



Yearly Status Report - 2019-2020

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.	0226143127327
Mobile no.	9833666826
Registered Email	college@smshettyinstitute.org
Alternate Email	principal@smshettycollege.edu.in
Address	Hirananadani 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		Self financed			
Name of the IQAC co-ordinator/Director		DR.LIJI SANTOSH			
Phone no/Alternate Phone no.		0226143127361			
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/60151eb81d575-aqar2018-19.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/6002b36a681a9-academiccalendar-2019-20.pdf			
5. Accrediation Details					
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			04-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	15-Jan-2020 2	2350
NIRF PARTICIPATION	21-Jan-2020 1	2350
RBNQA PARTICIPATION	02-Dec-2019 2	2350
International Conference on Redefining Business in Digital Era: Issues and Challenges	29-May-2020 1	400
Workshop on Intellectual Property Rights	18-Sep-2019 1	49
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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 Institute	NIL	NIL	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

4

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

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

Collobaoration with Saraswat Vidyalayas Sridora Caculo College of Commerce and Management , Mapusa , Goa for Faculty Exchange Programmes.

Faculty Enriching Programmes (FDPs) for updating and fine tuning domain and related knowledge of the faculty.

Refurbished all the classrooms with air conditioner, projector, wifi connections, and a few smart boards

Collaborations were entered into between the college and NGOs. One such NGO is Kotak Education to teach underprivileged children in the slum area(volunteering). Another NGO is Khushiyan Foundation for beach cleaning in Mumbai

Workshop on Administrative Reforms were organised in association with University of Mumbai on 12th May,2020. Important Issues pertaining to Admission, Eligibility and Enrollment, Examinations were discussed.

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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
Theme of the year	Greening the blue with Millenials
Teacher enrichment programmes	12 Faculty enrichment programmes were organised varying from research workshops to e-content development
Collaboration with leading Indian Colleges	Collobaoration with Saraswat Vidyalaya's Sridora Caculo College of commerce and Management , Mapusa , Goa
International Conference on Redefining Business in Digital Era: Issues and Challenges	Organised on May 29, 2020. 206 research papers were received for the sme and published with UGC CARE list journal
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Development Committee	30-Dec-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

05-Dec-2019

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission	27-Jan-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management Information System, 2019 2020 The College has a Management Information System. The details are as follows: 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 ? Accounting Software (Accounts Leader) for all financial data and management of accounting records. Other online provisions: ? College Website ? Electronic College Prospectus. ? Webinars to host Academic Events, Student Paper Presentation, Departmental functions and presentations. ? AISHE Data on MHRD Portal. ? NIRF on MHRD portal ? Payroll Software for preparation of Salary, Pension and other related financial management ? Enterprise Resource Planning (ERP) Package. ? Regular Reporting and Approval of the Governing Body of the College. ? Online Examination Form. ? Online Monthly Salary Slips sent to the Faculty ? Student Internal Assessment System, which maintains Attendance Data, Class Tests and Internal Assessment Component of Final Examination. ? Live Screening of Infrastructure and Facility through thermal screening ? Online Student Feedback System. ? Library Management -SOUL OPAC</p>

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 IQAC 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. Autonomy to each department for organising seminar, workshop and conferences. 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 through the work diaries by the Head of the Department and Principal on weekly basis. 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
Certificate course on 'Basics of Financial Market	Nil	08/07/2019	7	Yes	Yes
Certificate Course in 'TALLY ERP 9 with GST	Nil	14/01/2020	15	Yes	Yes
NSE Academys Certification in Financial Markets (NCFM)	Nil	08/07/2019	7	Yes	Yes
Certificate course on Basics of Financial Market	Nil	15/07/2019	7	Yes	Yes

MICROSOFT CERTIFIED ADVANCE EXCEL COURSE	Nil	02/08/2019	7	Yes	Yes
Certificate Course on Direct taxation for Professionals	Nil	06/08/2019	7	Yes	Yes
Graphic Designing Course	Nil	14/07/2019	7	Yes	Yes
Digital Marketing Course	Nil	24/11/2019	7	Yes	Yes
Film Making Workshop	Nil	01/01/2020	7	Yes	Yes
Data Science with Python	Nil	26/12/2019	7	Yes	Yes
Network Security	Nil	01/09/2019	7	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	BAMMC-Foundation course -II (BAMMFC-202)	26/04/2019
BA	BAMMC-Introduction to Advertising (BAMMID-204)	26/04/2019
BA	BAMMC-Content Writing (BAMMCW-203)	26/04/2019
BA	BAMMC-Effective communication -II (BAMMEC-201)	26/04/2019
BA	BAMMC-History of Media (BAMMHH-106)	26/04/2019
BA	BAMMC-Current Affairs (BAMMCA-105)	26/04/2019
BA	BAMMC-Fundamentals of Mass Communication (BAMMFMC-104)	26/04/2019
BA	BAMMC-Visual communication (BAMMVC-103)	26/04/2019
BA	BAMMC-Foundation course -I (BAMMFC-102)	26/04/2019

BA	BAMMC- Effective communication -I (BAMMEC-101)	26/04/2019
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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
BA	BAMMC	26/04/2019
MSc	Information Technology	25/07/2019

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

	Certificate	Diploma Course
Number of Students	535	Nil

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
Certificate course on Yoga	03/02/2020	50
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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
MCom	MCOM SEM-3 &SEM-4 PROJECT	63
BCom	Accounts & Finance-Projects	71
BCom	Banking & Insurance-Projects	64
BSc	Information Technology-Projects	127
MSc	Information Technology-Projects	16
BMS	BMS-INTERNSHIP	132
BA	Bachlor of Mass Media-Internship	8
BMS	Field Visit to Alibaug-LOGISTICS FIELD	32
BMS	Field Visit to Forex Banking Arithmetic	25
BA	Bachlor of Mass Media-Doordarshan Visit	79
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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

Structured questionnaires about the relevance and coverage of the curriculum are administered to the students twice in the academic year which is then analysed by the teachers. Whenever teachers attend subject related workshops and syllabus revision workshops, they make use of this feedback to a great extent. We hold alumni meets at least twice in a year to discuss the development of the college, wherein they share their experiences, and feedback about curriculum, Industrial visits, extra curricular activities, NSS camps, projects is also taken. This is necessary since the alumni is in a position to identify the gap between theory and practice. All the departments of the colleges organise parent teachers meetings on a regular basis where syllabus related views of parents are also taken into consideration. Few suggestions are also shared by the teachers, when they attend workshops related to the syllabus. When peer group members meet or interact in seminars, workshops, and of late, through social media, they share their respective views on the curriculum. This collective wisdom is also working in enriching the curriculum. Faculty members regularly attend workshops and seminars on the revision of curriculum. The College also has several visiting faculties from the industry, senior faculty and guests from industrial and academic backgrounds or those visiting at the time of placements, who are also invited to provide feedback. The institution is affiliated to the University of Mumbai and therefore has no direct role in framing the institutions own curriculum. However, a systematic mechanism is in place in the institution to look after the feedback process and analysis, wherein the college takes the suggestions of its faculty forward to the university through the members of the Board of Studies. The Department of Information Technology organized two Syllabus orientation workshops in association with the ad-hoc Board of Studies of Mumbai University. In the workshop, orientation on curriculum related and practical insight was given to the participants and a collective view of the participants on the curriculum was communicated to the Members of the Board of Studies present at the session. Faculty members of the Department of Mass Media and the Department of IT have contributed academic inputs in framing the syllabus to the Board of Studies and the same was accepted. The feedback on curriculum is also discussed in the staff council meetings. The written feedback collected from the students contains some questions related to syllabus. A suggestion box is also provided for the students where they can write about the curriculum. The feedback about syllabus is also collected from the academic peer groups, examiners and moderators coming to college. The feedback taken from above stakeholders is conveyed to the university by appropriate channels.

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	COMMERCE	264	478	264

BCom	MANAGEMENT STUDIES	144	556	144
BCom	ACCOUNTING AND FINANCE	72	216	72
BCom	BANKING AND INSURANCE	72	123	61
BA	MASS MEDIA AND COMMUNICATION	72	223	72
BSc	INFORMATION TECHNOLOGY	180	316	178
MCom	ADVANCED ACCOUNTANCY	72	98	72
MSc	INFORMATION TECHNOLOGY	24	47	24
PhD or DPhil	COMMERCE	8	6	5
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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
2019	2121	177	35	Nil	11

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	35	5	30	2	16

[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)

Student mentoring system is available in the college with the following objectives Objectives of Mentoring:

- To counsel academically weak students.
- To prepare learners to successfully clear their regular and ATKT exams.
- To motivate learners to participate in various inter collegiate and intra collegiate activities.
- To ensure regularity and punctuality of learners through counseling sessions.
- To prepare learners for successful careers.
- To motivate learners to write quality research paper.

Mentoring System of the College: Mentors are allotted to Mentees proportionately • Mentor meets the allotted students in the first meeting and make them comfortable by discussing general matters. • Mentor communicates with the parents of mentee, wherever they find it necessary in order to get more information about the mentee and keep the parents informed about the progress of mentee.

- A mentor refers the mentee to counselling center of the college if according to them it is required for the well-being of mentee.
- A mentor helps mentee with exploring career options and setting goals.
- Personal counseling is the main role played by Mentor
- Mentor meets respective mentees at least Six times in a year.
- Mentor promotes participative learning amongst mentees and thereby select few learners as volunteers to take

care of other learners and their needs. • Mentor meets the learners at the end of semester I and II examinations to discuss their performance and comfort level. • Mentors maintain a record of all mentor – mentee meet and mark the progress of the mentees assigned to them. • Mentors use various techniques like- test, quiz, group discussions, assignments, demonstration etc., to keep the learners motivated and involved in the process of learning. • Mentors motivate the learners to participate in Co-curricular and Extra- Curricular activities as per the ability and liking of the mentees. • Mentors maintain the participation record of mentees. • Wherever found necessary, mentors may refer mentees to attend the bridge course offered by various departments of the college. • Mentors, in order to maintain communication with mentee, create a whats app group with mentees and use other social media platforms for the same. • Mentors motivate mentees to attend webinars, Seminar organized by different colleges. • Mentees are encouraged to write quality research paper under the guidance of mentee. Career preparation and Work-based learning experiences: Learners are encouraged for undertaking internships and workshops organized by Placement Cell of the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2298	35	1 : 66

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
35	31	4	4	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
2020	Mr.Sandesha Shetty	Vice Principal	Best Research paper
2020	Mr.John Menezes	Assistant Professor	Best Research paper
2020	Ms. Zainab Rangwala	Assistant Professor	Best Research paper
2020	Ms.Prachi Agarwal	Assistant Professor	Best Research paper
2020	Raveena Shetty Tilak	Assistant Professor	Best Research paper
2020	Vijay Vishwakarma	Assistant Professor	Best NSS Programme officer Award from Chatra Bharti Sanghatna

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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	2C00146	VI	09/10/2020	29/10/2020

BSc	1S00256	VI	07/10/2020	06/11/2020
BA	4O00156	VI	09/10/2020	29/10/2020
BCom	2C00456	VI	07/10/2020	04/11/2020
BCom	2C00346	VI	07/10/2020	05/11/2020
BCom	2M00156	VI	09/10/2020	02/11/2020
MCom	2C00534	IV	13/10/2020	11/11/2020
MSc	1S01124	IV	06/10/2020	14/12/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• Continuous Internal assessment is conducted for all UG programs as per directives and guidelines set forth by the University of Mumbai as an integral part of ushering the overall performance of learners. • The prospectus of the college envisages the internal and external assessment criteria for each program. • An orientation session is held in the beginning of each academic year for all students and parents of First Year Degree College wherein the respective program co-ordinators explain clearly the modus operandi for internal and external assessment. • Summative Internal Assessment for 20 marks is conducted as planned in the academic calendar with due notice of timetable and syllabus to learners. The Exam Committee conducts the examinations smoothly and efficiently. • Additional internal examinations are conducted for learners who have lost their chance to appear for examinations on medical grounds and participation in University/ State/ National/ International competitions representing the college. (Only after satisfactory reasons and proofs) • Formative Internal Assessment for 5 marks is program-specific and course-specific in form of class presentations, assignments, projects, activity-based learning, quizzes, panel discussion, simulation exercises, competitions, group discussions, flip classrooms, capsule activities etc. to determine and enhance the potential of each student. The course incharges give due advance intimations of the same to students and mark them on their performances. • Marks obtained in internal assessment out of 25 (passing marks being 10) are not disclosed to the students immediately but together with marks of external semester-end assessment of 75 marks as per UoM examination guidelines.

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

The institute is affiliated with the University of Mumbai and adheres to the academic calendar laid down by the university. The institute has its own activity and academic calendar prepared before the commencement of the academic year. The Calendar Committee takes into consideration inputs from the principal and vice-principals, IQAC, the heads/ coordinators of departments, examination committee, sports committee, cultural committee, and student council, with details of the curricular and co-curricular activities to be conducted by the institute, both by faculty as well as students. The primary objective of the academic calendar is to avoid date clashes and overlapping between events, activities, and examinations. The academic calendar also provides the students with dates of examinations and grants them enough time for preparation for the same. The academic calendar also mentions the date of commencement of terms and vacations, and holidays. The academic calendar is uploaded on the website of the institute. In addition, the college also has an Examination Calendar giving the detailed schedule for commencement of the examination, submission of question papers, CAP, due dates for submission of mark sheets, moderation, result declaration, rechecking, and revaluation. An IQAC Calendar is also prepared listing details of activities conducted towards the maintenance of

quality and enhancement of the college. Each department also has its own departmental calendars in accordance with the academic calendar of the institute. The calendar committee also works at rescheduling activities/events/examinations to align with the University notifications/circulars, regarding, but not limited to, examinations. The right to modify the Academic Calendar rests with the Principal only.

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
1S01124	MSc	INFORMATION TECHNOLOGY	17	17	100
2C00534	MCom	ADVANCED ACCOUNTANCY	61	58	95.08
4000156	BA	MASS MEIDA	50	50	100
1S00256	BSc	INFORMATION TECHNOLOGY	127	127	100
2M00156	BCom	MANAGMENT STUDIES	129	129	100
2C00346	BCom	BANKING AND INSURANCE	65	65	100
2C00456	BCom	ACCOUNTANCY AND FINANCE	71	71	100
2C00146	BCom	Commerce	189	189	100

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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=72>

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
Minor Projects	365	University of Mumbai	68000	0

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
NATIONAL LEVEL WEBINAR ON 'INTELLECTUAL PROPERTY RIGHTS (IPR)'	Department of Accountancy and Financial Management	11/05/2020
WORKSHOP ON INTELLECTUAL PROPERTY RIGHTS	IQAC	18/09/2019

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	NA	NA	Nil	NA
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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
S M SHETTY ENTREPRENEUR SHIP DEVELOPMENT CELL	CHANDRIKA CHOUDHARY	SELF	CHOCO MONTAGE	SELF	27/03/2020
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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	Nil

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)
National	DEPARTMENT OF MANAGEMENT STUDIES	2	6.58
National	DEPARTMENT OF ACCOUNTANCY AND FINANCIAL MANAGEMENT	1	6.58
International	DEPARTMENT OF MANAGEMENT STUDIES	2	6.58
International	DEPARTMENT OF ACCOUNTANCY AND FINANCIAL	8	6.58

	MANAGEMENT		
International	DEPARTMENT OF COMMERCE	6	6.58
International	DEPARTMENT OF INFORMATION TECHNOLOGY	10	6.58
International	DEPARTMENT OF MASS MEDIA AND COMMUNICATION	2	6.58
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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
DEPARTMENT OF MASS MEDIA AND COMMUNICATION	1
DEPARTMENT OF INFORMATION TECHNOLOGY	17
DEPARTMENT OF COMMERCE	5
DEPARTMENT OF ACCOUNTANCY AND FINANCIAL MANAGEMENT	3
DEPARTMENT OF MANAGEMENT STUDIES	3
View File	

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	2019	0	NA	Null
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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
NA	NA	NA	Null	Null	Null	00
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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	18	29	1	Null
Presented papers	23	4	Null	Null
Resource persons	Null	13	1	9
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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
Awareness for UNICEF India #RedDotChalleneg	National Level	2	20
First-term training program (University Level)	University Level	1	1
ELECTION DUTY	Election Commission	3	50
TRAFFIC ASSISTANCE	Traffic Police Department	3	38
BISLERI WORKSHOP	University of Mumbai Bisleri Co.	3	5
VIKHROLI RAILWAY STATION CLEANUP	SWACHH BHARAT ABHIYAN	3	43
NO TOBACCO DAY	Government of Maharashtra	3	54
ENVIRONMENT AWARENESS RALLY	University of Mumbai	3	6
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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
Health ,Hygiene and ,Education	Appreciation by the Sarpanch	ZILLA PANCHAYAT	58
BEACH CLEANUP	"BEST COLLEGE IN SOCIAL SERVICE"	"DR A P J ABDUL KALAM Best NSS Unit"	150
Social Work	"DR A P J ABDUL KALAM Best NSS Unit"	Chatra Bharti Sanghatna	150
NSS	BEST NSS PROGRAMME OFFICER	Chatra Bharti	150
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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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
AWARENESS CAMPAIGN	Election Commission	ELECTION DUTY	3	50

HEALTH	Government of Maharashtra	NO TOBACCO DAY	3	54
ROAD SAFETY	Traffic Police Department, Mumbai	TRAFFIC ASSISTANCE	3	25
Swachh Bharat	Khushiyaan Foundation	DADAR BEACH CLEANUP	3	26
Swachh Bharat	Vikhroli Railway station	VIKHROLI RAILWAY STATION CLEANUP	3	43
Swachh Bharat	University of Mumbai	Beach Cleaning	3	51
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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
RESEARCH	01	COLLEGE	01
ECONTENT DEVELOPEMNT AND WORKSHOPS	05	COLLEGE	02
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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	Null	Null	NA
No file uploaded.					

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
KOTAK EDUCATIONDATION	02/06/2019	VOLUNTEERING FOR EDUCATIONAL ACTIVITIES OF UNDER PRIVELEDGED SLUM KIDS	66
KHUSHIYAAN FOUNDATION	09/10/2019	BEACH CLEAN UP ROTI GHAR	141
TATA INSTITUTE OF SOCIAL SCIENCES	25/11/2019	NATIONAL SKILL DEVELOPEMENT PROGRAMME	3
SARASWAT	03/03/2020	FACULTY EXCHANGE	5

VIDYALAYAS SRIDORA CACULO COLLEGE OF COMMERCE AND MANAGEMENT, MAPUSA, GOA	STUDENT EXCHANGE JOINT ACTIVITIES CULTURAL AND SPORTS INNOVATIVE IDEA EXCHANGE PROGRAMME
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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
9986700	9986700

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
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 patially)	Version	Year of automation
SOUL (Software for University Libraries)	Fully	2.0.0.14	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9437	1280807	30	5482	9467	1286289
Reference Books	3651	1509684	96	59124	3747	1568808
e-Books	3135000	154500	Nill	35400	3135000	189900

Journals	40	650014	Nil	193270	40	843284
e-Journals	6000	Nil	Nil	Nil	6000	Nil
Digital Database	1	Nil	Nil	Nil	1	Nil
CD & Video	659	22904	20	Nil	679	22904
Library Automation	1	177050	Nil	11800	1	188850
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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
NA	NA	NA	Nil
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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	284	4	2	4	4	1	1	100	0
Added	0	0	0	0	0	0	0	50	0
Total	284	4	2	4	4	1	1	150	0

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

150 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
OER	http://smshettycollege.edu.in/page.php?pg=48

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
2655000	3166640	10743019	11514223

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 well laid 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. To manage the current ongoing online classes IQAC of the college has prepared a cyber policy. this policy is directing students and staff towards ethical behaviour during online.

<http://smshettycollege.edu.in/page.php?pg=715>

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	BUNTS SANGHA	130	2357821
Financial Support from Other Sources			
a) National	Post-Matric Tuition Fee and Examination Fee (Freeship)	8	53854
b)International	Nil	Nil	Nil
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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
Relieving stress and calming your mind: planetary peace meditation	03/06/2020	300	IQAC AND HEALTH CLUB
Bridge Course in Basic Accountancy	02/08/2019	48	Department of Accountancy Financial Management
English Bridge Course	02/01/2020	8	DEPARTMENT OF MASS MEDIA
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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	Number of	Number of	Number of	Number of
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	scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passed in the comp. exam	students placed
2019	Fly High Aviation Academy	Nil	210	Nil	Nil
2019	IBS Business School	Nil	220	Nil	Nil
2019	Pearl Academy	Nil	140	Nil	Nil
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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
5	5	20

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
07	630	77	13	80	20
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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	35	B COM	COMMERCE	TOLANI COLLEGE, UNIVERSITY OF CORDIA	M.COM
View File					

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	1
NET	1
View File	

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

Activity	Level	Number of Participants
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Lockdown Diaries - 3 competitions	INTRACOLLEGIATE	175
Talent Hunt - 28 competitions	INTRACOLLEGIATE	250
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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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Certificate of Appreciation by Mauritius Marathi Cultural Centre Trust	International	Nil	2	Nil	Mr. Amar Thorat 2.Ms. Swathi Shetty
Nil	Certificate of Appreciation for the best player in Asia Cup Throwball Tournament, Malaysia - Second Prize	International	1	Nil	Nil	Mr. Jatin Tiwari

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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)

Under the provisions of section 40(2) (B) of the Maharashtra's University Act, 1994, there shall be a Students' Council for each affiliated recognized institution of the following members:- i) Principal/ Director- Chairman ii) One lecturer nominated by the Principal iii) National Service Scheme Program officer iv) One student from each class who has shown academic merit at the examination held in the preceding year and who is engaged in full-time studies in the college nominated by the Principal/Director. v) Director of Sports and Physical Education if any. vi) One student from each of the following activities, who has shown outstanding performance, nominated by Principal/Director: 1. Sports 2. NSS and Adult Education 3. Cultural Activities vii) Two lady student members nominated by Principal/Director. Students' Council is formed every year as per the norms prescribed by the University of Mumbai and is guided to function in a most secular and democratic way. Views and opinions of the Students' Council is taken while taking some of the decisions of the college. By involving students in these activities, the managerial skills of students are enhanced and they would become better decision makers, crisis managers and problem solvers. These activities also have improved their inter-personal relations to a great extent. Activities: •

To deal with the day to day matters and ensure the smooth functioning of the college. • To solve various problems of the students in consultation with college authorities. • To suggest measures for involving more students in extension activities. • Regular meetings of Students' Council with faculty members. • • • Representation of students in IQAC. • Representation of students in CDC College has always taken initiative to Involve students in many committees except the ones related to examination, results, and other confidential issues. The institution motivates students and equips them with leadership skills by involving students in various committees as under:- 1. Cultural Committee 2. IQAC 3. Women Development Cell 4. Sports Committee 5. Library Committee 6. Magazine Committee 7. Commerce Association 8. IT Association 9. Management Association 10. Nature Club 11. Economic Club 12. Photography Club 13. NSS 14. DLLE 15. Anti Ragging Committee 16. Discipline Committee 17. Placement Cell 18. Media Club - STUDIO 19. Website Committee 20. Theatre Club 21. Students' Council 22. Health Club

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). Our Alumni are actively engaged in cultural and sports activities of the college where they not only participate but also judge events and share expert tips with the participants. They assist in organizing the Sports day and NSS camp of the college. Well placed Alumni members take guest lectures for students and share expert advice and bring in the much needed industry interface. Our alumni play a big role in campus recruitment. Well placed Alumni also assist the college placement activities by directing their HR for campus recruitments and internship opportunities. They take special sessions for students on career counselling and support student mentoring. Alumni feedback on teaching -learning activities has helped in streamlining the process and also given valuable insight into managing students and classroom activities. Alumni have actively participated in the college grading and assessment activities.

5.4.2 – No. of enrolled Alumni:

736

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

0

5.4.4 – Meetings/activities organized by 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. For the academic year 2019 - 20 total registered Alumni members are Seven Hundred Thirty-Six which had taken the total count of Alumni Association Members to One thousand Six Hundred. The Alumni Association of College organised the Alumni one day picnic to Camp Wada, Village - Male, Palghar on 22 nd of December, 2019. The various fun filled

activities were arranged for the alumni, such as team games, nature walk, zip lining, Burma Bridge crossing etc. The association has also organised Annual Alumni gathering - NOSTALUMUS on 29 th February, 2020. In total 250 Alumni attended the event along with teaching and non-teaching faculties of the college. Event started with lighting of the lamp by dignitaries followed by a welcome speech by association in charge Ms. Sahana Raviprasad. Principal Dr. Sridhara Shetty addressed the gathering by giving a glimpse of current college achievements and future plans of the college and role of Alumni in growth of the institution. The gathering was organised to bring the alumni together and rejuvenate the relationship for mutual benefits. The students' council core committee members conducted games and activities which were enjoyed by alumni. During Covid - 19 pandemic the association had organised an online skill development workshop E - Gurucool on National Level for five days from 30 th June to 4 th July, 2020. During these five days the College Alumni had conducted various value added and skill development sessions on Career Development, Photoshop, Creative content writing, Brand building, health and fitness. Apart from the above activities, through the association Alumni contributed in various other forms to the college such as judging the college events or as resource persons of various skill development sessions etc.

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)

1. RBNQA PARTICIPATION : Our institution is always conducting activities that aligns with Vision and Mission of the college. College has applied for the prestigious Ramakrishna Bajaj National Quality Award during the academic year 2019-20. The work was assigned to all. From members of management to support staff everyone was assigned with a task of complete g one area in the award category requirement. All members of staff was asked to coordinate with the coordinator of the award. Various responsibilities were assigned to Faculty members which has witnessed a participative and healthy environment of the college and the outcome received was IMC RBNQ Certificate of Merit 2019. 2. Annual Day Celebrations Annual day celebrations in the month of December reflects the decentralization and participative management of work allotted to all faculty members. From Principal to Support staff is assigned with certain well-defined task. The Governing council (PEC) is the guiding force which encourages the continued enhancement of the college. Every event and programme which is organised is well planned and presented having taken all the guidance and suggestion from higher authority. The dates were fixed by the Secretary and Chairman of Governing Council. The Guests were fixed after having the discussion with Principal and other committee heads. The Principal calls for a meeting with all the department heads and committee heads of the college before organising the programme and determine the budget. The Principal ensured active participation of all staffs. The Committee heads were instructed to allot works for all the other members. The members in turn guided and distributed the responsibilities to the Student Council heads. The Council heads ensure the participation of all the students. The programme is always systematic and well organised. This was evidently an outcome of the participative management. Principal, Teaching, Non-teaching staff and all the students had dedicated their time and energy in order to make this programme successful.

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

Yes

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
Curriculum Development	<p>Our college is affiliated to University of Mumbai and follows the same structure as prescribed. However, every faculty participates in pre and post revision meetings, where the contribution is significant. IQAC collects feedback on curriculum from stakeholders. College organises or sent teachers to participate in syllabus revision workshops to bridge the gap between market requirement and syllabus. Few senior staff members are appointed by University in syllabus revision committee. College takes lead in organising field visits, study tours, industrial visits to enhance academics and experiential learning.</p>
Teaching and Learning	<p>1. Academic calendar, teaching plan, Time table and Result analysis are done. 2.Periodic meetings with all faculty members are conducted from time to time to ensure efficient teaching mechanism. 3. Use of E-resources tools and innovative teaching practices for effective learning. 4.Remedial lectures. 5. OER has been uploaded on college website to expand access to learning. 6. Guest lectures by experienced professors of other colleges. 7. The College library is updated every year with required books and periodicals and e-resources access is provided to the teachers and students through N-list. 8. ICT oriented teaching and learning in every class room</p>
Examination and Evaluation	<p>1.Evaluation process is fair and transparent. CCTV cameras are constantly monitored through Principal Sir office and respective exam supervisors vigilantly keep an eye on students to avoid copying. 2.Weightage of Internal and External Marks and Evaluation Schemes are as per University Norms and same is incorporated in college prospectus and website. 3.To maintain the secrecy of the examination, college collects three set of question papers from subject teachers. The selected paper is not disclosed to anyone, except the exam committee members, till the date of exam. 4.College follows the continuous evaluation system wherein learners are</p>

evaluated using quiz, test, mock test, assignments, projects etc depending on the requirement of the course.

Research and Development

1. The college has an active Research Cell to develop research culture amongst faculty and students. 2. College has an approved Research centre in Commerce leading to Ph.D. 3. Three faculty members are qualified as Ph.D. and 7 are pursuing Ph.D. 4. Teachers have published research papers at the National and International Levels and have attended too. 5. Seed money is provided to teachers and students to for publishing research papers. 6. Teachers are encouraged to participate in faculty development programmes organised by UGC- HRDC 7. Seven teachers have published books in reputed publishing houses

Library, ICT and Physical Infrastructure / Instrumentation

The Library provides a variety of information resources for Teaching, Learning Research and is open for 12 hours. The library possesses both print e-resources to satisfy the information needs of its users, i.e., staff and students. Besides the regular library services, the library also provides specialised services like Contents Page, SDI, Information Search Services, etc. to its users. Remote library facility is provided through the library websites. The librarys in-house operations are automated with SOUL library software.

Human Resource Management

Transparency Human Resource Policies - "EMPLOYEE HANDBOOK" aims at clearly defining the policies and procedures related to the Human Resource Management. Quarterly Performance Review - The first three months are crucial to the new hires as they not only have to adapt to the new setup but also complete the tasks and responsibilities assigned to them. This process helps us to determine the areas of improvement so that we train them get them to perform well. Focus on employee wellbeing - "EMPLOYEE HARDSHIPS LOAN" is one such inclusion where in loan is given in case of PERSONAL FINANCIAL CRISIS i.e., during medical emergency of dependents or an extra-ordinary circumstance causing damage to the employee

Industry Interaction / Collaboration

Regular industrial visits for the

	<p>benefit of students to identify projects • Visiting faculty from industry are engaged to minimise the industry academia gap • Internship facilities for students • MOU with industries</p>
Admission of Students	<p>The admission process of the college is transparent and is done as per the norms of Government and University. The admission is based on purely merit basis. • Merit lists are prepared as per the guidelines given by University of Mumbai. • The college has admission committee comprising of senior faculty as per University norms.</p>

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

E-governance area	Details
Administration	<p>MIS is in place. As part of green practices, most of the communication within the institution is through email and social media. The Administrative office handles the operation and communication with university and students through use of ICT. The fees of all the students are collected online. Students are informed with important notices as fees, exam forms, exam dates, time table through college website.</p>
Finance and Accounts	<p>The Accounts section is maintained through TALLY ERP 9 software. Payment of the institution are made through cheque, RTGS and NEFT.</p>
Student Admission and Support	<p>Student admission procedure is done online. Applicants for admission register online and all communication regarding merit list is available on college website dashboard. Students are also enrolled online through University portal MKCL. student is timely updated with all activities, events, notices, and important academic schedules through college website.</p>
Examination	<p>All messages regarding examinations are posted on the college website. Students apply online for semester examination. Results are declared on college website. Student's Attendance is posted online through the ERP's Academic module. Exam Fee payments are made online. A dedicated software is purchased for examination module.</p>

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	Prachi Agarwal	New Horison in Business Economics in the light of digital world	NKES Degree College	500
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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 teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	E- Content De velopment - Two days' workshop	na	06/06/2020	07/06/2020	35	Nil
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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
Induction Programme For Facultues In Universities, Collges	4	04/06/2020	01/07/2020	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
14	21	17	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
SEED MONEY, RECOGNITION FOR COMPLETING THEIR PHD, ENCOURAGEMENT FOR MINOR	ANNUAL SPORTS DAY, MEDICAL CENTRE, GYMNASIUM PAYMENT OF SALARY THROUGH	GROUP INSURANCE, GYMNASIUM, SEED MONEY FOR RESEARCH, FOOD AND

AND MAJOR RESEARCH PROJECTS, TO ENGAGE POST GRADUATE LECTURES, TRAINING FOR TEACHERS TO COMPLETE TRAINING UNDER NSS, DLLE, CONDUCT CLASSES. LIKE YOGA, KHANA KHAZANA ETC, MEDICAL CENTRE, GYMNASIUM, ANNUAL SPORTS DAY, PAYMENT OF SALARY THROUGH ECS MODE, BIRTHDAY BASHES, EMPLOYEE HARDSHIPS LOAN, PERSONAL ACCIDENT-CUM MEDICLAIM POLICY, GROUP GRATUITY SCHEME, PENSION SCHEME UNDER EPF SCHEME, DAYCARE. CONCESSION, LONG SERVICE AWARD

ECS MODE, BIRTHDAY BASHES, EMPLOYEE HARDSHIPS LOAN, PERSONAL ACCIDENT-CUM MEDICLAIM POLICY. GROUP GRATUITY SCHEME, PENSION SCHEME UNDER EPF SCHEME, ENCASHMENT OF EARNED LEAVE, DAYCARE. CONCESSION, LONG SERVICE AWARD.

TRAVELLING ALLOWANCES FOR UNIVERSITY EVENTS

6.4 – Financial Management and Resource Mobilization

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

Yes, the accounts are audited regularly. Internal audit is an ongoing process throughout the year. The qualified auditor is appointed to do internal audits based on the Scope of Work given to them. 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 institute. The income and expenditure of the institution are subjected to regular internal and external audit.

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
Association of Non-Government College, Mumbai	12000	Scholarship from other institute to support education.
View File		

6.4.3 – Total corpus fund generated

22372154

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	ISO	Yes	ISO
Administrative	Yes	ISO	Yes	ISO

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 SocialResponsibility-related activities 2. Placements of the students 3. Parents provide expert advice to students and they are invited as experts to

deliver sessions on various areas of expertise.

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

IQAC takes initiatives to conduct workshops on promoting capacity building programme on 1. Workshop on advance excel 2. workshop on administrative and examination training in association with the University of Mumbai 3. Yoga 4. skill development workshops.

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

Post accreditation initiatives are 1. Applied for Ramkrishna Bajaj Quality Award and won the certificate of Merit 2. ISO audit 3. Applied for M.com Business Management 4. Applied for permanent affiliation to the college and committee visited the college result is awaited. 5. collaboration with Saraswat Vidyalayas Sridora Caculo College of Commerce and Management Studies, Mapusa, Goa. 6. Research Centre in PhD in commerce

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
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
2019	Personal Income Tax - A comparative study old and new tax regime	19/05/2020	19/05/2020	19/05/2020	41

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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
Sanitary Pad (Napkin) donation	16/08/2019	16/08/2019	40	20
Health Education Talk	23/09/2019	23/09/2019	40	21
My part of the story	13/07/2019	13/07/2019	27	30
Rights of women In India	23/08/2019	23/08/2019	19	21
Workshop on	13/12/2019	13/12/2019	50	43

Cyber Security				
Film Screening (to showcase gender equality & its importance)	23/01/2020	23/01/2020	19	26
Poster Making (to arouse gender sensitisation)	25/02/2020	25/02/2020	11	7
Poem/essay writing Competition (breaking gender stereotype)	06/03/2020	06/03/2020	14	12
Logo Making (theme: Gender equality)	09/03/2020	09/03/2020	8	8
Gender & Cyber Crime during Covid 19 pandemic (webinar)	27/05/2020	27/05/2020	188	402
Gender Equity & Covid 19 with UWDC (one day Webinar)	15/07/2020	15/07/2020	527	859
Prevention of Sexual Harassment	15/02/2020	15/02/2020	40	14
LGBTQ : Rights and awarness	16/05/2020	16/05/2020	100	67
Know Show : Session on Domestic Violence	13/06/2020	13/06/2020	100	50

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	14
Provision for lift	Yes	14
Ramp/Rails	Yes	14

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating
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	address locational advantages and disadvantages	taken to engage with and contribute to local community					students and staff
2019	1	1	16/08/2019	1	Sanitary Pad (Napkin) donation	women hygiene	60
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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)
Cyber Policy	26/06/2020	Cyber guidelines were adopted by the college ,in addition to the existing IT Policy, to facilitate smooth conduct of online classes and other activities. In view of the Covid 19 restrictions on holding classes in college, classes and all curricular and co curricular activities have moved to online platforms. In views of the novelty to both students and staff , these guidelines were created.The aim is to reiterate the principle of courtesy, decency and respect for privacy and also to prevent misdemeanor in cyberspace.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Swami Vivekananda Run	22/09/2019	22/09/2019	10
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Installation of e-bins in the campus. 2. Planted trees in the campus ground 3. parking of two wheeler and four wheeler is prohibited in the campus. 4. Installation of LED lights in the entire campus 5. Awareness session on saving water, rain water harvesting and saving electricity. 6. Observing days of importance related to environment like world earth day

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE - I

1. Title of the Practice: UNNATI : Environment for enhanced teaching-learning and encouraging research

2. Goal :

- 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 self-growth and improved teaching.

3. The Context :

- The institution is self-financed and not eligible for funds from UGC and other agencies, therefore mobilizing funds and providing infrastructure for better teaching-learning and research is a challenge.
- The institution depends on management for the required funds.

4. The Practice :

- Certificate Courses organised for better employability and reducing industry-academia 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.
 - Institution organized Multidisciplinary International Conference. 25 teachers and 2 students participated in the conference from the institution
 - The Institution organized national webinar on Thesis writing and research funding.
- 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.
 - Faculty have participated in national, international and college level workshops and FDP programs to enhance knowledge and develop new skills for effective teaching
- Providing resources to encourage research and for self-development:
 - 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 inter-collegiate 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: UTTHAN: 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 house-keeping 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 Self-defence 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. Guava sapling distribution initiative - Workshop of making eco-friendly Ganesha. - Seed Flag distribution for encouraging tree plantation and reducing flag discard - Setting up of e-bins to collect e-waste to facilitate its recycle and reuse. - Awareness sessions and notices by the nature club - Posters to save water, energy, paper and wastage of food

5. Evidence of Success: • Khushiyan Foundation awarded Best College in Social Service for Beach Clean Up activity • Chatra Bharti Sanghathan awarded Dr. APJ Abdul Kalam Best NSS unit award for Social work • NSS wing received certification for blood donation drive • 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/page.php?pg=712>

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

Institutional Distinctiveness - Promoting Mental well-being Healthy, undisturbed, undistracted, and balanced mindset are the prerequisites to pursue and excel during the time of education. Our college is situated in the Metro city with cosmopolitan outlook. The vision of the college is "Personality Development for Nation Building". Personality includes physical, mental, intellectual, emotional, and social which are the different ingredients for overall development of the students. Any disturbance to any of the above may hamper the growth of personality of students. In the city students are attracted, disturbed, and distracted by a multitude of factors. This will eventually lead to depression, stress, anxiety, loneliness, and examination pressure which will have and negative impact in their studies and career. Students come from different family backgrounds with different family problems, parental issues and from broken families. Families also suffer from finance and health problems. Even these factors contribute heavily to hampering the studies of students. Keeping in mind the above impediments and its impact on mental health and wellbeing of our students we have given top priority to the mental health of our students. To promote mental health of our students we have Counselling Department with a full-time dedicated counsellor. At the time of orientation, we introduce students to the Counselling Department and its functioning. Counsellors take orientation classes addressing the specific adult problems. Counsellors also take classes to teachers, nonteaching, and parents.

Students can meet the counsellors appraise their problems and seek for guidance and treatment. They monitor such students and report to Principal. A few students were selected from each class as Mental Health Soldiers who in turn guide, direct students with their everyday issues related to mental wellbeing. Thinking holistically about the mental health of our students which is the prerequisites for the development of other traits of personality, we consider this as our institutional distinctiveness which stands out compared to many other institutions in our vicinity.

Provide the weblink of the institution

<http://smshettycollege.edu.in/page.php?pg=716>

8.Future Plans of Actions for Next Academic Year

FUTURE PLANS FOR THE ACADEMIC YEAR 2020-21 • MOU with institutions involved in developing and promoting entrepreneurial skills for our students through the incubation centre. of the college. • Inviting young entrepreneurs to address our students to create awareness, idea generation and motivation. In this respect we have entered into collaboration with Atal Incubation Centre AIC), NITTE University, Mangalore, Karnataka. • Initiative to secure ISO 21001-2018 of the education sector, so that quality would be maintained and enhanced by streamlining the processes. • Training the teachers for the e-content development and its effective delivery. Developing videos and uploading it for the benefit of the students. • Refurbishing the play ground of the college. • Taking initiative for installing alternate energy source, i.e., Solar energy, Rain water harvesting, Waste disposal and promotion of greenery through Mission Vasundhara. • Organising Faculty Development Programmes (FDP) for the benefit of teachers. • Organising National Conferences and encouraging teachers and students to present and publish research papers. • A separate programme for parents as to how to deal with adults in the changing scenario. • Research Methodology (RM) workshop to promote research activities amongst teachers. • Workshop on Intellectual Property Rights (IPR) • Certificate courses to students to enhance capacity building and employability.