



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	BUNT'S SANGHA'S S.M.SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES, POWAI
Name of the head of the Institution	Dr. Sridhara Shetty
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	02261327327
Mobile no.	9833666826
Registered Email	college@smshettyinstitute.org
Alternate Email	principal@smshettycollege.edu.in
Address	Hiranandani Gardens, Powai
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400076

2. Institutional Status																			
Affiliated / Constituent		Affiliated																	
Type of Institution		Co-education																	
Location		Urban																	
Financial Status		private																	
Name of the IQAC co-ordinator/Director		Dr. Liji Santosh																	
Phone no/Alternate Phone no.		02261327361																	
Mobile no.		9819290177																	
Registered Email		iqac@smsheettycollege.edu.in																	
Alternate Email		viceprincipal@smsheettycollege.edu.in																	
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)		http://smsheettycollege.edu.in/upload/files/5de0bffa61a6-aqar2017-18finalason291218latestfinal410-copy-11.pdf																	
4. Whether Academic Calendar prepared during the year		Yes																	
if yes,whether it is uploaded in the institutional website: Weblink :		http://smsheettycollege.edu.in/upload/files/5df0e5b66fbc3-academiccalender18-19.pdf																	
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>A</td> <td>3.04</td> <td>2016</td> <td>04-Nov-2016</td> <td>04-Nov-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	A	3.04	2016	04-Nov-2016	04-Nov-2021
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	A	3.04	2016	04-Nov-2016	04-Nov-2021														
6. Date of Establishment of IQAC			09-Jun-2014																
7. Internal Quality Assurance System																			
Quality initiatives by IQAC during the year for promoting quality culture																			

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
ISO certification	01-Jan-2018 2	50
Academic Audit	29-Mar-2018 1	50
Exam ready for college teachers	09-Jul-2018 1	34
Income Tax Return online filing for teachers	23-Jul-2018 1	42
Session on NAAC reforms	11-Sep-2018 1	35
Digital Attendance training	15-Oct-2018 1	35
Stress management through Yoga Practices	20-Oct-2018 1	35
Suicide prevention and Save lives	22-Oct-2018 1	35
Google classroom	01-Dec-2018 1	35
Web page designing	03-Dec-2018 1	35
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Self Financing Institution	nil	nil	2019 00	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

Started the incubation centre in the college for entrepreneurial development of students
Faculty Development Programmes (FDPs) for updating and finetuning domain and related knowledge of the faculty
Refurbished all the classrooms with air conditioner, projector, wifi connections, and a few smart boards
Collaborations with other institutions for exchange of faculty and student programmes
Organized National Conference on Library Science, Avishkar, Research convention of Government of Maharashtra zonal level, the University of Mumbai for the promotion of research culture among students.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Workshop for non-teaching staff on administrative reforms	Workshop on administrative reforms were organised in association with University of Mumbai
National Conference on Changing scenario in library	Organised on 2nd March 2019, and forty and above participatns were benefitted
Audits - Academic, Administrative, Gender, Green and Library	Academic Audit was conducted with external academicians on 29th march 2019
Alumni Meet	Annual Alumni Meet was organised on 12th Jaunaury, 2019
Teacher enrichment programmes	Ten faculty development programmes were organised
Extension activities in association with University of Mumbai	First term meeting of DLLE
Research activities for Students and teachers - in collaboration with university of Mumbai	Avishkar Research convention Was organised on 13th December,2018
Collaboration with IQAC India Cluster	Collaboration with IQAC India - MOU was signed at Maniben Nanavati College on july 23, 2018

Collaboration with leading Indian Colleges	Collabaoration with Loknete Vyankatrao Hiray Artas, Science and commerce college, Nashik
Plagiarism check for teacher and students research	Plagarism X checker was purchased as per UGC guidelines and followed in the projexct and teacher research
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
College Development Committee	21-Sep-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2019
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Date of Submission	30-Jan-2019
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	College has been using the following modules for the smooth functioning of various departments. Admission module : online admission management system Fee collection module: Online fee collection module Examination module: Online entry of marks and generation of mark sheets Attendance module: Digital attendance and analysis of attendance Bio metrics modules : Arrival and departure timings of the employees are notified and analysed
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

We prepare academic calendar in the beginning of the assessment year, keep the lesson plan ready, discuss the lesson plan and document it in the work diary. Each faculty prepares individual teaching plan. The Research Cell is constantly

updating and training the faculty members for implementation of various new teaching methodologies to enhance the teaching-learning process. In cases of change in syllabi, subject related workshops are conducted in-house or teachers are sent to attend such workshops elsewhere so that they will become familiar with a new syllabus and the examination pattern. Depending upon the nature of the subject, appropriate teaching pedagogy is used. A periodical review of the lesson plan and the lessons actually executed and the methodologies adopted are discussed. Along with chalk and talk method, teaching is supplemented with effective use of ICT, LCD projector and other E-learning resources. Traditional learning practices are supplemented with the practice of case studies, simulations, presentations, field visits, workshops and industrial visits. Teachers also provide mentoring sessions to academically poor students and slow learners to cope with the syllabus and academics which help them reach at par with advanced learners. To ensure inclusive learning, slow learners and the learners from disadvantaged groups are identified and formally and informally assisted by the teachers. The IQAC constantly strives towards improvement of quality of teaching through various constructive policy recommendations. The college nurtures and develops critical thinking, logic, reasoning, creativity and scientific temper by encouraging them to participate in various activities. Challenging projects are given to the students to enhance their research bent of mind and also understand contemporary realities of the world. Visiting faculties are drawn from the industry and guest lectures are arranged by persons of eminence in different fields to share their knowledge with students. At the end of each semester, teachers certify that they have completed the syllabus of the particular subject assigned for the particular semester.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Microsoft Certification Training Programme in Python Programming	NA	03/02/2018	5	YES	YES
Event Management Workshop	NA	24/08/2018	8	YES	YES
Orientation workshop on Financial Markets	NA	16/07/2018	5	YES	YES
Google Certified Digital Marketing Course	NA	17/02/2019	5	YES	YES
Spoken English Course	NA	31/01/2019	5	YES	YES
Microsoft Certification Training Programme in	NA	24/01/2019	5	YES	YES

ASP. NET					
Tally ERP 9 with GST	NA	05/02/2019	30	YES	YES
Financial Market course	NA	30/07/2018	6	YES	YES
Financial Market Course (BAF)	NA	21/09/2018	6	YES	YES

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Financial Accounting (Innovative Financial Services)	05/05/2018
BCom	Financial Accounting (Taxation - IV - Indirect Taxes - II)	05/05/2018
BCom	Financial Accounting (Financial Management - II)	05/05/2018
BCom	Financial Accounting (International Finance)	05/05/2018
BCom	Financial Accounting (Financial Analysis and Business Valuation)	05/05/2018
BCom	Financial Accounting (Taxation - V - Indirect Taxes- III)	05/05/2018
BCom	Financial Accounting (Financial Management - III)	05/05/2018
BCom	Financial Accounting (Security Analysis and Portfolio Management)	05/05/2018
BCom	Financial Accounting (Project Work-II)	05/05/2018
BCom	Banking and Insurance (Research Methodology)	05/05/2018
BCom	Banking and Insurance (Project Work In Banking & Insurance)	05/05/2018
BMS	Management Studies (Corporate Restructuring)	05/05/2018
BMS	Management Studies (Direct Taxation)	05/05/2018
BCom	Commerce (Direct & Indirect Taxation Paper - II)	05/05/2018

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Financial Accounting	05/05/2018
BCom	Banking and Insurance	05/05/2018
BCom	Management Studies	05/05/2018
BSc	Information Technology	05/05/2018
BCom	Commerce	05/05/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	375	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Selfdefense training program for girl students (First)	02/02/2019	15
Certification course on Yoga	04/02/2019	47

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BMS	Management Studies	131

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Our college has a structured feedback policy which is utilized for the overall development of the institution. We collect feedback from various stakeholders which include students, teachers, employers, alumni and parents. We have an online feedback system which is collected through a structured questionnaire. There are annual feedbacks collected from the Alumni's and twice in a year from students and parents. The feedback analysis is done through statistical

methods. The analysis is then conveyed to the teachers for their understanding and improvement in desired areas.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom		264	420	248
BMS		144	480	144
BCom	Accounting and Finance	72	377	64
BCom	Banking and Insurance	72	92	55
BA	Mass Media and Communication	72	232	72
BSc	Information Technology	180	227	170
MCom		69	103	69
MSc	Information Technology	23	26	21

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2032	150	35	9	35

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
35	33	5	30	2	8

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

To provide an equal opportunity to all students, college organizes bridge courses, remedial classes and mentoring. Open door policy is in existence in the college so that students can meet the Principal, Vice Principals, Coordinators and Teachers. This facilitates an encouraging environment for mentoring. Mentoring sessions start with a process of collecting data Information about student background, socioeconomic status, problems and difficulties faced by them. In special circumstances a few cases would be referred to the

counselling cell. Once the familiarity of relationship is established between the mentor and the mentee, the actual process of mentoring will begin in the college. The process includes goal setting, action plan, periodical review, documentation, final SWOC analysis of the mentee, recommendations by the mentor and finally feedback on mentoring by the mentee. Goal setting and action plan would depend upon basic level of intelligence of the students, learnability and aptitude of the student. Based on the goals action plan would be made.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2032	35	58.07

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
11	11	0	6	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NA	Assistant Professor	NIL
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	2C00141	I	07/12/2019	10/01/2019
MCom	M.COM	I	07/01/2019	04/03/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation (CIE) is an integral part of ushering the overall performance of a student. While following the continuous internal evaluation system of the University of Mumbai, the college also initiated many methods of CIE. The university system prescribes internal examinations, assignments, presentations and classroom participation. As a process of reforms of CIE, the college has implemented mock stock exchange, mock press conference, mock parliament, simulation of markets as part of economics and commerce curriculum, critical evaluation of the films screened in the college, sending students to the intercollegiate competitions to participate in the curricular and cocurricular activities. Students are also encouraged to participate in contemporary issues by way of expressing their opinions in forums like YTalk (Youth Talk) and Know Show. Advanced learners are also given challenging tests and tasks. College makes use of students endowed with different and varied talents in organizing events in the college. Preliminary examinations are conducted as a measure of examination reforms which ultimately reflect better performance in final examinations. The prelim examinations would help the students to identify their mistakes and would help them in correcting their

mistakes in the final examinations. This will also help in time management during the examinations.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar is prepared at the end of the each academic year for the next academic year after receiving notification from University of Mumbai about holidays and vacation. Calendar is prepared by the calendar committee of the college in consultation with the higher authorities. Calendar is prepared for two terms separately for the smooth functioning. We adhere to it strictly provided no changes are made by University related to Final year examinations.. Academic calendar consists of Holidays of the year, Holidays notified by University, Institutional holidays, Internal Examination dates, External Examination dates for the smooth functioning of the college.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://smshettycollege.edu.in/upload/files/5dfb59e585f3d-outcomes-pdf.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2C00146	BCom		163	143	88.27
2C00346	BCom	Banking and Insurance	62	62	100
2C00456	BCom	Accounting and Finance	67	65	97.01
2M00156	BMS	Marketing	61	60	98.36
2M00156	BMS	Finance	63	61	96.83
4O00146	BA	Advertising	48	42	87.50
4O00146	BA	Journalism	12	12	100
1S00256	BSc	Information technology	122	117	97.50

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://smshettycollege.edu.in/page.php?pg=71>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	00	NA	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	31/12/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NIL	NIL	31/12/2019	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
01	Hyperfang	Self	Individual student	TShirts	08/08/2018
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce and Allied Subjects	2	7.36
International	Accountancy and Finance	2	3.68
International	Information Technology	3	7.36
International	Library	1	7.36
International	Management Studies	1	5.83
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Mass Media and Communication	1
Commerce and Allied Subjects	10
Management Studies	3

Information Technology	5
Accountancy and Finance	5
Economics	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2018	0	NIL	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2018	0	0	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	3	1	41
Presented papers	22	2	0	0
Resource persons	0	0	0	2
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International Yoga Day	Ambika Yog Kutir	4	150
Cleanliness Drive at Sangharsh nagar and Vikhroli station	Vikhroli Railway station	4	44
Fun activity with socially ,economically backward person	Premdaan (Airoli)	4	56
Tree Plantation	College	4	48

Paper bag making	college	4	63
Voter Awareness drive	Election commission	4	78
Anti Plastic Day	College	4	46
Traffic Assistance during Ganesha Visarjan	Powai Traffic police	4	59
Road Safety Seminar	RTO, Powai Traffic	4	70
Blood Donation Camp Thalassemia checkup drive	J.J HOSPITAL Blood bank	4	235
Disaster Management	Disaster Management 1st March ,2019 National Disaster Response Force (NDRF)	4	289
NSS CAMP AT Maswan village ,PALGHAR	College	4	75
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NIL	NIL	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NSS	Cleanliness Drive at Sangharsh nagar and Vikhroli station	4	44
International Yoga Day	NSS	Health-Yoga	4	150
Tree Plantation	NSS	Save the Nature	4	48
Paper bag making	NSS	Save the Nature	4	63
Voter Awareness drive	NSS	Social Awareness	4	78
Road Safety Seminar	NSS	Social Awareness	4	70
Blood Donation	NSS	Health Care	4	235
Disaster Management	NSS	Safety	4	289

Cleanliness Drive	DLLE	Health Care	4	15
Entrepreneurship Seminar	DLLE	Student Progression	2	50
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
faculty exchange	3	college	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	31/12/2019	31/12/2019	00
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
COLLABORATION WITH IQAC CLUSTER INDIA	27/07/2018	The Primary purpose of the MoU is the Cooperation, Promotion and Networking of IQACs of respective colleges to standardize policies, procedures and to collectively work out areas for better academics and administration and to bring a qualitative ch	7
Loknete Vyankatrao Hiray College	12/10/2018	To Provide on the job training facility to the students enrolled	7
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
73.97	73.97

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar halls with ICT facilities	Newly Added
Video Centre	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL (Software for University Libraries)	Fully	2.0.0.14	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8420	1122668	1017	158441	9437	1281109
Reference Books	3544	1445909	107	63505	3651	1509414
Journals	38	544474	2	105540	40	650014
e-Books	3135000	119100	0	35400	3135000	154500
e-Journals	6000	119100	0	35400	6000	154500
CD & Video	643	22904	16	0	659	22904
Library Automation	1	165250	0	11800	1	177050
Others (specify)	649	215217	70	20849	719	236066
Others (specify)	30	335868	0	54700	30	390568
Others (specify)	1	0	1	0	2	0

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Disha Deliwala	Blog For students	Weebly	06/06/2018
Himani Shukla	Youtube Chanel	Youtube	18/07/2018
Mithilesh Chauhan	Youtube Chanel	Youtube	25/06/2018
Raveena Shetty	Youtube Chanel	Youtube	26/06/2018
Sujata Rizal	Youtube Chanel	Youtube	27/06/2018

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	311	4	2	4	4	1	1	100	0
Added	0	0	0	0	0	0	0	0	0
Total	311	4	2	4	4	1	1	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Open Education Resources (OER)	http://smshettycollege.edu.in/page.php?pg=48
Google Classrooms for IT Students	https://classroom.google.com/u/0/h
youtube videos	https://www.youtube.com/megabytes
edmodo	https://new.edmodo.com/login?go2url=%2Fgroups%2Ffybaf-sem-i-financial-managemnt-30626045%3Futm_source%3Dhome_page

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
87	86.16	59	58.23

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

S.M.Shetty College has welllaid policies and procedures for the smooth functioning of the college and also to facilitate transferring of responsibilities as and when necessary. The policies help in putting in place standard procedures and transparent measures. Physical facilities policy includes structural audits as per need. Structured IT Policy manual is in place An electricity audit is conducted. There is also a policy to switch over to LED lights. Annual maintenance of projectors and their overhauling is conducted as part of clear policy guidelines. Laboratory policy lays down guidelines to upgrade and include the necessary software as per syllabi. Library policy includes annual budgets and submission of library requirements from each department. Sports policy includes the preparation of annual budget and development of sports teams. There are centralized policies in place for the procurement and maintenance of the colleges infrastructure.

<http://smshettycollege.edu.in/upload/files/5e09ae69e3875-itpolicyandproceduremanual30.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	MINORITY SCHOLARSHIP	149	2801165
Financial Support from Other Sources			
a) National	Scholarship for SC/ST Students	15	389185
b) International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Bridge course in basic accountancy	06/08/2018	40	Accounts Department
Financial Market Workshop	30/07/2018	50	Edelweiss Group
Yoga Certification Course	04/02/2019	47	Shri Ambika Yog Kutir
Mindfullness Program	18/08/2018	31	Yoga Prana Vidya
Career Guidance Seminar	23/10/2018	56	IBS School of Mgmt
Career Guidance Lecture	21/07/2018	120	Fly High Aviation Academy
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of studentsp placed
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		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2019	Career Guidance Session	0	315	0	216
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
11	11	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Coppergate Solutions Pvt Ltd, Kotak Bank, ICICI Prudential, NETMONESTARY, Kotak Education, Aminence Pvt Ltd, Acquite Ratings, Salazar, Syntel,	432	162	Capgemini INC., Infosys, Digiyug, Geek Box, L T Infotech, Wipro, TCS, UnGeek, Webs ite.co.in, Vivan Infosystem	54	54
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	8	B.COM	COMMERCE	S.M. SHETTY COLLEGE	M.COM
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
CAT	6
GMAT	13
TOFEL	1

Any Other

89

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
TECHTRIX	INTERCOLLEGIATE	95
MATHEMANIA	INTERCOLLEGIATE	104
AVABODHA	INTERCOLLEGIATE	130
WALL PAPER DESIGNING	INTRACOLLEGIATE	20
DO IT YOURSELF	INTRACOLLEGIATE	15
TALENT HUNT	INTRA COLLEGIATE	238
DIYA DECORATION	INTRA COLLEGIATE	22
KANDIL MAKING	INTRA COLLEGIATE	10
EMMORZEAL	INTER COLLEGIATE	937
KARVA	INTERCOLLEGIATE	230
ARTHIKI	INTERCOLLEGIATE	54
VANIJYAM	INTERCOLLEGIATE	80
FINMON	INTERCOLLEGIATE	75
BIZFIESTA	INTERCOLLEGIATE	105
ANNUAL SPORTS DAY	INTRACOLLEGIATE	600
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Swarna Bharat	National	0	1	2016016401 626224	Pranita Sh rikrishna Achrekar
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

5.3.2 Activity of Student Council representation of students on academic administrative bodies/committees of the institution. The Students' Council is the consortium of the representatives of each class formed for the purpose of:

- Representing college at various forums.
- For maintaining discipline.
- Organizing events for the welfare and development of the students.
- Assisting the college authorities in smooth functioning of the college.

The students' Council comprises of the Principal as head of the council, faculty members and students representatives from each class (under each department). A Students' Council Core Committee is formulated with 13 student members for 13 positions namely: Besides core committee, Students' Council consists of four student representatives from each class: 1 Class Representative (CR), 1 Assistant Class Representative (ACR), 1 Cultural Leader (CL) and 1 Sports Representative (SR) The college has various committees headed by a teacher

incharge and faculty members along with the students. In few of the committees, Students Council members hold significant positions. Following are the committees which have student representatives on them: • The Cultural Committee is comprised of student' Council core committee members Cultural Leader and Asst. Cultural Leader and one Cultural representative from each class along with the teacher members. • The Sports Committee, headed by sports incharge teachers and faculty members also has Sports Representative and Asst. Sports Representative and one SR from each class of the college. • WDC Students' council members help in organizing and managing the events held under respective committees. They provide the ideas and suggestions for conducting the events and participate in decision making. Some of the important events organized by Students' Council members include: • The Students' Council organized an intercollegiate Students Development Program 'Avabodha'. The topic of the session was on Team Building and Motivation • The council in collaboration with cultural committee, also celebrated Navratri days with Garba and Dandiya dance on 10th October 2018 • The students organized a session on Role of social media its impact on the youth of the Nation. The session was related to social media affairs, trending and ecotechnologies which are favorable and convenient for the upcoming generations. • Furthermore, 'Theme Week', a cultural themebased annual celebration was organized by students' council members. Celebration stretches over a period of four days for the enjoyment and enrichment of all the students of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes, the College has its own registered Alumni Association. The Alumni Association of Bunts Sangha's S.M. Shetty College of Science, Commerce and Management Studies is now a registered body for providing a platform where the alumni of all the batches and streams can interact with each other and the current students of the college College has a registered Alumni Association named 'Bunts Sangha's S. M. Shetty College of Science, Commerce and Management studies Alumni Association' which is registered with the Societies Registration Act, 1860. (Reg no: Maharashtra Rajya/Mumbai 2472 / 2018 G. B. B. S. D. Date: 03/11/2018).

5.4.2 – No. of enrolled Alumni:

255

5.4.3 – Alumni contribution during the year (in Rupees) :

117800

5.4.4 – Meetings/activities organized by Alumni Association :

- This year the association had a formal core committee meeting on August 25, 2018. The meeting was attended by all the seven members • The Alumni Association of College have organised THE ANNUAL ALUMNI MEET on 12th January, 2019 at college auditorium. The meeting was conducted to bring the alumni together and rejuvenate the relationship for mutual benefits. • The association organized various sessions and workshops for the students of various departments by the alumni association members.
 - o A two day Workshop on Basics of Photoshop InDesign for Department of Mass Media and Communication Skills on Photoshop and InDesign on 7th and 8th of July.
 - o A B2B interaction session with the department alumni for The department of Management Studies to orient the students about business to business marketing strategies o on 18th August, 2018, some of the department's eminent alumni were invited to "ESPERANZA - First Year's First Meet" of BMS department. Alumni members interacted with first year

Students and give them a realistic picture of the future which will unfold after they go through the course. • Cultural committee invited alumni members to judge the various events under college's cultural event 'Talent Hunt' and 'Emmorzeal' held on 29/7/18 and 15/12/18 respectively • On 7Th February, 2019 the THE INCUBATION CENTRE of the college organized an InterDepartmental Presentation Competition - THE BIG BUSINESS IDEA. President of College Alumni Association was called upon to judge the event.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

DECENTRALISATION AND PARTICIPATIVE MANAGEMENT 1. Governing Council (GC), College Development Committee (CDC), IQAC Statutory Committees, Students' Council are the different bodies of the management in the decision making process. In addition to this there are various committees and associations to look after curricular, co-curricular and extension activities. Bunts Sangha (Trust) manages the college through GC known as Powai Education Committee. The top management restricts itself to formulation of vision, mission and objectives and has healthy surveillance with regard to implementation of the same. The day to day governance of the college is decentralised and participative management style is adopted. Decentralisation is done through a hierarchy of Principal, Vice-principal, Co-ordinators, Teachers and Students' representatives. At all these levels decision making powers are delegated as far as academic and operational issues are concerned. Faculty members are given representation at various committees and cells as members or advisors. They conduct various programmes related to curricular, co-curricular, extra curricular and extension activities. Students' Council is formed with due representation to all classes and on different areas and they represent in CDC, IQAC, Internal Complaint Committee (ICC), Anti ragging, Sports, NSS, DLLE and WDC. Their views, suggestions are considered in the decision making process. 2. As far as participative management is concerned teachers and students are encouraged to express their views and suggestions and if suggestions are found apt and relevant, they are implemented. Staff meetings are conducted including the non-teaching staff at regular intervals with proper agenda and all members are encouraged to participate in the meeting and contribute for decision making.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Research and Development	The Research Cell conducts programmes and presentations to broaden the academic perspectives through presentations of research done by students and faculty. Anveshan is research journal published every year. It consist of research papers published in that academic year. Encouraging faculty members to undertake major and minor research projects and disbursement of received

research funds. seed money is given to faculties for research paper publishing presenting. All research papers are routed through the committee which evaluates the paper and the quality of the forum to which the paper is submitted for review. A Research Promotion Scheme has been introduced which provides recognizes student contribution in the area of research and development. "Best Researcher Award " are organized annually to felicitate student.

Curriculum Development

Curriculum designing and development is decided by the affiliating university. We do not have any BOS member .Every department organizes industrial visits workshops and seminars for students so that they can enhance their skills beyond curriculum.

Teaching and Learning

Improvement of computer aided methods of teaching and learning: IQAC organizes various workshops on topics like MOOCS, EDMODO ,Google classroom and other e content methodologies for enhancing teacher skills. The teaching methodology is aligned with outcomebased approach to meet vision and mission of the college All classrooms and labs are equipped with IT infrastructure to enable ICT based teaching Google classroom is being effectively implemented within faculty members. The platform is used to disseminate valuable information like, eclass notes, Mooch courses,Edomo ,Flip learning, Internal Assignments etc. Students are also being encouraged to share information and collaborate in the teaching process. The student's performance is assessed continuously through various assessment tools including classroom performance, tutorials, assignments and internal examination. Every teacher designs there teaching plan ,methodology along with estimated duration to complete their syllabus(Work Dairy) Remedial classes, student counseling and internal tests are being conducted on a routine basis. Organizing student seminars on recent trends and developments in respective subjects. Faculty attends conferences, seminars and workshops for enhancing learning skills. ICT is a major emphasis area for the institution and several ICT

initiatives have been undertaken, such as: Google Classroom has been implemented Wifi facility is available throughout the campus About 70 of the classes utilize projectors for delivering digital content to the students.

Examination and Evaluation

Some of the best practices adopted by the institution in examination and evaluation during this year are mentioned below: The quality of question papers is moderated by Controller of Examination (Head), he receives 2 sets for each subject in the prescribed format and randomly he will select the paper. Semester examinations are conducted by the affiliating university. College conducts internal assessment (20 Marks each) of students according to the university guidelines. Class tests, student presentations, interactive sessions, practical examinations etc, are conducted by departments to evaluate the students. The overall quality of examination and evaluation is monitored by Examination Committee comprising of senior faculty members and faculty members of various departments. Guiding students to apply for photocopies of answer scripts, evaluation of received answer script, apply for revaluation.

Library, ICT and Physical Infrastructure / Instrumentation

The library is automated with SOUL Library Management Software barcoding of all books is done. The library is open beyond working hours to provide enhanced access to students and faculty. The Library has a subscription to NLIST eresource database (by UGC INFLIBNET), through which students teachers can access many electronic resources like fulltext of more than 6000 ejournals and 31,35,000 ebooks. Online catalogue of the library, 'SOUL Web OPAC' enables users to search for resources available in the library. To inculcate good reading habits amongst the students, various events like Book Review Competitions, Book Displays, etc. are arranged by the library. Every year the library conducts Book Exhibition wherein students and teachers select books for the library. The library conducts orientation Programmes library awareness Programmes on a regular basis. The library also conducts orientation talks students on

"The Effective Use of Library Resources" and on "Using the INFLIBNET and Online Resources". Software SOUL Library Software Books 13,807 Print Journals 40 EJournals 6,000 titles (NLIST) Digital Repository Yes Library Website Yes Other services Contents Page Service, Information Search, Reference Service Physical Infrastructure A/C equipped classrooms Renovation of ICT laboratories.

Human Resource Management

? A well established HR team manages Human Resource of the College. It is responsible for the sourcing, selection, training, assessment, and rewarding of employees, while also overseeing organizational leadership and culture and ensuring compliance with employment and labour laws. ? Performance management system is well established using varied performance parameters and appropriate assessment tools ? Staff feedback collection and analysis is completely automated, and the action taken is duly shared back with the staff. ? Staff outreach programmes are regularly initiated for twoway communication and better engagement. ? Attrition rate is carefully monitored and exit interviews forms a part of the exit process for all employees leaving the institution. Strategies for improving retention are formulated based on the feedback from exit interviews. ? Induction Programme is conducted every year for all new faculties to guide them HR policies and rules and regulations. ? HR has been put into place that allows employees to update their personal data, and skill sets, log times, and check in/out. ? Faculty members also participate in refresher courses, orientation and short term courses. ? Well qualified Faculty and staff recruited as per requirements.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	As far as planning and development is concerned vital information is displayed in the college website.
Administration	Partial MIS is in place. We have Master Software, Tally ERP, Soul WebOPAC, Digita Edu, Biometric System for the smooth functioning of administrative activities.

Finance and Accounts	Payment of college fees, examinations fees, some of the payments of the University are online. There is tally integration with an admission process of the college. Winman TDS software is being used for income tax calculations.
Student Admission and Support	The entire admission process is digitalized. Right from receiving affiliation online and the declaration of merit list, the entire process is computerized with the help of Master Software. Digital Edu system is being used for taking attendance of the students. By using this software the attendance of the students is passed on the parents instantly on Mobile App. We have the system wherein eligibility certificate, transference certificate and student hall tickets are available online. Students can register their complaints and grievances through online. There is plagiarism software to check the extent of plagiarism of student projects and teachers research papers to be presented or published at various conferences.
Examination	The entire examination process is computerized with dedicated Master software.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	SANDESH SHETTY	Participated in one day workshop on "Introduction to GST"	ICAI	1000
2018	SMITHA R	ORIENTATION PROGRAMME	UGC HRDC	1000
2018	NIDHI C	ORIENTATION PROGRAMME	UGC HRDC	1000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for	Title of the administrative training programme organised for	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	teaching staff	non-teaching staff				
2018	Exam ready for college teachers	NA	09/07/2018	09/07/2018	34	0
2018	Income Tax Return online filing for teachers	NA	23/07/2018	23/07/2018	42	0
2018	Digital Attendance training	NA	15/10/2018	15/10/2018	35	0
2018	Stress management through Yoga Practices	Stress management through Yoga Practices	20/10/2018	20/10/2018	35	15
2018	Google classroom	NA	01/12/2018	01/12/2018	35	0
2019	National conference on Reengineering Academic Libraries : traditional to smart	NA	02/03/2019	02/03/2019	40	0
2019	Training for NET/SET	NA	20/03/2019	20/03/2019	30	0
2019	Micro Teaching - Dr. Geetha Shetty	NA	24/04/2019	24/04/2019	77	0

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programmes	4	07/05/2018	02/11/2018	28

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

13	35	17	19
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provident Fund, Gratuity, Cashless group mediclaim, Concession for wards at the Parental institutions, Day care centre with concessions	Provident Fund, Gratuity, Cashless group mediclaim, Concession for wards at the Parental institutions, Day care centre with concessions, Advanced salary	Group insurance

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal audit is an ongoing process throughout the year. There are a set of defined rules and regulations for the internal audit. The qualified auditor is appointed to do internal audits. The discrepancy, if any, is brought to the knowledge of the management and necessary explanation is sought for the discrepancy or deviation. Statutory auditors are appointed to audit the final accounts of the college.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Fazlani Academy of Bussiness Science Pvt. Ltd., H Creations, Mirachem Industries, Edurussia Education Pvt. Ltd., Bharat co. op. Bank, Shawrma Stall, Domino Pizza, Cosmos Co. Op. Bank	145500	To support co curricular and extra curricular activities
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6.4.3 – Total corpus fund generated

13417152

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Senior professors from University of Mumbai	Yes	ISO internal auditors
Administrative	No			

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

ParentTeacher Association conducts periodic meetings i.e. twice in a year. Support received from the parents are: 1. Participation in Institutional Social Responsibility related activities 2. Placements of the students 3. Sponsorship

extended towards organizing the event.

6.5.3 – Development programmes for support staff (at least three)

Our support staff are trained annually for 1. workshop on softskills 2. Computer skills 3. Workshop on stress management 4. Yoga

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Post accreditation initiatives are: 1. Started the incubation center to transform a section of students who are risk appetite into job makers. 2. Digital Repository was developed by library for the benefit of the students. 3. Value-added and employment-oriented certificate courses to enrich the curriculum and to enhance the employability of students. 4. Emphasis was given to the internship of final year students. 5. The training was provided to teachers to develop e-content such as Moodle, MOOC, EDMODO, Google Classroom etc. 6. The entire process of student attendance is digitalized.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	ISO certification	18/01/2019	22/01/2018	23/01/2019	50
2018	Academic Audit	29/03/2018	29/03/2018	29/03/2018	50
2018	Exam ready for college teachers	09/07/2018	09/07/2018	09/07/2018	34
2018	Income Tax Return online filing for teachers	23/07/2018	23/07/2018	23/07/2018	42
2018	Digital Attendance training	15/10/2018	15/10/2018	15/10/2018	35
2018	Web page designing	01/12/2018	01/12/2018	03/12/2019	35
2019	Micro Teaching - Dr. Geetha Shetty	24/04/2019	24/04/2019	24/04/2019	77

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the

year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Health Club Sanitary Pads Distribution at S.A Public School	26/07/2018	26/07/2018	40	0
Health Club Sanitary Pads Distribution at Eden & Swami Nityanand School	02/08/2018	02/08/2018	212	0
My Part of the Story	27/08/2018	27/08/2018	80	20
Collaboration with PG	26/09/2018	26/09/2018	100	50
Self Defense	11/12/2018	11/12/2018	50	50
Self Defense at Ghatkopar	20/12/2018	20/12/2018	30	30
Session on Women Rights	08/02/2019	08/02/2019	51	0
Inter Collegiate Poster Making Competition (What Women Go Through)	07/03/2019	07/03/2019	3	10
Mixed Martial Arts	20/12/2018	20/12/2018	200	0
Street play on gender sensitization	31/07/2018	31/07/2018	24	27
The Studio-Role of media in reporting LGBTQ ISSUES	17/01/2019	17/01/2019	30	19

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	17
Provision for lift	Yes	17

Ramp/Rails	Yes	17
Braille Software/facilities	Yes	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	0	29/09/2018	01	Blood Donation	Providing blood for blood bank with JJ Hospital	235
2018	0	1	04/08/2018	01	Cleanliness Drive at Vikhroli Railway Station	College Level Initiative to clean and create awareness about Swachh Bharat Abhiyaan	44
2018	0	2	05/08/2018	01	Clean up Powai Lake	College Level Initiative for cleanup	40
2018	0	3	25/08/2018	01	Tree Plantation Drive	Reducing Carbon Footprint	48
2018	2	0	09/09/2018	01	Plastic ban street play and Rally	Supporting government initiative to ban single use plastic	46
2018	0	4	05/09/2018	06	Paper Bag Making	Distributing paper bags to	63

						reduce plastic bag usage	
2018	3	0	22/12/2018	07	NSS Camp	Social Responsibility towards adopted village	75
2019	4	0	03/01/2019	01	Disaster Management	An intercollegiate event to educate students for disaster preparedness	289

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Human Resource Policy	28/05/2018	The university code of conduct for teachers is provided to understand and follow the role of a teacher and also the duties and responsibilities. This book contains very clearly the human values and professional ethics, teachers suppose to demonstrate in their careers. In addition to this institutional book for code of conduct is used. College prospectus contains details of the code of conduct expected of the students. College prospectus are issued to the students at the time of admission and also published in the college website. In addition to this college has formed all statutory and mandatory committees.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebrating 150th birth anniversary	10/01/2018	10/01/2018	98

of Mahatma Gandhi			
Guest lecture of Swami Nirbhayanandaji from Ramakrishna Vivekananda Ashram, Bijapur to	04/09/2018	04/09/2018	60
tudents' Council visit to an Orphanage 'Snehasadan' at J. B. Nagar, Chakala on Friendship Day.	20/08/2018	20/08/2018	25
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Ecobin (E waste collection bin) is placed on the 7th floor as well as Ground floor.
LED lights are used in whole campus to conserve electricity.
Poster making competition regarding alternate use for plastic.
Poster (Tivona Nature Club) are displayed overall in campus regarding conservation of energy, save water, save light, switch off lights and fans etc.
Tree Plantation in the campus by Tivona Nature Club and NSS.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

<p>BEST PRACTICE I 1. Title of the Practice: Environment for enhanced teachinglearning and encouraging research</p> <p>2. Goal :</p> <ul style="list-style-type: none"> • To follow the mission statement of the institution to achieve its vision. • To provide infrastructure and supportive environment to blend Teaching and Research for both students and faculty members. • To provide opportunities to the faculty members to update their knowledge related to their subjects. • To create research and learning opportunities for faculty members for selfgrowth and improved teaching. <p>3. The Context :</p> <ul style="list-style-type: none"> • The institution is selffinanced and not eligible for funds from UGC and other agencies, therefore mobilizing funds and providing infrastructure for better teachinglearning and research is a challenge. • The institution depends on management for the required funds. <p>4. The Practice :</p> <ul style="list-style-type: none"> • Certificate Courses organised for better employability and reducing industryacademia gap: Different departments of the institutions have initiated many certificate courses to prepare students for the industry. The courses offered are related to modern marketing concepts, media related skills, new arenas in finance and information technology. • Developing understanding for Entrepreneurship among students: The institution has started The Incubation Centre for developing the entrepreneurial attitude among students. Activities like competition on business ideas, interaction with entrepreneurs and identifying business ideas are organised for the students • Encouraging Research among students and teachers through Research Cell: The research cell of the institution provides guidance to the students and teachers to take up research activities. The institution felicitates the research attitude of the students. • Opportunities for faculty development: The institution provides support for participating in training programs and workshops. The institution organizes faculty development programs for the teachers to update their knowledge and for better usage of technology. • Providing resources to encourage research and for selfdevelopment: The institution provide seed money for research. The

institution provides leave for attending the workshops and training programs. The institution has started its PhD centre and five of its faculty member are registered under it. 5. Evidence of Success: • Commencement of PhD Centre in the Institution with registration of five scholars in it. • Students have participated in intercollegiate research paper presentation events. • More number of certificate courses have been introduced based on industry requirement. 6. Problems Encountered and Resources Required: • Space constraint for organising events. • Availability of industry experts with academic orientation. BEST PRACTICE II 1. Title of the Practice: Sensitizing Students towards Society and Environment 2. Goal: • To develop sensitive attitude towards the problems faced by the disadvantages section of the society. • To help students identify and contribute in solving the problems faced by the surrounding communities. • To create awareness about the environmental problems and contribute in reducing or replenish it. • To encourage students to help the state authorities to handle crisis situations. • To help institution achieve its vision - Personality Development for Nation Building. 3. The Context: • The institution needs to reduce the gap between the social issues students learn as a part of their academics and real challenges of the society. • Students need to be encouraged to participate in the process of contributing towards the betterment of the society. • Students have to educate about the impact of environmental issues today in the future. 4. The Practice: • Activities to sensitize students towards disadvantages section of the society: Celebration of festivals and interaction with children in orphanages and with senior citizens. Distribution of sanitary napkins to school girls. Road levelling, check dam building at under developed areas around the city. Clothes distribution in rural area and housekeeping staff of the institution. Blood donation camp Educating students for Disaster Management. • Contributing towards the neighbouring location: As a contribution towards Swachha Bharat Abhiyan, students have undertaken the cleaning job of Vikhroli Railway station. Students participate in cleaning of Powai Lake and Girgaon Chopati Beach. Students prepared and distributed paper bags to nearby shop keepers. Students participated in rally and organised street play for awareness of Plastic Ban • Equity Initiatives for Equality of female students: Female students participated in Selfdefence workshop. Medical guidance to the female students by experts. Awareness sessions on legal advice for female students • Environmental Initiatives: Tree plantation within the campus to reduce carbon footprint. Workshop of making ecofriendly Ganesha. Setting up of ebins to collect ewaste to facilitate its recycle and reuse. Awareness sessions and notices by the nature club 5. Evidence of Success: • More students are participating in extension programs like DLLE and NSS. • More number of activities were conducted by the institution this year. 6. Problems Encountered: • Initiatives requiring heavy funds cannot be undertaken as there is no contribution from any agency or industry. • The success of the activities in terms of sensitization of students cannot be gauged accurately. • Students need to be motivated to participate with more involvement.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://smshettycollege.edu.in/upload/files/5e098f202deb5-bestpractice.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The vision of the college is "Personality Development for Nation Building". Teaching, Learning, Evaluation and Research are the hall mark of any progressive and result oriented institution. The curricular, cocurricular, extracurricular and extension activities of the college are designed, developed

and practised in tune with the vision of the college. In this context, teachers act as change agents. Teachers have to upgrade and finetune their teaching pedagogy to keep abreast with the changing scenario in the education field. In S. M. Shetty College teachers undergo continuous training and development. Teachers have undergone training in MOOCs, Google Classroom, Research Methodology workshop, Website Development. To promote teaching, learning, evaluation and research we need to have good ambience and other supports systems. All classrooms are air conditioned and ICT enabled. This is equally supported by Learning Resource Centre which is sufficiently and adequately equipped with eresources. To secure better results and outcome, we have designed and developed many processes and programmes. Annual presentation is the unique feature of the college. All departments and other cocurricular and extension departments present a summary of the activities organized during the year. They also present SWOT analysis and future action plan of each department. This will result in creation, dissemination and sharing of knowledge and best practices of other departments.

Provide the weblink of the institution

<http://smshettycollege.edu.in/upload/files/5e099fcc2e148-criteria7distinctivene ss.pdf>

8.Future Plans of Actions for Next Academic Year

FUTURE PLANS (TO BE IMPLEMENTED IN 2019 20) Keeping in mind the ongoing changes and development in the field of education, following future plans have been developed for execution in 201920. The plans related to curricular, cocurricular, extracurricular and extension activities. The specific activities include: • Refurbishing all the classrooms, making it airconditioned, WiFi enabled and making the classroom ambience best suited for ICT enabled teaching. • Need based Faculty Development Programme for updating and finetuning domain and related knowledge of the faculty. • Promotion of Incubation centre so as to motivate risk appetite students as job makers and not as job seekers. Students with entrepreneurial bent of mind can be motivated through the incubation centre. • Memorandum of Understanding with reputed colleges, premier institutions and NGO's for exchange of programmes, sharing of knowledge, skill development and volunteering the services of the college for the under privileged and the community. • Organising National and International Conferences in the college so as to promote research culture among teachers and students high lighting on contemporary issues. • Intend to apply for Ramkrishna Bajaj National Quality Award (RBNQA) so as to improve overall teaching learning and evaluation and other support system. • A workshop exclusively meant for supports staff so as to improve efficiency and effectiveness in the administrative system. • Conduct of administrative audit and library audit to identify the present lacunae and to take the corrective measures.