The South Indian Association's

The S.I.A. College of Higher Education

Accredited B⁺ by NAAC
(Affiliated to University of Mumbai)

Tel. : 0251 - 2449891 / 92 / 93

P-88, MIDC Residential Area, Dombivli Gymkhana Road, Near Balaji Mandir, Dombivli (East) - 421203.
E-mail : sia.college@yahoo.com   Website : www.thesiacollege.com

Ref. No. __700/2017-18__   Date 04/04/18

To,

The Director,

National Assessment and Accreditation Council,

PO BOX NO 1075, ,Nagarbhavi,

Bangalore . 560072.

Karnataka, India .

Sub: Submission of Annual Quality Assurance Report for 2016-17

Dear Sir/Madam,

We take pleasure to submit our first AQAR for 2016-17 after NAAC Accreditation in October,2016. The web link for the same is http://www.thesiacollege.com/AQAR2016-17.pdf

We kindly request you to accept the same and acknowledge .

Kindly oblige.

Thanking You,

Regards,

Yours Sincerely,

Mrs Ranjana Mhalgi

IQAC Co-ordinator

Dr.Padmaja Arvind

Principal

PRINCIPAL
The S.I.A. College of Higher Education
DOMBIVLI (E).

The South Indian Association's
The S.I.A College of Higher Education
(Affiliated to University of Mumbai)

Accredited „B+" by NAAC

P-88,MIDC Residential Area, Dombivli Gymkhana Road,

Near Balaji Mandir, Dombivli (East) -421203

Tel. No: 02512449891/92/93   Website: www.thesiacollege.com

Email ID: sia.college@yahoo.com

Annual Quality Assurance Report (AQAR) (2016-17)

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

The Annual Quality Assurance Report (AQAR)
2016-17

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

Part – A

1. Details of the Institution

1.1 Name of the Institution

> **THE S.I.A.COLLEGE OF HIGHER**

1.2 Address Line 1

> **P- 88 MIDC RESIDENTIAL AREA**

Address Line 2

> **GYMKHANA ROAD, NEAR BALAJI**

City/Town

> **DOMBIVLI (EAST)**

State

> **MAHARASHTRA**

Pin Code

> **421203**

Institution e-mail address

> **sia.college@yahoo.com**

Contact Nos.

> **0251-2449891 / 92 / 93**

Name of the Head

of the Institution:

> **DR .PADMAJA ARVIND**

| Tel. No. with STD Code: | **0251-2449891 / 92 / 93** |

| Mobile: | **9323786842** |

| Name of the IQAC Co-ordinator: | **RANJANA MHALGI** |

| Mobile: | **9820981163** |

| IQAC e-mail address: | **sia.college@yahoo.com** |

1.3 NAAC Track ID
(For ex. MHCOGN 18879)

MHCOGN22966

1.4 NAAC Executive Committee No. & Date:

NAAC/WH/ EC 18TH SC /1051/2016

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom of your institution‴s Accreditation Certificate)

1.5 Website address:

www.thesiacollege.com

Web-link of the AQAR:

www.thesiacollege.com/AQAR2016-17.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	**B+**	2.54	**2016-17**	**5 YEARS**
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

27/04/2015

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

2016-17

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

AQAR____nil_____(DD/MM/YYYY)
AQAR_____nil_____(DD/MM/YYYY)
AQAR_____nil_____(DD/MM/YYYY)
AQAR_____nil_____(DD/MM/YYYY)

1.10 Institutional Status

University	State ☑	Central ☐	Deemed ☐	Private ☐
Affiliated College	Yes ☑			
Constituent College	Yes ☐	No ☑		
Autonomous college of UGC	Yes ☐	No ☑		
Regulatory Agency approved Institution	Yes ☐	No ☑		

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution	Co-education ☑	Men ☐	Women ☐
	Urban ☑	Rural ☐	Tribal ☐
Financial Status	Grant-in-aid ☐	UGC 2(f) ☐	UGC 12B ☐
	Grant-in-aid + Self Financing ☐	Totally Self-financing ☑	

1.11 Type of Faculty/Programme

Arts ☐   Science ☑   Commerce ☑   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☑

Others (Specify)

    .   ---

1.12 Name of the Affiliating University *(for the Colleges)*   **UNIVERSITY OF MUMBAI**

1.13 Special status conferred by Central/ State Government

    -- UGC/CSIR/DST/DBT/ICMR etc

No

Autonomy by State/Central Govt. / University

University with Potential for Excellence ☐   UGC-CPE ☐

DST Star Scheme ☐   UGC-CE ☐

UGC-Special Assistance Programme ☐   DST-FIST ☐

UGC-Innovative PG programmes ☐   Any other (*Specify*) ☐

UGC-COP Programmes ☐

2. IQAC Composition and Activities

2.1 No. of Teachers — 6

2.2 No. of Administrative/Technical staff — 1

2.3 No. of students — 2

2.4 No. of Management representatives — 2

2.5 No. of Alumni — 2

2. 6 No. of any other stakeholder and

    community representatives — 0

2.7 No. of Employers/ Industrialists — 2

2.8 No. of other External Experts — 3

2.9 Total No. of members — 18

2.10 No. of IQAC meetings held — 4

2.11 No. of meetings with various stakeholders: Faculty — 4

    Non-Teaching Staff — 4   Students — 2   Alumni — 2   Others (Parents) — 4

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

    If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos:	International	National	State	Institution Level
				1

(ii) Themes

Innovative Teaching Learning Methodology

2.14 Significant Activities and contributions made by IQAC

- Submitted NAAC SSR Report in June 2016 and organised NAAC visit on 7th,8th October,2016
- Organised workshop for faculty on innovative teaching learning methodology
- FDP organised by IQAC
- Result analysis was made and various steps such as remedial lectures, intensive coaching ,extra lectures were conducted to improve results .
- Organised industry placement awareness drive through guest lectures on careers in Govt jobs, Banking & Insurance sector and others and invited companies such as AXIS Bank, for providing placement for students.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Analyzing the profiles of students at the entry level and providing supportive measures.	• Student profiles were analysed and compared with current year results. • Orientation for new students and • Bridge course was conducted in the subjects like Mathematics, Accountancy, Marketing, Economics, IT etc. • FY Students were provided with reading material and classes were taken for conceptual clarity. • Glossary for subjects was also provided.
Result analysis and preventive and curative measures to improve academic performance	• For result improvement, preventive measures like intensive coaching ,class test, special lectures for slow learners were conducted for all classes • Remedial lectures were conducted for ATKT students • Result analysis for 2016-17 was completed. •
Feedback system from all stakeholders	• Feedback forms were generated for students ,parents and feedback was obtained relating to academics ,faculty ,college facilities ,library etc
Short term and certificate courses to develop	• Various Short Term Certificate Courses were started in the campus: i.)Certified Financial Analyst Level-I&II

employability	ii.)Basic Computer Skills iii)Communication Skills iv) Tally course vi)ARM 7
Organizing unique programs under extension activities that will be beneficial for the community at large.	1) **NSS** Organized activities like Blood Donation, Eye Check-up Camp, Tree plantation, Consumer awareness program, Aids awareness, Cleanliness drive . It is also organizing 7 days Residential camp where NSS volunteers render services to the community. 2) **Women Development Cell** organized activities like Lecture on Gender Equality, Self Defense Training of Girls, Film Screening and Discussion session in association with „Vacha- Voice of girls and women",Yoga Session ,session on Legal rights of women. 3) **Department Of Life Long Learning And Extension :** Completed 1ˢᵗ & 2ⁿᵈ term training programme was organised for 66 students who enrolled for this programme. A survey on status of women in society was conducted by students and project report was submitted to University of Mumbai.
Library	• Celebrated National Library day on 12ᵗʰ August,2017 and intercollege quiz competition was organised. • Organised a symposium on "Demonetization – Its Impact". Subject experts from various fields are invited to share their views and opinions. • A session on Role of Library in education was organised for students. • National Science Day was celebrated on 28ᵗʰ February,2018 and skit competition was organised.
Developing communication mechanisms for parents	4 Parent Teacher meetings were conducted to interact with parents. They were briefed about the progress of students , short term courses etc. Feedback was also obtained from parents.
Placement cell to create employment avenues	• Organised career guidance lectures in association with T.I.M.E. Education Pvt. Ltd. • Conducted Internship Drive in association with Bajaj Finserv.

* **Attach the Academic Calendar of the year as Annexure. (Annexure 1)**

2.15 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management | YES | Syndicate | | Any other body | |

Provide the details of the action taken

The AQAR was placed before the Local managing Committee meeting . The Committee acknowledged and encouraged the
efforts made by the IQAC towards overall development of the Institution. The AQAR is submitted to the IQAC Committee for approval.

Part – B   Criterion – I

1. Curricular Aspects

Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	4	0	4	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				4
Others				
Total	4	0	4	4
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☑   Employer ☐ Students ☑

(on all aspects)

Mode of feedback :   Online ☐   Manual ☑   Co-operating Schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure (ANNEXURE 2)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> YES ,
> - ☐ There is a revision in syllabi and update of regulation, wherein 75:25 Semester End Exam:(External and Internal Exam) pattern is adopted for Self-financing UG courses of First year in 2016-17 by University of Mumbai.
> - ☐ The evaluation pattern and grading system was changed . BCOM course was made of 100 marks and Examination schedule and all question papers were sent by University.
> - ☐ Also a 7 Point grading system was adopted for evaluation for all courses.

1.5 Any new Department/Centre introduced during the year. If yes, give details. | NO |

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
08	08	NIL	NIL	NIL

2.2 No. of permanent faculty with Ph.D. | 01 |

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
19	NIL	NIL	NIL	NIL	NIL	NIL	NIL	19	NIL

2.4 No. of Guest and Visiting faculty and Temporary faculty

| 31 | | 21 | | 11 |

2.5 Faculty participation in conferences and symposia: **ANNEXURE 3**

No. of Faculty	International level	National level	State level
Attended		03	
Presented papers	04	04	
Resource Persons			

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

- Bridge course in Accountancy , Mathematics and Information Technology
- Remedial coaching for slow learners
- Real time projects by BSC IT students
- Industry Academia interface
- Case study, group discussion, role plays, topic presentations method of teaching adopted
- Personal and academic counselling for students
- Workshops for the faculty on innovative teaching learning process
- Industrial visits and educational tours
- Projects based on current issues of banking and insurance sector

- Assignments based on analysis of Annual Reports of Companies
- Social awareness on various issues

2.7   Total No. of actual teaching days during this academic year | 182 |

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

- Examination process as per University norms
- Regular class tests
- Photocopy and Revaluation process   for college and University Examination as per University norms
- Moderation of First year and Second year papers by the External Examiners
- Practical Examination and Project work as per University norms
- Feedback by the moderators

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

2.10 Average percentage of attendance of students | 65% - 75% |

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Bachelor of Commerce-2016-17 Semester V	87	2 (4.26%)	14 (29.78%)	17 (36.17%)	14 (29.78%)	47 (54%)
Semester VI	86	3 (5.36%)	16 (28.57%)	30 (53.57%)	7 (12.50%)	56 (65.11%)
Bachelor of Commerce (Banking and Insurance)-2016-17 Semester V	48	NIL	4 (10.26)	26 (66.67%)	09 (23.07%)	39 (81.25%)
Semester VI	47	NIL	12 (30.77%)	18 (46.15%)	09 (23.08%)	39 (82.98%)
Bachelor of Management Studies- 2016-17 Semester V	30	Nil	5 (16.67)	22 (73.33)	3 (10)	30 (81.08)
Semester VI	21	1 (4.76)	7 (33.3)	11 (52.38)	2 (9.52)	21 (56.76)
Bachelor of Science (Information Technology)-2016-17 Semester V	44	02 (9.52%)	9 (42.86%	10 (47.62%)	NIL	21 (47.73%)
Semester VI	44	05 (17.86%)	13 (46.43%)	10 (35.71%)	NIL	28 (63.64%)

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

IQAC has contributed in the following ways to improve the Teaching learning process of the college:

- Preparation of Teaching plan and review of the same by IQAC
- Encouraging faculty and students participation in seminars and workshops
- Conducted workshop on Innovative Teaching and Learning for the faculty members
- Conducting students feedback and discussion of the same with the faculty members
- Review of departmental report

2.13 Initiatives undertaken towards faculty development (**Annexure 3)**

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	03
Orientation programmes	06
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	15
Others(Post Graduate Diploma in Higher Education)	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	NIL	NIL	NIL
Technical Staff	01	NIL	NIL	NIL

Criterion – III

3. **Research, Consultancy and Extension**

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

> 1. Project work assigned to promote research amongst students.
> 2. Faculty members undertook minor projects from University of Mumbai
> 3. Faculty participation and research paper presentation at national & international seminars and conference

3.2   Details regarding major projects

	Completed	On going	Sanctioned	Submitted
Number	Nil			
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	On going	Sanctioned	Submitted
Number	01	Nil	Nil	01
Outlay in Rs.	Rs. 10000	Nil	Rs. 10000	Rs. 10000

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings	04	04	

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	6 months	Mumbai University	Rs 10000	Rs 10000
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil

Students research projects *(other than compulsory by the University)*	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.7 No. of books published   i) With ISBN No.   06   Chapters in Edited Books   Nil

ii) Without ISBN No.   Nil

3.8 No. of University Departments receiving funds from

UGC-SAP   Nil   CAS   Nil   DST-FIST   Nil

DPE   Nil   DBT Scheme/funds   Nil

3.9 For colleges   Autonomy   Nil   CPE   Nil   DBT Star Scheme   Nil

Inspire   Nil   CE   Nil   Any Other (specify)   Nil

3.10 Revenue generated through consultancy   Nil

3.11 No. of conferences

organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons   01

3.13 No. of collaborations   International   Nil   National   Nil   Any other   Nil

3.14 No. of linkages created during this year   Nil

3.15 Total budget for research for current year in lakhs :

From Funding agency   Nil   From Management of University/College

Total   Nil

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

3.16 No. of patents received this year
| Nil |

3.17 No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution

who are Ph. D. Guides
| Nil |

and students registered under them
| Nil |

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

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

JRF | Nil | SRF | Nil | Project Fellows | Nil | Any othe | Nil |

3.21 No. of students Participated in NSS events:

University level | 01 | State level | Nil |

National level | Nil | International level | Nil |

3.22 No. of students participated in NCC events:

University level | Nil | State level | Nil |

National level | Nil | International level | Nil |

3.23 No. of Awards won in NSS:

University level | Nil | State level | Nil |

National level | Nil | International level | Nil |

3.24 No. of Awards won in NCC:

University level | Nil | State level | Nil |

National level | Nil | International level | Nil |

25 No. of Extension activities organized

University forum | Nil | College forum | Nil

NCC | Nil | NSS | 26 | Any other | WDC: 01 DLLE : 01

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

Survey on Status of Women in society (DLLE)

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12000 Sq mtrs	NIL	NIL	12000 Sq mtrs
Class rooms	12	NIL	NIL	12
Laboratories	3	NIL	NIL	3
Seminar Halls	1	NIL	NIL	1
No. of important equipment purchased ($\geq$ 1-0 lakh) during the current year.	--	01		01
Value of the equipment purchased during the year (Rs.)		Rs 7,66,588.00	Management	Rs 7,66,588.00
Others				

4.2 Computerization of administration and library

A new software named E-SANCHALAN was developed by in house faculty members to cater to needs of admission, fees collection, examination and library. It stores student''s database with all necessary parameters. It processes the grade sheets as per university rules and regulation in the printable format. This software facilitates in generating various examination related and MIS related reports including the printing of the mark sheet as per University format. This software has successfully generated all reports and printed mark sheets for the first years for the academic year 2016-17.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4022	349573	1490	206991	5512	556564
Reference Books	1408	575286	197	110031	1605	685317
e-Books			43		43	
Journals	40	172095	40	58527	-	230622
e-Journals						
Digital Database						
CD & Video	108	-	26		134	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	90	63		73	63	7	7	90
Added	3	0		0	0	0	3	3
Total	93	63		73	63	7	10	93

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

☐ Developed Software for office management.
☐ Training is provided to the staff regarding technology up gradation
☐ ICT & Wi-Fi enabled campus

4.6 Amount spent on maintenance:

i) ICT   Rs 2,49.042.00

ii) Campus Infrastructure and facilities   Rs 3,00,265.00

iii) Equipment   --

iv) Others   Rs 9,380.00

Total :   Rs 5,58,687.00

Criterion –V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC has been conducting orientation programmes for the first year students every year. The Vision, Mission and Objectives of the College, rules and regulations, and activities conducted throughout the year is communicated to the students through multimedia presentations, by Principal and Coordinators of each departments.

The IQAC suggested to strengthen the following student support activities:

- Scholarship offered by Govt and college management
- Offer book bank facility for economically weak students
- Placement services
- Financial support by faculty members for needy students
- Department library services
- Counselling services
- Allotment of class responsibility to each faculty member for support and guidance of students
- Remedial coaching for slow learners
- Sessions on career guidance and competitive exams
- Display boards around college also helps in promoting the college activities

5.2 Efforts made by the institution for tracking the progression

- ☐ Student performance and progression was documented at the entry-level marks/grade of all new admissions in the office.
- ☐ The class teacher and course faculty monitors student progression through semester-wise summative evaluations.
- Periodical open house is conducted by the class teachers and interaction with parents about their ward"s progress.
- ☐ The subject faculty helps students in writing notes and assigns tutorial work

5.3   (a) Total Number of students 2016-17

UG	PG	Ph. D.	Others
948	nil	Nil	nil

Men

NO	%
477	50.32

Women

NO	%
471	49.68

(b) No. of students outside the state   NA

(c) No. of international students   NA

Demand ratio 1.8:1   Dropout % <1%

Last Year 2015-16						This Year 2016-17					
General	SC	ST	OBC(Others)	Physically Challenged	Total	General	SC	ST	OBC (Others)	Physically Challenged	Total
711	15	0	69	0	795	888	14	0	42	0	948

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

- Subscription of magazines like Competition Success Review, +GK and Chronicle in library.
- Sessions on Competitive exam Guidance
- Orientation for Chartered Accountancy entrance exam

No. of students beneficiaries   120

5.5 No. of students qualified in these examinations

NET NA   SET/SLET NA   GATE NA   CAT NA

IAS/IPS etc NA   State PSC NA   UPSC NA   Others NA

5.6 Details of student counselling and career guidance

- Placement and counselling cell organised lectures and training programmes for competitive examinations.
- Personal and psycho-social counselling provided by the counsellor
- Internship facilities in companies are provided in the campus .(Bajaj Finance Services0
- Orientation programme was organised by inviting faculty of management institute to guide students in preparation of CAT

No. of students benefitted   78

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	78	1	2

5.8 Details of gender sensitization programmes

1. Session on "Investing in teenage girls" was held for benefit of girl students

2. Self Defense Training for Girls was organised by inviting student alumni who is a Judo champion.

3. Session on "Cyber Security"

5.9 Students Activities

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

State/ University level | Nil | National level | 02 | International level | Nil |

No. of students participated in cultural events

State/ University level | Nil | National level | Nil | International level | Nil |

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

Sports :   State/ University level | Nil | National level | Nil | International level | Nil |

Cultural: State/ University level | Nil | National level | Nil | International level | Nil |

5.10 Scholarships and Financial Support

Particulars	Number of students	Amount
Financial support from institution	51	51000
Financial support from government	3	39775
Financial support from other sources	N/A	N/A
Number of students who received International/ National recognitions	N/A	N/A

5.11 Student organised / initiatives

Fairs : State/ University level [____] National level [____] International level [____]

Exhibition State/ University level [____] National level [____] International level [____]

5.12 No. of social initiatives undertaken by the students [____]

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> • **VISION:**
>
> The SIA College of Higher Education strives for comprehensive education by equipping students with latest skills and tools to acquire competence, quality education to face the dynamically evolving society.
>
> • **MISSION:**
>
> To build rich pool of talented, employable, professionals with strong foundation of ethical ,moral values and social values to become responsible citizens.

6.2 Does the Institution has a management Information System   : YES

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

6.3.1 Curriculum Development

> The college is affiliated to University of Mumbai and hence limited scope in curriculum development and modification. However, college initiated these activities for curriculum development:
> ☐ IQAC collected feedback on curriculum from faculty members and presented the same during the syllabus discussion meetings conducted by Board of studies.

6.3.2 Teaching and Learning

> ☐ Our faculty members participated in faculty development programmes and seminars organized by University of Mumbai and other Educational Institutions.
> ☐ 6 faculty members attended the Orientation Program of UGC-HRD conducted at University of Mumbai
> ☐ Teaching plans, attendance records were maintained properly.
> ☐ Students are encouraged to go for internship.
> ☐ Bridge Course, special coaching for slow Learners and remedial lectures for ATKT students were conducted.
> ☐ ICT and internet based teaching was extensively carried out.
> ☐ 80 students were taken to Field Trips, and Industrial visits for practical learning.

6.3.3 Examination and Evaluation

- ☐ Examination and Evaluation system is in place and information regarding examination pattern and rules pertaining to students is published in the prospectus.
- ☐ Examination and Evaluation system is given by University of Mumbai. It has a semester system where traditional B.COM course is of 100 marks and self-financing courses like Banking & Insurance ,BMS and B.Sc.(I T) are of 75/25 marks.
- ☐ The college was allotted centre by the University of Mumbai to conduct TY BMS Examination for SEM V and VI

6.3.4 Research and Development

- Research activities of both teachers and students are guided and promoted by the Research Cell of the college.
- Budget provision for seminars and research paper presentation for faculty.
- Real time projects by BSC IT students through SIA Techlink

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library
- Library provides a variety of information Resources for Teaching, Learning and Research.
- The library possesses both print and e-resources to satisfy the information needs of its users. The number of books has seen a steady rise
- Library has well-organized and specific racks for reference section, periodical section and book bank section to facilitate easy accessibility
- IT facilities exist in the library. The seating arrangement is provided for the individual reading.E-Books are available for references
- Printer and reprography machine is available for effective functioning and services .Clippings of events are filed and kept for ready reference
- College library has membership in INFLIBNET N – List. This facilitates the users to have access to e-resources and their services

ICT
- Additional computers and printers are provided and internet facility is provided for smooth functioning of college activities (both academic and administrative).
- Each class room is provided with wall mounted overhead projector and separate Laptops for each department.

Infrastructure
- College has well equipped computer lab with relevant software and electronic lab.
- The security personnel have been provided
- Close Circuit cameras are installed at strategic locations in the College to monitor activities / Infrastructural facilities / students" movement and discipline.

6.3.6 Human Resource Management

- The Institution has adopted Self-Appraisal Method to evaluate the performance of the faculty in teaching. At the end of the academic year every teacher is given Self-Appraisal Form. Self-Appraisal by teaching staff is mandatory.
- Teaching enhancement workshops and training is organised for faculty members for continuous improvement
- The Principal appreciates good performance by any faculty member and persuades the other faculty members to enhance their performance for Institution and self-development.
- A get-together is organised on teachers day for all staffs
- Open door policy by management and Principal
- Conducive work environment and motivation for research

6.3.7 Faculty and Staff recruitment

- Full time appointments as per university of Mumbai norms and management guidelines
- Appointment of visiting faculty on the basis of professional experience.

6.3.8 Industry Interaction / Collaboration

- The Institution has entered into an MOU with M/s FireFly LED Products Pvt. Ltd., Vasai, Thane, Maharashtra India. to set up an Interdisciplinary Research Center for Collaborative Research
- The consultancy services provided by the Department of Information Technology and Mathematics through SIATechLink [IT and Development Division], research wing of The SIA College of Higher Education, Dombivli (EAST) has generated a resource mobilization of Rs. 75000/-
- This has resulted in development of Material Resource Planning Software: "Easy Plan" for M/s Fire Fly LED Products Pvt. Ltd Vasai, Thane, Maharashtra, India.
- Efforts to bridge the gap between industry and academia by way of projects from industry, industrial visit, field visit, study tour

6.3.9 Admission of Students

- Admission process of students is streamlined as per the guidelines of the University of Mumbai.
- On-line admission process has been implemented
- Merit list is displayed on college notice board.
- Counselling of students is also done by faculty members and the Principal at the time of admission.

6.4 Welfare schemes for

Teaching	• Encouraging participation & presentation of research papers at seminars/ conferences/ workshops etc. & reimbursement of the fees • Faculty members representation in LMC to address any issues & grievances of teachers • Loan facility to meet medical expenses of self and relatives • Maternity leave facility
Non teaching	• Uniform provided to class IV employees. • Practice of giving salary in advance to non-teaching staff members during festivals • Representation in LMC to address the Issues & Grievances of Non-Teaching staff.
Students	• As per the University guidelines, the College has introduced a Group Insurance Scheme in which @ Rs. 20/- per student per year is paid as instalment. Thus all the students are covered under the group insurance scheme which provides insurance cover of Rs. 50000/- per student per year. • Well-equipped canteen facility on the ground floor and quality food items are provided at a subsidized rate • Personal counselling for students by separate counsellor appointed by the college • Career Counselling sessions for students by Placement Cum Counselling Cell • College has gymkhana and ground facilities for indoor and outdoor games.

6.5 Total corpus fund generated   Rs. 20 Lakhs

6.6 Whether annual financial audit has been done   Yes ☑   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NIL	NIL	yes	Departmental staff
Administrative	Yes	Auditor of college	yes	Internal Authority

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

For UG Programmes   Yes ☑   No ☐

For PG Programmes   Yes ☐   No ☐

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

> As Examination system is under purview of Mumbai University the college follows the same pattern as suggested by University.

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

> The University encourages colleges to undergo academic audit. The college is in process of conducting academic audit.

6.11 Activities and support from the Alumni Association

> - Alumni Members gave motivational talks to our present students.
> - A few alumni members were invited as „Resource Persons"
> - Active support of alumni for extension activities of the college

6.12 Activities and support from the Parent – Teacher Association

> - Suggestions are taken in the parent teacher meetings and a few of them are implemented.
> - Attendance of students is monitored and parents are updated on the same.
> - The Parents-Teachers meetings are organised every semester and the parents are involved
> - in decisions regarding intensive and remedial coaching
> - The college maintains an open door policy an Parents meet the Principal for discussion and feedback.

6.13 Development programmes for support staff

> - Training programmes, meetings were organized to enhance the efficiency of office administration
> - Participation in workshops related to support staff in other institution

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

> - The campus already has a large number of trees. Yet every year a number of plants / saplings are planted in the campus under Tree plantation drive.
> - Observed noise free day and non- plastic day in the campus
> - The students   having Environmental Sciences course were assigned projects on environment related topics

Criterion – VII

7. Innovations and Best Practices

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

> 1. Greater involvement of Parents through frequent meetings with class teachers
>
> 2. Automation in Office administration
>
> 3. In house development of Academic result software for revised grades and rules according to University guidelines developed by Administration department and IT & Mathematics Department.

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

> As given in 2.15

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

> ANNEXURE - 4

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

7.4 Contribution to environmental awareness / protection

> 1. Energy conservation
> 2. Water harvesting
> 3. Participation in Swacch Bharat drive as per University schedule
> 4. Tree Plantations in the campus as well as active participation in Tree Plantation drive organised by Mumbai University.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

SWOC

Strengths
- Visionary and Proactive Management
- Committed Teaching and non-teaching staff
- Adequate and well maintained infrastructure
- Constructive support of stakeholders

Weaknesses

- Non-availability of research and other grants from UGC or any central funding agency as the college is permanently unaided
- Non-availability of qualified staff in certain subjects
- Shortage of Add-on/Career oriented courses

Opportunity
- Scope for starting PG and need-based courses.
- Better employment and entrepreneurship opportunities
- Adequate physical infrastructure

Challenge
- Effective and concrete collaboration with other institutions and industry
- Developing expertise to offer consultancy
- Compete with a number of good institutions around.

8. Plans of institution for next year

- ✓ To continue the best practices with greater efficiency.
- ✓ To enhance employability skills of students by introducing skill development programmes
- ✓ To sustain and enhance the quality of teaching learning process,
- ✓ Result improvement ,
- ✓ Promote research, consultancy and extension activities
- ✓ To emphasise industry academic interface.
- ✓ To enhance visibility and better branding.

		PRINCIPAL The S.I.A. College of Higher Education DOMBIVLI (E)
Name : Prof Ranjana Mhalgi		*Name : Dr Padmaja Arvind*
Signature of the Coordinator, IQAC		*Signature of the Chairperson, IQAC*

Abbreviations:

CAS   -   Career Advanced Scheme

CAT   -   Common Admission Test

CBCS -   Choice Based Credit System

CE   -   Centre for Excellence

COP   -   Career Oriented Programme

CPE   -   College with Potential for Excellence

DPE   -   Department with Potential for Excellence

GATE -   Graduate Aptitude Test

NET   -   National Eligibility Test

PEI   -   Physical Education Institution

SAP   -   Special Assistance Programme

SF   -   Self Financing

SLET -   State Level Eligibility Test

TEI   -   Teacher Education Institution

UPE   -   University with Potential Excellence

UPSC -   Union Public Service Commission

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ANNEXURE 1:

THE SIA COLLEGE OF HIGHER EDUCATION
Dombivli

Academic Calendar

MONTH	DATE	EVENTS
JUNE 2016	6th June	• College re- opening and • Commencement of regular lectures for SY & T.Y classes of B.COM, B& I, BMS , B SC (IT)
JULY 2016	1st Week 1st Week 11th July 19th July 26th July 28th July	• Course wise orientation of first year students • Bridge course for F.Y. students • Commencement of regular lectures for FY students • World population day • Guru Purnima celebration • Kargil Vijay divas • Departmental Club activities • Blood Donation • Nature Conservation Day
AUGUST 2016	12th Aug 15th Aug 29th Aug 31th Aug 22th Aug	• Library Day celebration • Independence Day celebration • National Sports Day • Consumer Awareness Program • Tree Plantation • Departmental Club Activities • Syllabus completion for FY ,SY and TY classes • Semester II and IV ATKT Examinations for SY and TY Classes
SEPTEMBER 2015	1st Sept 5th Sept 6th Sept to 12th Sept 13th Sept 14th Sept 22nd Sept 24th Sept 27th Sept 21st Sept	• Internal examinations for B COM for SEM I, III, V • Teacher's day celebration • Ganapati Vacations • College Re-opening and Ganapati celebration • Preliminary examination for SY and TY Classes of all courses • Preliminary examination for FY classes of all courses • Commencement of Regular and ATKT Semester III Examinations for B COM,B&I , BMS. • Commencement of Regular and ATKT Semester III Examinations for B.SC (IT) • Commencement of Semester III Practical Examination for B SC (IT)
OCTOBER 2015	2nd Oct 11th Oct 1st Oct 3rd Oct 26th Oct To 14th Nov	• Gandhi Jayanti Celebration • Navaratri Celebrations • Commencement of Semester I Practical Examination for B SC (IT) • Commencement of Regular and ATKT Semester III Examinations for B COM, B&I, BMS. • Diwali vacations

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Prospectus 2016-17

ANNEXURE 1 (contd)

THE SIA COLLEGE OF HIGHER EDUCATION
Dombivli

Academic Calendar

MONTH	DATE	EVENTS
NOVEMBER 2016	15th Nov	• Term II re-opening • Semester I and III Examinations results • Library club activity
DECEMBER 2016	1st Dec 15th Dec 22nd Dec 25th Dec 25th Dec to 1st Jan	• AIDS Day Awareness Program • Dazzlers Sports (Inter & Intra Collegiate Event) • Cultural Days Celebration • Sparklers Inter Collegiate Fest • NSS Camp Christmas Vacation
JANUARY 2017	12th Jan 14th Jan 26th Jan	• Yuva Divas Celebration • Pongal Celebration • Republic Day Celebration • Departmental Club Activities
FEBRUARY 2017	27th Feb 28th Feb	• Internal Examination For B Com for SEM II .IV.VI • Annual Prize Distribution Function • Marathi Bhasha Divas Celebration • National Science Day Celebration • Departmental Club Activities
MARCH 2017	8th Mar 15th Mar	• Woman's Day • Commencement of Regular and ATKT Semester II and IV Examinations
APRIL 2017	20th Apr 30th Apr	• Semester II and IV Examinations Results • Summer Vacations

Note: The sequence in the above calendar is subect to change , if necessary,by the Principal.

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Prospectus 2016-17

ANNEXURE 2

Student Feedback Analysis Report

Overall Entry Level Feedback

Programme: First year B.Com.,B.M.S.,B&I,B.Sc.(IT)

Number of Students Participated in the Feedback: 140

Average Feedback Score of the Programme:

Feedback Score Range: 1-10

• Lowest Score : 3

• Highest Score : 9

Areas of Performance Improvement:

The Average performance was found ranging good to excellent in terms of score. .But in few courses it was noticed average.

Scope of improvement in terms of score was noticed in few subjects as the score can be improved for excellent grade.

Comments (If any): NIL

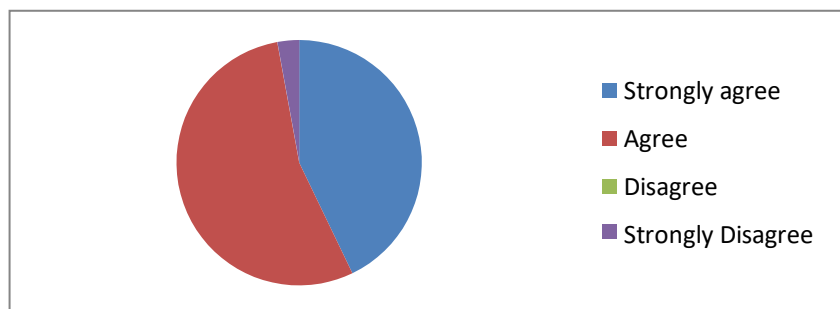**Action Taken**: • Suggestions, Counselling and Support has been provided to concerned faculty for teaching-learning performance improvement.

Overall Entry Level Feedback Report

	ACQUIRE KNOWLEDGE	ACQUIRE SKILL	BROADEN MY HORIZONS	WELL KNOWN COURSE	FRIENDS TAKING THE COURSE	REPUTATION OF SIA MNGT & C...	GROWTH OF COLLEGE	DISCIPLINE AND CULTURE ORIEN...	INFRASTRUCTURE & GOOD ENVIR...	POPULARITY AMONG STUDE...	REPUTATION OF THE FACULTY M...	ADD-ON COURSES	MY RELATIVES HAD BEEN A STUDE...	CONVENIENT LOCATION OF TH...	IN HOUSE STUDENT
■ TRUE	74.4	41.8	30.5	28.3	7.80	72.3	28.3	56.7	29.7	12.7	20.5	9.93	7.80	21.9	12.7

ANNEXURE 2

Overall Library Feedback

Programme: B.Com.,B.M.S.,B&I,B.Sc.(IT)

Number of Students Enrolled: Not applicable

Number of Students Participated in the Feedback: 302

Average Feedback Score of the Programme:

Feedback Score Range: (Excellent,Good,Fair,Poor)

- Lowest Score : Poor
- Highest Score : Good

Areas of Performance Improvement:

The Average performance was found ranging good to excellent in terms of score. .But in few courses it was noticed average.

Scope of improvement in terms of score was noticed in few subjects as the score can be improved for excellent grade.

Comments (If any): NIL

Comment on the library services

302 responses

- Excellent
- Good
- Fair
- Poor

55%

35.8%
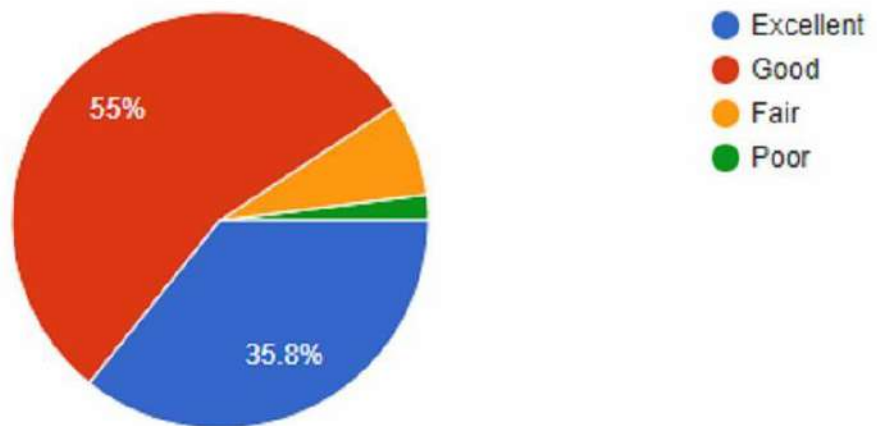
ANNEXURE 2

Parents Feedback

1. My ward is safe in this college

- Strongly agree
- Agree
- Disagree
- Strongly Disagree

2. She/He makes good progress in academics

- Strongly agree
- Agree
- Disagree
- Strongly Disagree
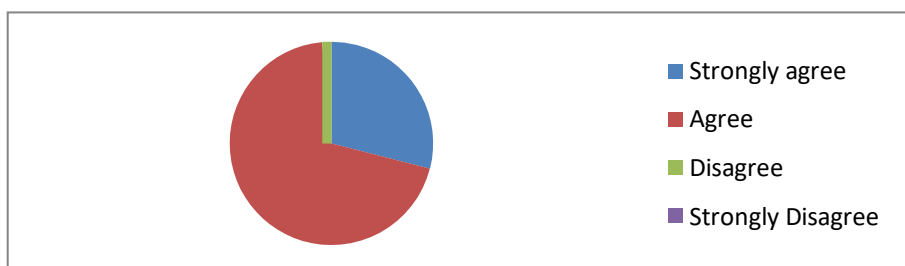
3. Your opinion about academic standard of the college

Legend: Excellent, Good, Average, Poor
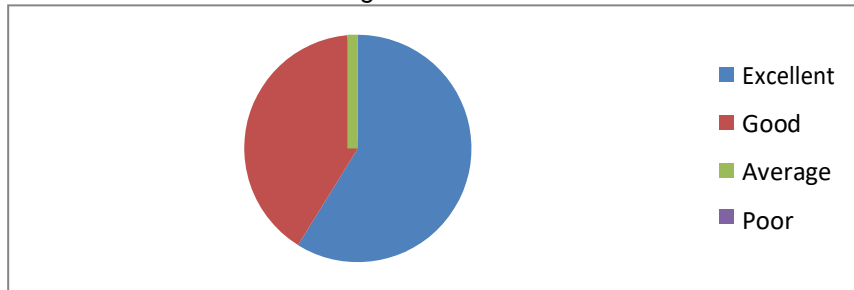
4. Your rating of college discipline

Legend: Excellent, Good, Average, Poor
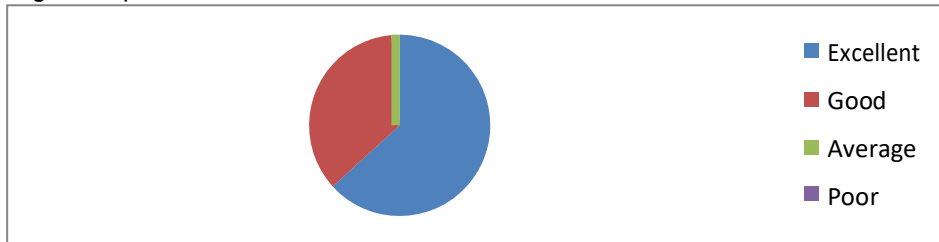
5. Your opinion about training programme given to the students

Legend: Excellent, Good, Average, Poor
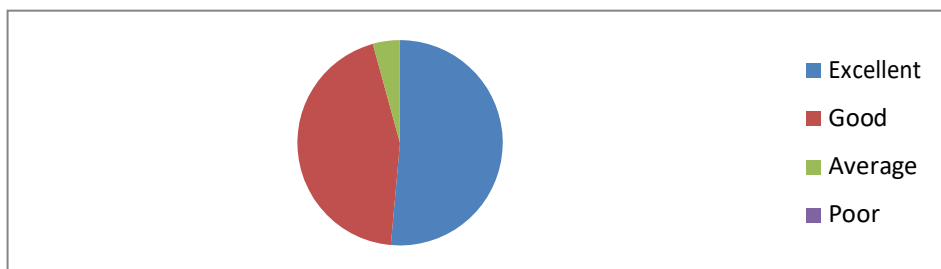
6. Co-operation of the office staff in providing information

Legend: Excellent, Good, Average, Poor
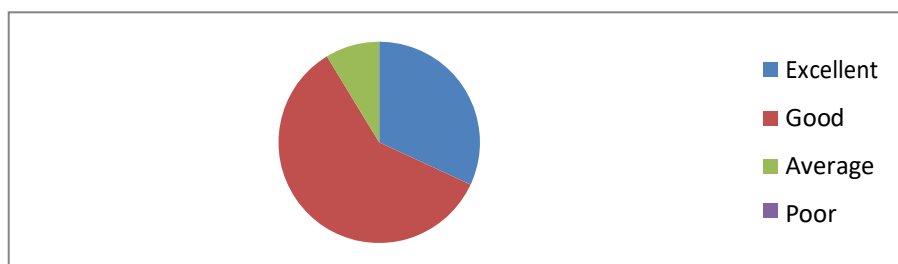
7. Behavioural changes noticed in the ward after joining this college development

Revised Guidelines of IQAC and submission of AQAR
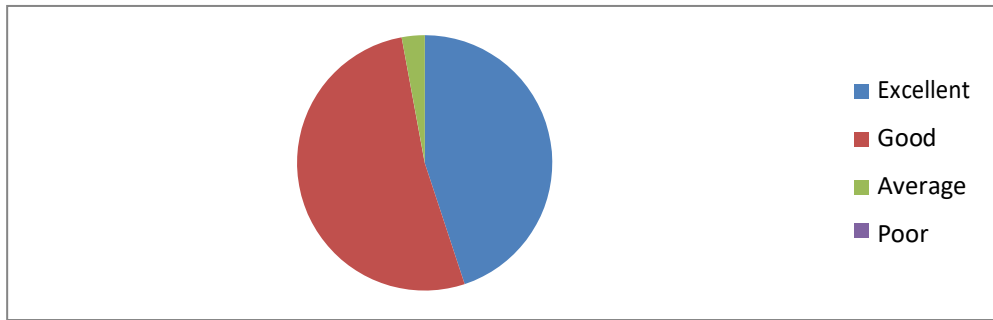
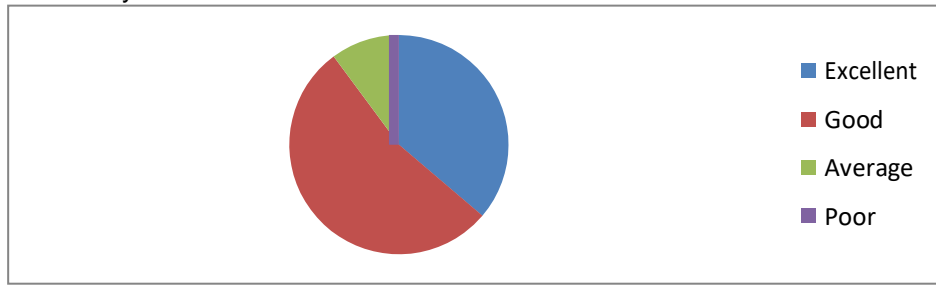8. Your relationship and opinion about the Principal
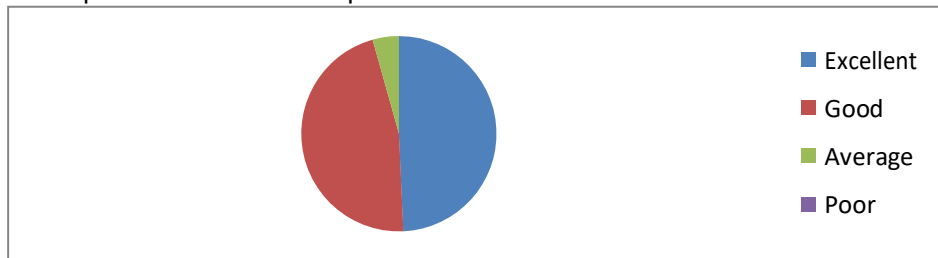
9 Your opinion about Library
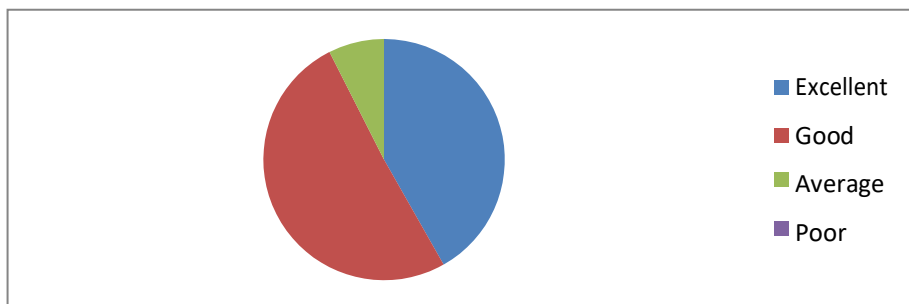
10. Relationship between faculty members and parents in providing information:
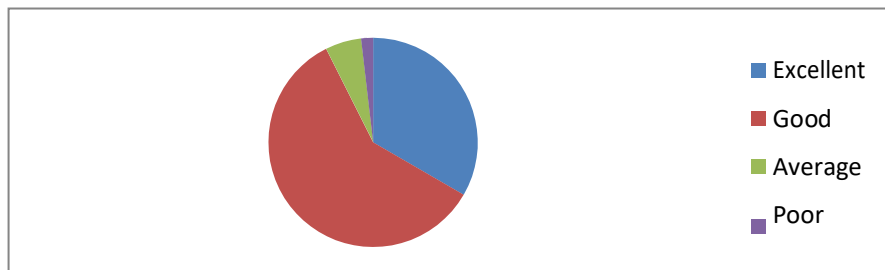
12. Your opinion about Faculty members

Legend:
- Excellent
- Good
- Average
- Poor

ANNEXURE : 3

Faculty Development

Seminars/Workshops/Conference

Department of Information Technology and Mathematics

Mrs.TejaswiniShivsharan

- Attended B.ScIT syllabus revision workshop at Ruparel college, Matunga on 29th June 2016.
- Attended workshop on The Revised Syllabus of FYBSc(IT) at SK Somaiya College,Vidyavihar on 22nd July 2016.
- Participated in IQAC one Day Workshop on "Innovative Teaching Learning Methodology" organised by THE SIA COLLGE OF HIGHER EDUCATION DOMBIVILI (E) on 27th August, 2016
- Completed orientation programme at UGC HRDC, University of Mumbai, under RUSA 4 from 14th February 2017 to 3rd March 2017.

Mrs.Sreekala Nair

- Attended NSS Planning Session 16-17 at Vedanta college,Vithalwadi on 28th June 2016.
- Attended workshop on The Revised Syllabus and Question Paper Pattern in the subject of Mathematical and Statistical Techniques for F.Y.B.Com (Semester I &II) at M. L. Dahanukar College of Commerce , Vile Parle on 22nd July 2016.

- Attended one day workshop on "Discrete Mathematics"-Revised Syllabus of FYIT at Vikas College of Arts, Commerce &Science,Ghatkoper on 12th August2016.

- Participated in IQAC one Day Workshop on "Innovative Teaching Learning Methodology" organised by THE SIA COLLGE OF HIGHER EDUCATION,DOMBIVILI (E) on 27th August, 2016

- Participated in National level symposium on "Mathematics and Women in Mathematics" at NES Ratnam college of Arts,Science and Commerce,Bhandup on 27th&28th January 2017.
- Participated in the short term course on "e-learning &ICT" for teaching and learning organized by UGC-HRDC,JNT university, Hyderabad from 6th March to 11th March 2017.

Mrs.Nandini Kadam

- Attended B.Sc IT syllabus revision workshop at Ruparel college, Matunga on 29th June 2016.
- Attended workshop on The Revised Syllabus of FYBSc(IT) at SK SomaiyaCollege,Vidyavihar on 22nd July 2016.
- Participated in IQAC one Day Workshop on "Innovative Teaching Learning Methodology" organised by THE SIA COLLGE OF HIGHER EDUCATION, DOMBIVILI (E) on 27th August, 2016

- Attended Workshop on Revised Syllabus of FYBSCIT at KET"S V.G.VAZE COLLEGE Mulund on 7th March 2017.

Mrs.SandhyaThakkar

- Attended Big data & Analytics summit at Bengaluru on 14ᵗʰ July 2016.
- Participated in IQAC one **Day Workshop** on "Innovative Teaching Learning Methodology" organised by THE SIA COLLGE OF HIGHER EDUCATION, DOMBIVILI (E) on 27ᵗʰ August, 2016 =1 other

- Presented paper on "Exploring Big Data and analytical tools for research in education" in one day **National Conference** on Knowledge Management: A strategic Asset of organizational learning at Pillai"s College of Arts.Commerce and Science, Rasayani,Panvel on 24ᵗʰ September, 2016. =1
- Attended **National workshop** on "Basic ICT Skills, e-learning and MOOCS for Educators" held at Department of Computer Science, University of Mumbai on 10ᵗʰ and 11ᵗʰ February 2017 **=1**
- Presented paper "Facebook as a tool for marketing – A case study" in **International Seminar** on Current Trends in Management & IT INSEMIT: 2017,Institute of Management and Computer Studies , Thane West, Maharashtra on 18ᵗʰ February 2017. = 1
- Attended a one-day **National Seminar** on "e-Learning and MOOCs in Higher Education" organised by the SGTB Khalsa College, Guru Angad Dev Teaching Learning Centre of MHRD under PMMMNMTT and Centre for e-Learning, New Delhi on 29ᵗʰ March 2017. =1

Mrs.SandhyaPandey

- Attended workshop on "Methodology of writing research paper effectively and efficiently" at Kirti College, Ghatkopar on 25ᵗʰ June 2016.
- Attended workshop on The Revised Syllabus of FY BSc (IT) at SK SomaiyaCollege,Vidyavihar on 22ⁿᵈ July 2016.
- Attended one day workshop on "Operating System"-Revised Syllabus of FYIT at VidyalankarCollege,Wadala on 20ᵗʰ August 2016.
- Participated in IQAC one Day Workshop on "Innovative Teaching Learning Methodology" organised by THE SIA COLLGE OF HIGHER EDUCATION, DOMBIVILI (E) on 27ᵗʰ August, 2016

- Presented paper on"E-Learning in Higher Education" in One day International Conference on "Bridging the gap between Classrooms and Corporates" at Pragati College of Arts and Commerce on 21ˢᵗ January 2017.
- Presented paper on"Data Mining Using Big Data Tools in Higher Education"in Two Day National Conference on "India 2025: A Vision for next decade" at Vidyalankar school of information technology on 3ʳᵈ& 4ᵗʰ February 2017.
- Attended FDP on "Writing and publishing research papers" at ITM - SIA Business School, Dombivli on 22ⁿᵈ February 2017.
- Attended workshop on "A New Dimension to Teaching, Learning and Evaluation" NAAC sponsored IQAC Seminar at Jai Hind College, Mumbai Jai Hind College, Mumbai on 1ˢᵗ March 2017.
- Participated in the short term course on "e-learning &ICT for teaching and learning "organized by UGC-HRDC, at JNT university, Hyderabad from 6ᵗʰ March to 11ᵗʰ March 2017.

Mrs.Sai Sree

- Attended B.ScIT syllabus revision workshop at Ruparel college, Matunga on 29ᵗʰ June 2016.
- Participated in IQAC one Day Workshop on "Innovative Teaching Learning Methodology" organised by THE SIA COLLGE OF HIGHER EDUCATION, DOMBIVILI (E) on 27ᵗʰ August, 2016.

Mrs.VandhanaJadhav

- Attended workshop on The Revised Syllabus of FY BSc (IT) at SK SomaiyaCollege,Vidyavihar on22nd July 2016.
- Participated in IQAC one Day Workshop on "Innovative Teaching Learning Methodology" organised by THE SIA COLLGE OF HIGHER EDUCATION, DOMBIVILI (E) on 27th August, 2016

- Attended Workshop on Revised Syllabus of FYBSCIT at KET"S V.G.VAZE COLLEGE Mulund on 7thMarch 2017.

Department of Commerce and Allied Subjects

Ms.BabitaNagdev

- Attended workshop on Revised syllabus and Question Paper Pattern of F.Y.Bcom at Arya D.A.V College, Bhandup on 21st July 2016.
- Attended workshop on Revised syllabus of F.Y.B.com- Commerce Paper and Accountancy and Financial Management at Shankar Narayan college of Arts, Commerce & Professional Courses, Bhayander on 25thJuly, 2016.
- Participated in IQAC one Day Workshop on "Innovative Teaching Learning Methodology" organised by THE SIA COLLGE OF HIGHER EDUCATION, DOMBIVILI (E) on 27thAugust, 2016
- Attended orientation Program organized by UGC,HRDC under RUSA at University of Mumbai from 5thJanuary 2017 to 2ndFebruary 2017.

Mrs. Manju Sasikumar

- Participated in IQAC one Day Workshop on "Innovative Teaching Learning Methodology" organised by THE SIA COLLGE OF HIGHER EDUCATION, DOMBIVILI (E) on 27th August, 2016.
- Participated in a special meeting of Board of Studies in Foundation Course (Faculty of Commerce and Self Financing Courses)at ShahirAmarshaikhSabhagruha,VidyapeethVidyarthi Bhavan, „B" Road, Churchgate, on 16th February, 2017.

- Attended FDP on "Writing and publishing research papers"ITM - SIA Business School, Dombivli on 22nd February 2017

Department of Accountancy and Financial Management

Ms.SalochanaNagdev

- Attended one day workshop organized by Department of Students Welfare - University of Mumbai at CHM College, Ulhasnagar on 22nd July 2016.
- Attended workshop on Revised syllabus of F.Y.B.com- Commerce Paper and Accountancy and Financial Management atShankar Narayan college of Arts, Commerce & Professional Courses, Bhayander on 25thJuly, 2016.
- Participated in IQAC one Day Workshop on "Innovative Teaching Learning Methodology" organised by THE SIA COLLGE OF HIGHER EDUCATION,DOMBIVILI (E) on 27thAugust, 2016
- Participated in the NAAC sponsored National Seminar on "changing Role of Teachers in Changing

Times" organized by IQAC at R.A. Podar College of Commerce and Economics on 3rdSeptember, 2016.

- Attended Orientation Program organised by UGC,HRDC under RUSA at University of Mumbai from 4th November to 4th December 2016.

Mr.Mahesh Kandalkar

- Attended NSS Planning Session 16-17 at Vedanta College,Vithalwadi on 28thJune 2016.
- Participated in IQAC one Day Workshop on "Innovative Teaching Learning Methodology" organised by THE SIA COLLGE OF HIGHER EDUCATION,DOMBIVILI (E) on 27thAugust, 2016
- Attended Faculty Development Program on "Qualitative and Quantitative Analysis and Thesis Writing". On 6th and 7th January 2017 at NCRD"s Sterling Institute of Management Studies, Nerul, Navi Mumbai.

Mr.Ranjana Mhalgi

- Participated in IQAC one Day Workshop on "Innovative Teaching Learning Methodology" organised by THE SIA COLLGE OF HIGHER EDUCATION,DOMBIVILI (E) on 27th August, 2016
- Participated in the NAAC sponsored National Seminar on "changing Role of Teachers in Changing Times" organized by IQAC R.A. Podar College of Commerce and Economics 3rd September, 2016 Attended orientation at University of Mumbai from 4th January to 3rd February 2017

Mr.HasitkumarNagariya

- Attended TYBMS syllabus revision workshop at SIES College of Commerce and Economics,Sion East on 30thJune2016.
- Participated in IQAC one Day Workshop on "Innovative Teaching Learning Methodology" organised by THE SIA COLLGE OF HIGHER EDUCATION, DOMBIVILI (E) on 27th August, 2016
- Participated in "Eureka-The Intercollegiate Workshop" to discuss the Courses of Semester VI of BMS on 7th March,2017 at Tolani College of Commerce ,Andheri East.
- Participated in First Term Training Programme for Extension Work Teachers on 2nd August,2016 at R.B.T.College of Education,Dombivli East
- Participated in Second Term Training Programme for Extension Work Teachers on 1st December,2016 at Shree Halari Visa Oswal College of Commerce,Bhiwandi

Department of Management Studies and Economics

Mrs.BoomaHalpeth

- Attended TY BMS syllabus revision workshop at Mithibai College, Ville Parle(West) on 28thJune2016.
- Attended FYBMS syllabus revision workshop at ChanguKhana Thakur College, Panvel, July 2016
- Participated in IQAC one Day Workshop on "Innovative Teaching Learning Methodology" organised by THE SIA COLLGE OF HIGHER EDUCATION,DOMBIVILI (E) on 27thAugust, 2016
- Published paper on "Crisis Communication-Case Study" on 4th National Multi-Disciplinary Conference on „India 2025 : A Vision For The Next Decade" (V-CMT 2017) organised by VSIT - Vidyalankar College of Information Technologyon 3rd February 2017

- Completed Orientation Program at UGC HRDC, Mumbai, under RUSA from 4th February 2017to 3rd March 2017

- Presented paper on "Facebook as a tool for marketing – A case study" in International Seminar on Current Trends in Management &ITINSEMIT : 2017 on 18th February 2017.

Mrs.Kalaivani Mudaliar

- Attended FYBms syllabus revision workshop at Changukhana Thakur college, Panvel on July 2016
- Attended workshop on Revised syllabus of F.Y.B.com/BMS/B&I- Business Economics at MCC College, Mulund on 23[rd]July 2016.
- Participated in IQAC one Day Workshop on "Innovative Teaching Learning Methodology" organised by THE SIA COLLGE OF HIGHER EDUCATION,DOMBIVILI (E) on 27th August, 2016
- Attended FDP on "Writing and publishing research papers" at ITM - SIA Business School, Dombivli on 22nd February 2017.
- Published paper on "crisis communication-case study" in international seminar at Vidyalankar College on February 2017.

Department of Commerce in Banking & Insurance

Mrs.RenuVerma

- Attended TY BMS syllabus revision workshop at MithibaiCollege,Villeparle(West) on 28[th]June2016.
- Attended workshop on Revised syllabus and Question Paper Pattern of F.Y.B&I at Ramanandat Arya D.A.V College,Bhandup on 21[st]July 2016.

- Participated in IQAC one Day Workshop on "Innovative Teaching Learning Methodology" organised by THE SIA COLLGE OF HIGHER EDUCATION, DOMBIVILI (E) on 27th August, 2016
- Published paper on "" on 4th National Multi-Disciplinary Conference on „India 2025 : A Vision For The Next Decade" (V-CMT 2017) organised by VSIT - Vidyalankar College of Information Technologyon 3rd February 2017
- Participated in a special meeting of Board of Studies in Foundation Course (Faculty of Commerce and Self Financing Courses)at ShahirAmarshaikhSabhagruha,VidyapeethVidyarthiBhavan, „B" Road, Churchgate, on 16th February, 2017.

- Participated in the short term course on "e-learning &ICT for teaching and learning "organized by UGC-HRDC, at JNT University, Hyderabad from 6thMarch to 11th March 2017.

Library:

Mrs.Bharati Rao
- Published a paper on „knowledge building through knowledge management" in international symposium on knowledge and communication with ISBN:9789385664168 at SVKM"s NMIMS and information and communication department, Shirpur, Pune on 10th&11[th]June 2016.

- Participated in IQAC one Day Workshop on "Innovative Teaching Learning Methodology" organised by THE SIA COLLGE OF HIGHER EDUCATION DOMBIVILI (E) on 27th August, 2016
- Completed Orientation Program at UGC HRDC, Mumbai, under RUSA from 4th February 2017to 3rd March 2017

Book Publication

Department of Information Technology and Mathematics

1. **Authors:** Nandini Kadam, Sandhya Pandey
    Books published: Object Oriented Programming with C++ for SYB.Sc IT Semester –III
    Publication House: Himalaya Publishing House

    ISBN:978-93-5262-254-2

2. **Authors: Nandini Kadam, SandhyaPandey**
    Books published: Object Oriented Programming with C++ for FYB.Sc IT Semester –II
    Publication House: Himalaya Publishing House

    ISBN:978-93-5273-003-2

Department of Management Studies and Economics

1. **Authors:** Booma Halpeth
    Books published: Organisational Behavioural for FYBBI Semester –II
    Publication House: Himalaya Publishing House

    ISBN:

2. **Authors:** Booma Halpeth
    Books published: Retail Management for TYBMS Semester –VI
    Publication House: Himalaya Publishing House

    ISBN:978-93-5273-010-0

MINOR RESEARCH PROJECT:

Department of Information Technology and Mathematics

Faculty: Sandhya Pandey

Minor Project: Approval for Minor Research Project on "Student grade improvement in higher studies" under the category of Unapproved Faculty under Department of IT , University of Mumbai in 2017

ANNEXURE 4

Best Practice - I
1. **Title of the Practice:**
    *   Student Centric Approach for the Holistic Development of Students

2. **Goals**

Describe the aim of the practice followed by the institution. Mention the underlying principles or concepts in about 100 words

- **To attain academic excellence:**
  - ✓ The college in its journey towards excellence has identified a number of curricular and co-curricular activities and has been successful in implementing the same
  - ✓ Curricular activities include class room based learning, practical learning via projects and assignments, presentations, tutorials, intensive coaching, remedial lectures and bridge courses
  - ✓ Co-curricular activities such as club activities which include debates and group discussions on current affairs, budget discussion, quiz competition, motivational video screening session and subject expert lectures
- **To improve the Employability of students**
  - ✓ The college has undertaken several measures to enhance the employability of the students
  - ✓ The college organizes several capacity building programmes such as communication training, personality development programmes, soft skill training, psychometric test, certificate programmes in financial market, IT related certificate programmes
  - ✓ The college also organizes industry expert lectures to bridge the gap between industry and academia and provide practical insight to the students
  - ✓ The college also encourages students to undertake summer and winter internship
- **To develop Community Consciousness**
  - ✓ The NSS, WDC and Eco-club jointly organize various activities to sensitize students on community issues and develop number of programmes for adopted area
  - ✓ The annual residential NSS camp helps the students acclimatize with the hardships of the society and empowers them to handle the challenges and be humane in nature
  - ✓ The NSS team had organised a massive camp and collected relief material for the Chennai flood

3. **The Context**
Describe any particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.
- The college has heterogeneous group of students with substantial number of students having less marks in the qualifying examination
- The financial Condition of students is a factor which prevents them to join other courses in skill development
- The college being permanently self-financing can not avail any financial support from UGC or any central funding agencies. However the management, well-wishers and philanthropist extend support to a larger extent
- Being a new college, the placement is picking up slowly through pool placement to major companies
- Over enthusiasm of the students on social issues is a challenge to channelize

4. **The Practice**
Describe the Practice and its implementation in about 400 words. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any.

- The students from non-mathematical and non-accounting background are identified in the beginning of the course and suitable bridge courses are organized
- The bridge courses were conducted over and above the regular timetable.
- Identifying the needs of the students and developing suitable short term courses so as to enhance the employability

- It was very challenging to make the students understand the benefits of the short term courses
- A suitable orientation programme regarding the courses was organized for parents
- Orienting the students about the goals of NSS so as to create awareness about the contributions made by the NSS volunteers towards the society

5. **Evidence of Success**
   - The academic performance of the students has improved significantly at all levels
   - The college has introduced seven short term /certificate courses
   - The students have successfully completed short term courses
   - The Computer Literacy programme organised by NSS at the adopted area has become as a continuous activity which is conducted on a yearly basis. The response is encouraging

6. **Problems Encountered and Resources Required**
   - The college admissions are purely on merit basis with no capitation fees at any stage
   - The college has to manage within the revenue from students admission and deficit being met by the college management
   - Identifying many sponsors is a challenge

7. **Notes (Optional)**
   Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution (about 150 words). NIL

Best Practice - II
1. **Title of the Practice:**
   - Research and Collaboration

2. **Goals**
   Describe the aim of the practice followed by the institution. Mention the underlying principles or concepts in about 100 words

   - **To develop research aptitude among faculty members and students.**
     - ✓ The college believes that research is essential for the progress of a teacher hence to instil research aptitude among them the college has undertaken several measures
     - ✓ The college has Research Committee which motivates teachers for research and for academic publications.
     - ✓ The Research Committee organizes special lectures/workshops related to different aspects of research process
     - ✓ The committee also helps in formulating objectives and hypothesis, where necessary
     - ✓ Teachers are encouraged to write papers for the conferences/seminars organized by the institution or others
     - ✓ Proceedings of the in-house conferences are published and provide a platform for the teachers to bring out their research work
     - ✓ The teachers are encouraged to apply for the UGC and University"s minor research grants

   - **To promote real-time projects**
     - ✓ The college has a Multi-disciplinary Research Center namely "SIATechLink [IT and Development Division]" under which real time projects are undertaken

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- ✓ The College has collaborated with Firefly LED Products Pvt. Ltd Vasai, Thane, Maharashtra, India for development of MRP application – "EasyPlan" and another major project is on Data warehousing

- **To arrange IAI to bridge the gap**
  - ✓ The Industry Academia Interface Committee invites eminent personalities from different fields to address our faculty members and students
  - ✓ The Industry Academia Interface committee works towards bridging the gap between academics and industry and provide first-hand learning experience.

3. **The Context**
Describe any particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words.

- The faculty members belong to the age group of 25 to 40 years, inculcating the habit of regular research was a challenge as many of them were not exposed
- Being a new college it was difficult for the college to undertake research projects funded by outside agencies
- As far as the collaboration, is concerned, it was a challenge for us to acquire industry related projects as we are only six years old college
- Building credibility was also another challenge faced from the client side. However this was resolved through frequent meetings, discussions and by sending the sample modules. It created goodwill about our service
- The data warehousing project requires huge data to be processed and motivating students to work on this real time project was a challenge

4. **The Practice**
Describe the Practice and its implementation in about 400 words. Include anything about this practice that may be unique in the Indian higher education. Please also identify constraints or limitations, if any.

- College through support of the Management organizes State, National conferences/seminars annually and provide a platform for writing, participation and publication.
- The college has organised 3 national conferences/ seminars in different arenas to provide platform for the researchers to present their ideas
- Encouraging the faculty members to present papers at conferences, seminars and attend workshops on research methodology. Accordingly faculty members of the college have completed their course/workshop in research methodology
- The college also works towards developing research aptitude among the students by organizing student‟s paper presentations.
- Providing hands-on experience to the students in various areas by assigning real-time projects under the guidance of the faculty members
- well-stocked library along with e-resources facilitate the research work
- The college has tied up with British Council Library and has subscribed to INFLIBNET-N-LIST thereby helping the faculty members and students to access the work done by researchers across the glob

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

- The college has managed to organised 3 national conferences on different aspects and had overwhelming participation from faculty members and students from across India. The college has also published the proceedings of the conferences with ISBN
- The Research work undertaken by the college has not only helped the teachers in facilitating better classroom experience for the students but also helped the students to undertake real time projects
- College has tied-up with M/S Firefly LED Products Pvt. Ltd, Vasai, Thane, Maharashtra, India in providing software solution for their production and inventory requirements
- The project has been successfully delivered and implemented
- The client is satisfied with the project and the overwhelming response indicates that credibility concerns are addressed successfully

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources (Financial, Human and other) required to implement the practice in about 150 words.

- Being a newly established college, financial resources is the major constraint and in addition most of staff members are in the initial years of teaching profession
- Most of the research projects need to be funded by the management and getting the financial support of outside agencies is a difficulty that the college encounters

7. Notes (Optional)

Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution (about 150 words). NIL