertaining medium but a window to the world. Hence, we preferably screen films from all over the world from different genres and unconventional subject content. It's their exposure to the World Cinema.

Drushti Film Forum used to screen and discuss World Cinema in the college auditorium regularly and weekly except for examinations and vacation periods. Due to the pandemic situation, we, for the time being, moved on to online screenings. YouTube link to movies is shared with students every Friday. Students were asked to watch them by Sunday, while the film is discussed every Monday. Along with screenings, we initiate academic discussions on cinema, provide them with reference material, conduct film appreciation workshops, and encourage them to be part of International Film Festivals.

5. Obstacles faced, if any and strategies adopted to overcome them: Despite our sincere efforts, hardly 100 students regularly attend the screening. And very few students attend the online discussion. However, the number of students participating is increasing every year and efforts are taken to screen movies on topics that interest students.

6. Impact of the practice: So far, **our four students**, Raunak Raje (2010-11), Karan Jhala(2013-2014), Salim Shaikh (2014-2015), Saba Purkar (2015-2016), Omkar Kulkarni and Payal shah (2016-17) have been selected as **Young Critics at MAMI International Film Festival** in Mumbai.

7. Resources required: A cabin space for dedicated work and meetings, Availability of an Auditorium, Projector, Screen, Library budget for film-related Books and a dedicated Library of Films for screenings and Studies.

8. About the Institution

i. Name of the Institution : K. J. Somaiya College Of Arts And Commerce

ii. Year of Accreditation : 2016

iii. Address : Ghatkopar - Mahul Rd, Vidyanagar, Vidya Vihar East, Ghatkopar East, Mumbai, Maharashtra 400077

iv. Grade awarded by NAAC : 'A'

v. E-Mail : principal.kjsac@somaiya.edu

vi. Contact person for further details

vii: website: <https://kjsac.somaiya.edu.in/en>



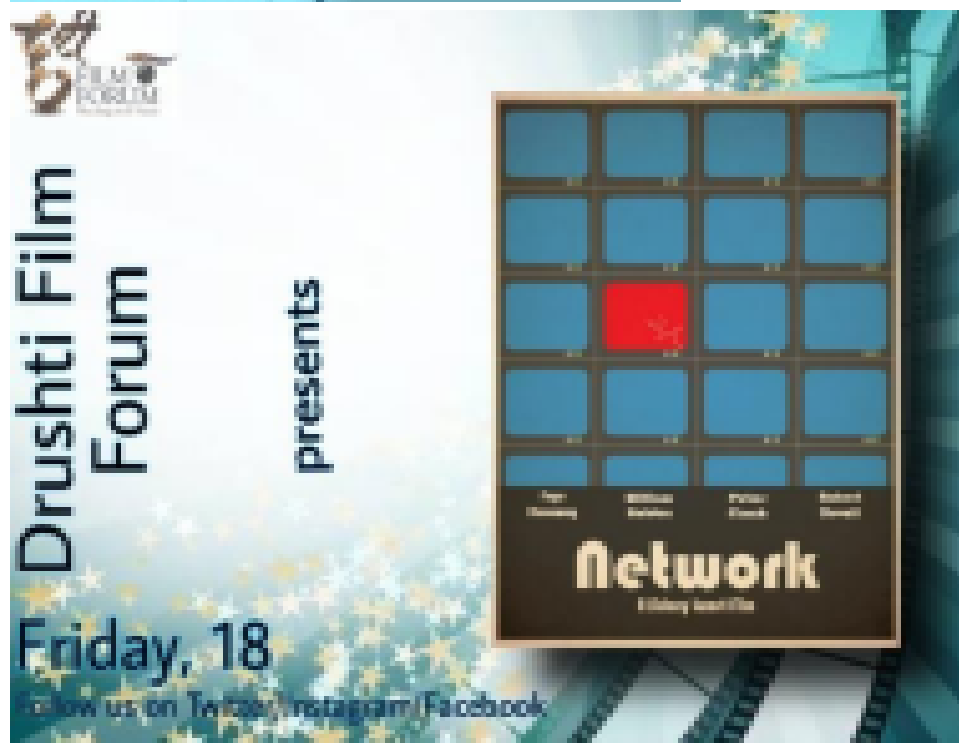


Drushti Film Forum
presents

mag-no'li-a

Friday, 21 August
Follow us on Twitter/Facebook/Instagram

The poster features a blue sky with white clouds and several black silhouettes of birds in flight. The title 'mag-no'li-a' is written in a stylized font in the center.



Drushti Film Forum
presents

Network

Friday, 18

Follow us on Twitter/Instagram/Facebook

The poster features a grid of 16 blue squares, with one square in the second row, second column highlighted in red. Below the grid, the word 'Network' is written in a bold, sans-serif font. The background is a blurred image of a building facade.



Though we have to specify only TWO best practices, our college has numerous Best practices which have been in place for many years.

| File Description | Document |
|--|-------------------------------|
| Best practices in the Institutional web site | View Document |
| Any other relevant information | View Document |

7.3 Institutional Distinctiveness

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

Response:

K. J. Somaiya College of Arts and Commerce aims to impart quality education and promote creativity with an emphasis on the holistic development of the students. Among the many areas that the college promotes in its vision and mission is inclusive education, and infusing the values of social commitment is of special concern to us. All the academic efforts are designed to ensure that the students turn out to be responsible assets to the community (academically and socially).

The following programs of the College give us our distinctiveness:

- **Gyan Yagna** is a thirty-three-year-old practice that takes place in the Somaiya campus. *Gyan Yagna* takes place for 30 days every year. It begins on the first day of the year and lasts till the end of January. It has a threefold goals – spiritual, paramedical, and cultural. In the modern busy life, while running behind material goals, we have no time to give to ourselves. This race with time starts in early studenthood. This leads to several problems at an early age. These problems are of a physical as well as psychological nature. The practice of ‘Gyan Yagna’ addresses all such problems through various spiritual, paramedical and cultural activities to enrich the overall experience of participants, ultimately aiming to lead them to self-realization. The K. J. Somaiya Trust and Somaiya Sanskritivihar provide full financial support for the event.
- K. J. Somaiya College of Arts & Commerce gives awards (GOLD and SILVER medals for BEST students) for academic excellence to students to appreciate students who have achieved some benchmark in their academic career and also to motivate other students to pursue academic activities with more enthusiasm. It also aims at creating a healthy competition among students that naturally boosts them to utilize their potential to the fullest. **GOLD MEDAL** is awarded in the memory of Padma Bhushan K. J. Somaiya, and **SILVER MEDAL** in the memory of Smt. Sakarben Somaiya. This is an appropriate way of remembering these great personalities who have made great contributions to the field of education.
- The **Drishti Film Forum** of the college organizes screening of movies from world cinema to inculcate interest in film appreciation among students to develop good viewers for films. It conducts film review competitions and film festivals in collaboration with the other departments of the college to study the film from various perspectives.
- **Entrepreneurship Development Cell** is functioning in the campus and the cell encourages the students to start start-ups.
- Scholars’ Card is given to meritorious students in Library. To inculcate the habit of using the library among students **Library Best Book Reader** Prize is given annually.
- For the holistic development of the students, **Value Education and Ethics** classes are incorporated into the timetable of each class.

- **Sports and NCC Studies** are offered as optional subjects to Foundation Course
- **The Center for Gandhian Studies** was established in 2006 under the scheme of Epoch-
- Making Social Thinkers. The Centre organizes seminars, competitions & field visits and has a well-equipped library.
- Sports facility: State-of-the-art facilities for sports are available in the campus. This includes a full athletic track, football ground, Volleyball ground, squash courts, badminton, courts, Tennis Court, and a Swimming pool, which is under construction.
- Inter library loan facility is provided to all colleges in the campus. All the libraries on the campus follow uniform rules for this purpose. This facility is specially provided for books not available in our library but possibly available in other libraries on campus.
- We start every function in our college with our campus prayer in Sanskrit.

| File Description | Document |
|--|-------------------------------|
| Any other relevant information | View Document |
| Appropriate web in the Institutional website | View Document |

5. CONCLUSION

Additional Information :

1. **UGC-CPE Grants:** College was granted UGC-College with Potential for Excellence Grants by the UGC for the year 2016-2017 to 2021-2022
2. **UGC PARAMARSH SCHEME:** College was recognised as Mentee institution to mentor the aspiring non-NAAC accredited institutions for the academic year 2019-2020, 2020-21 and 2021-22. College mentored 8 institutions for the NAAC accreditation.
3. **VICE –CHANCELLOR’S SCHOLARSHIP: SARITA MALI:** Sarita Mali our ex-student received California Vice Chancellor Scholarship for the year 2022-23.
4. **Language Departments and Manthan:** College hosts undergraduate, post graduate and research in languages like Marathi, Hindi, English, Sanskrit and Gujarati. Japanese, Chinese, Pali, Prakrit, Spanish, German and French are also taught on campus. Besides, Manthan – A Multilingual Association, K J Somaiya College of Arts and Commerce organised multilingual programs by bringing the indigenous languages with the international one.
5. **MoU with International Universities:** 20 functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. under which various activities were conducted.
6. **Multi-Disciplinary Facility:** Somaiya Vidyavihar is an Educational Hub in Ghatkopar (East) comprising of 34 institutes, catering to different levels and educational needs of the student community. Thus, it provides the perfect ground for offering of the multidisciplinary facilities under NEP in forthcoming years.
7. **Somaiya Centre for Performing Arts (SCPA)** has taken a decision of foresight to introduce and encourage Music Education and Training in its core subjects of Arts, thereby recognizing its importance and value in coming times
8. **Teaching of Bhagwat Geeta and Ethics:** The college has always stressed the due importance of Value Education and it is being imparted on the campus through specially designed lectures on ‘Geeta’ and Ethics
9. **Centre for Gandhian Studies:** The Center for Gandhian studies was established in 2006 under the scheme of Epoch Making Social Thinkers. The Centre organizes seminars, competitions & field visits and has a well-equipped library.

Concluding Remarks :

- K. J. Somaiya College of Arts and Commerce is one of the premier institutions of Mumbai **permanently affiliated with the University of Mumbai and recognized by the UGC under 2(f) and 12(b) of the U.G.C. Act.**
- College **lays a great amount of emphasis on the holistic development of all its pupils.**
- The mission of K. J. Somaiya College of Arts and Commerce is **to empower students with value-based education and academic excellence.**
- With **various accreditations and Rankings** college has established **various international linkages and signed Memoranda of Understanding (MoUs)** with different institutions and universities worldwide.
- Curriculum offers **666 courses across 28 programs.**
- UG and PG curriculum comprises **Major core, electives, and skill enhancement & ability**

enhancement courses with academic flexibility and proper ground for the NEP implementation.

- like Judo, taekwondo, Badminton, and Basketball are also incorporated as a **part of the curriculum, as field visits, Industrial visits, internship.**
- **Feedback** on curriculum from stakeholders
- **Online admission** process followed
- The **annual academic calendar** and plan are posted online.
- The college has **48 well-qualified aided teachers** and 5 unaided teachers.
- **Student-centred teaching strategies** - active problem-based learning, flipped classroom, case studies, presentations, cooperative learning, group discussions, etc.
- **Outcome-based education mapping** and **Student representation** on various bodies.
- **89 research publications** in reputed journals and 40 books /chapters published by staff and students publications too.
- **₹2.78 lacs of research grant** received for 6 research projects.
- **8 students** enrolled for **Ph.D. programs, 6 research guides, and 5 research**
- Consultancy to eight colleges under **UGC PARAMARSH** Scheme
- The **physical infrastructure** includes appealing 31 well lit, spacious, and ventilated classrooms, **Auditorium, Conference Room, The Library, Sporting Facilities, ICT-enabled classrooms with smart classrooms, and Microsoft School Campus**
- **Students are supported** by Central and State Government-supported scholarships, associations conducting various events, mechanisms for redressal of student grievances, Placement drives, a Well-equipped Gymkhana & gymnasium, and a registered Alumni Association
- The **major features of Criteria VI includes** an Effective mechanism for delegation of authority, A resilient IQAC Team, Yearly submission of Self-appraisal, Internal, and External Academic Audit, a Registered Co-operative Credit Society, and many more
- Campus is **secured with CCTV, Solid Waste, Liquid Waste Management** and E- Waste management and **all audits**

6.ANNEXURE

1.Metrics Level Deviations

| Metric ID | Sub Questions and Answers before and after DVV Verification | | | | | | | | | | | | | | | | | | | | |
|-----------|---|---------|---------|---------|---------|---------|------|-----|------|------|------|---------|---------|---------|---------|---------|------|-----|------|------|------|
| 3.4.2 | <p>Number of Ph.D's registered per teacher (as per the data given w.r.t recognized Ph.D guides/supervisors provided at 3.2.3 metric) during the last five years</p> <p>3.4.2.1. How many Ph.Ds are registered within last 5 years Answer before DVV Verification : 08 Answer after DVV Verification: 08</p> <p>3.4.2.2. Number of teachers recognized as guides during the last five years Answer before DVV Verification : 08 Answer after DVV Verification: 08</p> <p>Remark : Value have been updated as per relevant attachments .</p> | | | | | | | | | | | | | | | | | | | | |
| 3.6.4 | <p>Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years</p> <p>3.6.4.1. Total number of students participating in extension activities listed at 3.6.3 above year-wise during the last five years. Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>1715</td> <td>792</td> <td>1291</td> <td>2434</td> <td>1130</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>1715</td> <td>792</td> <td>1291</td> <td>1234</td> <td>1130</td> </tr> </tbody> </table> <p>Remark : Value have been updated as per relevant attachments .</p> | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 1715 | 792 | 1291 | 2434 | 1130 | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 1715 | 792 | 1291 | 1234 | 1130 |
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | | | | | | | | | | | | | | | | | |
| 1715 | 792 | 1291 | 2434 | 1130 | | | | | | | | | | | | | | | | | |
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | | | | | | | | | | | | | | | | | |
| 1715 | 792 | 1291 | 1234 | 1130 | | | | | | | | | | | | | | | | | |
| 5.3.3 | <p>Average number of sports and cultural events / competitions organised by the institution per year</p> <p>5.3.3.1. Number of sports and cultural events / competitions organised by the institution year - wise during the last five years. Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>11</td> <td>12</td> <td>9</td> <td>15</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>11</td> <td>7</td> <td>9</td> <td>15</td> </tr> </tbody> </table> | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 11 | 11 | 12 | 9 | 15 | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | 11 | 11 | 7 | 9 | 15 |
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | | | | | | | | | | | | | | | | | |
| 11 | 11 | 12 | 9 | 15 | | | | | | | | | | | | | | | | | |
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | | | | | | | | | | | | | | | | | |
| 11 | 11 | 7 | 9 | 15 | | | | | | | | | | | | | | | | | |

Remark : Value have been updated as per relevant attachments .

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 13 | 3 | 15 | 1 | 11 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 11 | 2 | 13 | 1 | 10 |

Remark : Value have been updated as per relevant attachments .

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

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

Answer before DVV Verification:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 95456 | 258175 | 119972 | 467460 | 200412 |

Answer After DVV Verification :

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 0.95456 | 2.58175 | 1.19972 | 4.67460 | 2.00412 |

Remark : Converted into Lakhs and updated

2.Extended Profile Deviations

| ID | Extended Questions | | | | | | | | | | |
|---------|---|---------|---------|---------|---------|---------|--|--|--|--|--|
| 1.3 | <p>Number of students appeared in the examination conducted by the Institution, year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | | | | | |
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 | | | | | | | |
| | | | | | | | | | | | |

| | | | | |
|------|------|------|------|------|
| 4652 | 5126 | 5430 | 5104 | 5164 |
|------|------|------|------|------|

Answer After DVV Verification:

| | | | | |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 3472 | 3790 | 4544 | 5104 | 5160 |