Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

Document revised by: Dr. Ganesh Hegde, Deputy Adviser and B. S. Ponmudiraj, Deputy Adviser, NAAC

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Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR)
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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016**:

- ➡ Having a functional IQAC.
- ➡ The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- ➡ Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- ➡ Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC
(ACADEMIC YEAR 2017-18)

Part – A

1. Details of the Institution

1.1 Name of the Institution

> SWAYAM SIDDHI MITRA SANGH'S DEGREE COLLEGE

1.2 Address Line 1

> SWAYAM SIDDHI EDUCATIONAL CAMPUS,

Address Line 2

> SONADEVI COMPOUND NR OCTORI NAKA,KALYAN ROAD,

City/Town

> TEMGHAR, BHIWANDI,DIST-THANE

State

> MAHARASHTRA

Pin Code

> 421302

Institution e-mail address

> admin@swayamsiddhidegreecollege.com

Contact Nos.

> 02522-249191

Name of the Head of the Institution:

> DR.G.S.SHIKHARE

Tel. No. with STD Code:

> 02522-249191

Mobile:

> 91-9869181055

Name of the IQAC Co-ordinator:

> CA UJWAL DHOKANIA

Mobile:

> 91-9819595554

IQAC e-mail address:

> ssmsdciqac@gmail.com

1.3 NAAC Track ID *(For ex. MHCOGN 18879)*

> MHCOGN24386

1.4 NAAC Executive Committee No. & Date:
(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)

> EC(SC)/19/A&A/381

1.5 Website address:

> www.swayamsiddhidegreecollege.com

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	2.52	2016	5 YEARS
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   15-06-2013

1.8 AQAR for the year *(for example 2010-11)*   2017-18

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*)

    i. AQAR 2016-17 Submitted y\to NAAC on 01/08/2017
    ii. AQAR_____ _____ (DD/MM/YYYY)
    iii. AQAR_____ _____ (DD/MM/YYYY)
    iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State [√] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [√] No [ ]

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)   [.   N.A]

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

Autonomy by State/Central Govt. / University   NO

University with Potential for Excellence   Yes   UGC-CPE   NO

DST Star Scheme   NO   UGC-CE   NO

UGC-Special Assistance Programme   NO   DST-FIST   NO

UGC-Innovative PG programmes   NO   Any other (*Specify*)   NO

UGC-COP Programmes   NO

2. IQAC Composition and Activities

2.1 No. of Teachers   05

2.2 No. of Administrative/Technical staff   01

2.3 No. of students   01

2.4 No. of Management representatives   01

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder and

   community representatives   01

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   01

2.9 Total No. of members   13

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: No.   04   Faculty   02

Non-Teaching Staff Students   01   Alumni   01   Others   0

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. | 0 | International | 0 | National | 0 | State | 0 | Institution Level | 2

   (ii) Themes

   | 1. Mr. Ujwal Dhokania: Internal Audit Guidelines |
   | 2. Mr. Ravi Bitla: Learning Outcomes and Examination Reforms |
   | 3. Mrs. Nausheen Parker: Library Resources |
   | 4. Mr. Jagadish Chitte: ICT tools for teaching. |
   | 5. Mrs. Uzma Momin – Extra – curricular Activities |
   | 6. Mr. Nitin Kashivale – Extension Services & Life – Long Learning |
   | 7. Mr. Purvi Gosar – Academic Monitoring – Academic Calender, teaching Plan |

2.14 Significant Activities and contributions made by IQAC

   • Internal Academic Audit was conducted by the IQAC members .

   • Internal Academic Audit presentation was made on by CA Ujwal Dhokania on behalf of IQAC

   • An Induction program for Students was held on 1ˢᵗ July 2017 & 3ʳᵈ July 2017.

   • Institutional level Staff Development Academy conducted FDP Program

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
Internal Academic Audit work was initiated by the IQAC members	Internal Academic Audit was conducted by the IQAC members on 30th September 2015 and 1st October 2015.
To motivate students to do the research project	Students began with writing small projects
To initiate an award for the department to recognize and enhance their contribution towards addressing Thrust Areas.	Research Committee got this award after lot of deliberations and scrutiny.
To conduct an Induction program for the new teachers.	The INDUCTION PROGRAM for the teachers was conducted by Dr P M Karkhele & CA M.D Bapat conducted the session Topic: Innovative teaching methods 13 teachers attended and benefitted.
To conduct sessions of Staff Academy	10 presentations were made in 2017-18
To Appreciate and improve work culture amongst staff members	Teaching and non teaching staff were appreciated for taking less number of leave in the academic year, significant research contribution and their extra, noteworthy efforts in college functioning.

 * *Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body   Yes [√]   No [ ]

Management [√]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

The AQAR was discussed and approved after certain changes by the Committee.

Part – B

Criterion – I

1. Curricular Aspects

1.1 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	02		02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	02		02	
Others				
Total	04		04	

Interdisciplinary				
Innovative				

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

PATTERN	NO OF PROGRAMMES
Trimester	NIL
Semester	02 (B.COM & BMS)
Annual	NIL

1.3 Feedback from stakeholders*

	√		√
Alumni	Parents	Employers	Students

(On all aspects)

Mode of feedback   :   Online ☐ Manual √ Co-operating schools (for PEI) ☐

Please provide an analysis of the feedback in the Annexure

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

Yes, Revised by University of Mumbai

From Academic Year, 2016-17, First Year B.Com & BMS Exams will be conducted by University &

Marking Scheme of 100 Marks was also introduced.

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
13	12			01 (Principal)

2.2 No. of permanent faculty with Ph.D.

01 (Principal)

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
04	0	0	0	0	0	0	0	04	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

05	04	13

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	NIL	02	NIL
Presented papers	NIL	02	NIL
Resource Persons	NIL	NIL	NIL

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

Sl. No.	Innovative Teaching-Learning Systems/Methods	User Departments (Indicative List)
1.	Audio-visual aids like charts, OHP, LCD	All as per need
2.	Interactive Methods like class discussions/ presentations, asking questions, conducting class quiz, sharing experiences	All as per need
3.	Project Based Learning	BMS
4.	Live Projects (with active industry support/ live execution)	BMS
5.	Computer Assisted Learning (ICT, Class-net, Use of Prezi and other software, use of internet by showing video clips of experiments, You-tube videos etc)	All – B.Com & BMS
7.	Case study, Seminars	All as per need
8.	Co-operative learning and Peer learning through innovative ways like "Group presentations" and "Similation Approach"	Especially in EVS, Economics and Finance & Marketing (BMS)
9.	Interview Method	BMS
10.	Group Discussions	All Classes
11.	Special problem solving sessions/tutorials, Solved papers with marking scheme	All as per need
12.	Role plays, Skits, Street plays and enactments	Foundation Course, Economics, Commerce
13.	News Paper Reading, Book reading	All
14.	Poster/Chart Making and its display (Flow charts, Cartoons, Diagrams, Maps, illustrations etc)	Economics, Foundation Course, EVS
15.	Study Tours/Industrial visits	BMS

17.	Class Elocutions/Debates	B. Com. BMS
18.	Student Teaching Assistant	B. Com. BMS
19.	Circulating Lecture Outlines/ Notes/ Synoptic and Model Answers	All departments in varying degrees
20.	Mind Map Technique	Accounting and Costing
21.	Mock-Viva	BMS Projects
22.	Document collecting exercise	Commerce and Accountancy
23.	Subject based clubs, associations etc	All

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)

- The College has adopted credit based grading semester system as per University of Mumbai guidelines.
- Semester – I, II, V, VI examinations at undergraduate level and semester I – IV at postgraduate level are conducted at College. However the question paper is set by University of Mumbai and sent to the College electronically on the day of examination.
- Answer-books provided by University of Mumbai has bar coding
- Revaluation of answer-book is possible at both College and University level
- Moderation of answer-books is carried out both at University and College level
- Photocopy of answer-books is provided to students on demand
- Online Screen Marking (OSM) has been introduced by University of Mumbai for all UG and PG examinations conducted by the University. College is CAP Centre for OSM and the facility is provided to teachers from other Colleges also.

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

0	0	0

2.10 Average percentage of attendance of students

> 78%

2.11 Course/Programme wise
     distribution of pass percentage : (**Academic Year 2017-18**)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com (TYBCOM)	130	4.62%	26.15	24.62	6.15	61.54
B.M.S.. (TYBMS)	120	1%	30.83%	16.67	5.83%	54.17%

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

- IQAC has prepared annual academic calendar which has to be maintained by all the faculty members

- Daily attendance record, review of syllabus completion is regularly monitored by HoDs and Vice Principals.

- IQAC regularly reviews the academic activities carried out in every department.

- Student feedback forms are collected by every faculty members.

- Students satisfaction forms based on infrastructure and other facilities provided by the College are collected regularly and immediate actions are taken to resolve the problem.

- As an Quality enhancement initiative, induction lectures for the new staff members were organized.

- A series of meetings were held through the year to make the teaching learning process more effective.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	00
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	12
Faculty exchange programme	06
Staff training conducted by the university	00
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	14
Others – Induction Programme	14

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	06	NIL	00	NIL
Technical Staff	01	NIL	01	NIL

Criterion – III

3. Research, Consultancy and Extension

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

> a. Meetings of Research Committee
> b. Encouragement given to the Teachers by issuing letters of motivation to individual teachers to enroll for Ph.D. registration

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	03
Outlay in Rs. Lakhs	NIL	NIL	NIL	Nil

3.4   Details on research publications

	International	National	Others
Peer Review Journals	NIL	02	01
Non-Peer Review Journals	NIL	NIL	NIL
e-Journals	NIL	NIL	NIL
Conference proceedings	NIL	02	NIL

3.5 Details on Impact factor of publications:

Range $\boxed{0}$ Average $\boxed{0}$ h-index $\boxed{0}$ Nos. in SCOPUS $\boxed{0}$

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				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   `04`   Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP `0`   CAS `0`   DST-FIST `0`

DPE `0`   DBT Scheme/funds `0`

3.9 For colleges   Autonomy `0`   CPE `0`   DBT Star Scheme `0`

INSPIRE   CE `0`   Any Other (specify) `0`

3.10 Revenue generated through consultancy   `Rs.15,000/-`

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	03
Sponsoring agencies	NIL	NIL	NIL	NIL	NIL

3.12 No. of faculty served as experts, chairpersons or resource persons   `04`

3.13 No. of collaborations   International `0`   National `00`   Any other `02`

3.14 No. of linkages created during this year   `01`

3.15 Total budget for research for current year in lakhs :

From Funding agency `0`   From Management of University/College `Rs.50,000/-`

Total   Rs.50,000/-

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
04	0	02	0	0	0	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

01

0

3.19 No. of Ph.D. awarded by faculty from the Institution   0

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

JRF   0   SRF   0   Project Fellows   0   Any other   0

3.21 No. of students Participated in NSS events:

University level   50   State level   0

National level   0   International level   0

3.22 No. of students participated in NCC events:

University level   0   State level   0

National level   0   International level   0

3.23 No. of Awards won in NSS:

University level   0   State level   0

National level   0   International level   0

3.24 No. of Awards won in NCC:

University level | 0 | State level | 0

National level | 0 | International level | 0

3.25 No. of Extension activities organized

University forum | 01 | College forum | 01

NCC | 0 | NSS | 01 | Any other | 01

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

    a. Annapurna Yojana Scheme was implemented in College in which 5 Students has actively participated.

    b. Save Water Campaign rally on 22 March17. The rally was widely acclaimed and the Corporator of Bhiwandi Taluka issued us a letter of appreciation.

    c. Anti Terrorism Awareness Programme was organised under the Mumbai Police Team along with NSS Unit of the college in which 02 Teachers & 14 Students has Participated

    d. Paint the Wall Campaign was Organised under the Swachh Bharat Abhiyan Survey of Bhiwandi Municipal Corporation in collaboration with NSS Unit of College.

    e. 7 Days Residential Camp organised by NSS Unit of College in which 03 Teachers & 25 Students has Participated

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	12140 Sq Mtrs	N.A		12140 Sq Mtrs
Class rooms	13	03	Management	16
Laboratories (Computer Lab)	02	00	Management	02
Seminar Halls	01	00		01

No. of important equipments purchased (≥ 1-0 lakh) during the current year.			
Value of the equipment purchased during the year (Rs. in Lakhs)			
Others Seminar Hall with ICT facility	01		01

4.2 Computerization of administration and library

Software - e-granthalaya   • On-line Journals • Internet Access to Students & Staff   • Collaboration with the Library of BNN College

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7299	977768	1419	285738	8718	1263506
Reference Books	150	28000	40	25000	190	53000
e-Books	-	-	-	-	-	-
Journals	05	6500	05	4000	10	10500
e-Journals	03	NIL	05	3500	08	3500
Digital Database	-	-	01	0	01	0
CD & Video	-	-	-	-	-	-
Others (Newspapers)	7	6300	10	7500	17	13800

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	35	02	04	02	02	01	02	-
Added	05	0	01	01	00	00	00	-
Total	40	02	05	03	02	01	02	-

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

1. In 2017 - 18, 10 additional Computers purchased enabling more teachers and students to access computers at different places. 2. E-books readers and E- Journals are used by lecturers and students. 3. HOD's have separate computers. 4. Lecturers use ICT enabled teaching methods whenever required. Additional three smart boards are used for lecture purposes.

Revis

4.6 Amount spent on maintenance in lakhs :

i) ICT | 5 Lakh |

ii) Campus Infrastructure and facilities | 7 Lakh |

iii) Equipments | 3 Lakh |

iv) Others | 1 Lakh |

Total : | 16 Lakhs |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> a) Students are informed about various scholarships available in the college by the office.
>
> b) Notices regarding government schemes and various inter collegiate activities, summer placements, sports activities, placement opportunities, career guidance and personality development programs are circulated from time to time by the respective teacher in-charge of the committee.
>
> c) Mentoring of students
>
> d) Monitoring Performance of Teachers by Academic Monitoring Committee
>
> e) Soft Skill & English Speaking Lectures are arranged by college Teachers for the students from Vernacular Medium.

5.2 Efforts made by the institution for tracking the progression

> The departments maintain the data of students which is being updated every year.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
919	0	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%
	649	70.62

Women	No	%
	270	29.38

Last Year

This Year

General	SC	Other	OBC	Physically Challenged	Total	General	SC	Oth	OBC	Physically Challenged	Total
613	42	121	0		776	668	0	116	135	0	919

Demand ratio   Dropout %

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

> N.A

No. of students beneficiaries

00

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	58

5.6 Details of student counselling and career guidance

> - Curriculum Enrichment Programs
> - Along with this college career counselling and career guidance cell also conducts lectures for the benefit of the students on regular basis.
> - Regular Counselling and Mentoring

No. of students benefited | 154 |

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
09	117	16	56

5.8 Details of gender sensitization programmes

> • Women Development Cell:
> The College is taking steps to improve gender sensitization. The Women Development Cell of our college has organized several talks by eminent social scientists to sensitize the girls students specially about their rights and about how to assert their rights under adverse situations. The counseling cell has over the years counseled several girl students for gender related issues. The Woman development Cell of the institute has taken a special initiative this year to empower the girl students. The high point of this initiative was a self-development and self defense program for girl students.
>
> • For the welfare of the girl students, the college has also been implementing Women Self Empowerment Program that provides vital inputs in stress management, physiology and hygiene. A special module on Legal literacy is included in this program.

5.9 Students Activities

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

State/ University level | 0 | National level | 0 | International level | 0 |

No. of students participated in cultural events

State/ University level | 0 | National level | 0 | International level | 0 |

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

Sports : State/ University level   National level   International level

Cultural: State/ University level | 0 | National level | 0 | International level | 0 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	25	50,000/-
Financial support from government		
Financial support from other sources	24	1,05,000/-
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs   : State/ University level | 0 | National level | 0 | International level | 0 |

Exhibition: State/ University level | 0 | National level | 0 | International level | 0 |

5.12   No. of social initiatives undertaken by the students | 6 |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision
- To ignite students mind, unleash their power within and prepare them to become leaders with excellence and integrity, so as to make a difference in the global scenario
- To be a globally recognized College constantly focusing on Innovative Courses, Professional Services and Research & Consultancy

Mission
- To transform young minds to Professionally well-trained, morally upright, socially conscious and spiritually oriented individuals
- To be one of the top Colleges in Management education, training, research and consultancy.
- To impart value based education in business administration and provide need based training, research and consultancy.
- To train and mould our students into professionally committed, ethical and environment

Re

6.2 Does the Institution has a management Information System – Yes, Partially

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

6.3.1 Curriculum Development

University has appointed Board of Studies for Each Subject. College has to follow the Curriculum designed by the University of Mumbai

6.3.2 Teaching and Learning

- Use of Models, Charts, Maps, etc.
- Extensive use of ICT : Use of Smart Classroom / Virtual Laboratory
- Power Point Presentations by students on various topics from curriculum
- Involvement of students in small Research Projects and Research Project Presentation
- Visits to Industries
- Lecture series by Academicians and Industry Personnel

6.3.3 Examination and Evaluation

- The College has Credit Based Grading Semester System and Semester III - IV examinations at undergraduate level are conducted by College as per the University Guidelines.
- Semester I, II, V-VI examinations at Undergraduate Level and Semester I-IV examinations at Post Graduate Level are conducted on behalf of University of Mumbai
- University answer books are having Bar coding
- Online Screen Marking (OSM) has been introduced last year by University of Mumbai for all UG examination conducted by University.
- Moderation and Revaluation of answer books is possible

6.3.4 Research and Development

Research and Development Cell of the College motivates the staff as well as students towards research. Proceedings of the international and national seminars/conferences are published in books with ISBN.
College also Provided Financial aid for Increasing the Research habits among the Staff.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library, E-journals and books
- 3 – ICT classrooms
- Well equipped Computer Laboratory
- Sports Room

6.3.6 Human Resource Management

Career guidance and placement cell.
Faculty participation in workshop and conferences.

6.3.7 Faculty and Staff recruitment

Faculty and Staff is recruited as per the guidelines of State government of Maharashtra and University of Mumbai

6.3.8 Industry Interaction / Collaboration

- Students are taken for Industrial visits where they interact with the experts in their respective fields.
- Collaborations with Various organizations to provide practical Knowledge to Students

6.3.9 Admission of Students

Admission is given as per the availability of seats on the merit basis and as per the reservation policy of Government of Maharashtra & University of Mumbai

6.4 Welfare schemes for

Teaching	Yes
Non teaching	Yes
Students	Yes

6.5 Total corpus fund generated

00

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	No		Yes	Management & Principal
Administrative	Yes		Yes	Management & Principal

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?

N.A

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

N.A

6.11 Activities and support from the Alumni Association

- Career counseling for students.
- Alumni help in organising placement camps in the college.
- It also contributes in conducting Inter collegiate festival 'Rupantaran'.
- They provide coaching for sports.

6.12 Activities and support from the Parent – Teacher Association

- Through PTA meetings suggestions are obtained from the parents.
- Minor grievances are discussed and resolved.

6.13 Development programmes for support staff

- Computer training for the supporting staff.
- Supporting staff in the Computer Lab & Admin Office attend workshops.

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

- Tree plantation by students in college campus.
- Clean Bhiwandi Green Bhiwandi Campaign organized in Nearby Village.
- Students of our College participate in Ganesh Visarjan Utsav for Creating awareness about Cleanliness near Ponds & Lakes.
- Swachha Bharat Abhiyan
- Road Safety Awareness programme was conducted by our students

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.

The college promotes innovations in the Teaching-Learning as well as in administrative processes. The college always strives to adopt best practices in teaching-learning. There are many innovations and best practices implemented in the Institute.

1.) Very comprehensive and fair system to award internal marks which is transparent and relevant to assessment of graduate attributes.

2.) In addition to curriculum of the university the college has designed value addition courses like Soft Skills Development Course, Business Communication Course other certificate programs for grooming of the students.

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

> • Preparation for Green Audit, Energy Audit and Academic Audit has been initiated.

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

> The college has also implemented best practices which have contributed to achieving the
>
> institutional objectives and to the improvement of quality. These are as under:
>
> i) Value addition curriculum to improve skills of the students.
>
> ii) Student Progress Card which gives complete record of a student at a glance.
>
> iii) Financial assistance to those who are economically weak students.
>
> vi) Encouraging and sponsoring research related activities.
>
> vii) Relationship and interaction with industry and industrial organizations.

7.4 Contribution to environmental awareness / protection

> The college always strives to promote environment consciousness among its stakeholders.
> The college has taken many initiatives to make the campus eco-friendly and for energy conservation.
> **Some of the initiatives are:**
> i) Tree plantation.
> ii) Promoting use of CFL bulbs instead of traditional tube lights/bulbs.
> iii) Creating awareness amongst the students and faculties about PUC checkups.

7.5 Whether environmental audit was conducted?   Yes [   ]   No [√]

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

STRENGTHS

1. Committed Management
2. College has ISO 9001:2000 certification from BIS (Bureau of Indian Standards).
3. Effective Leadership of the Principal.
4. Diverse enthusiastic and qualified faculty members.
5. Publication of Books, Articles in Books, research papers in Journals.
6. Efficient Feedback system
7. Excellent Infrastructure for staff and students.
8. Frequent Interaction with academicians and Field experts.
9. Library in Swayam Siddhi Degree College has all necessary facilities to meet the requirements of B.Com and BMS Programmes. It is well furnished and a good ambience been provided for students to sit and read for necessary reference work.
10. The Computer centre is housed in a large, well furnished laboratory with more than 35 computers.

WEAKNESSES

1. With different background of students and faculty talents & skill sets, Swayam Siddhi Degree College is trying its best to reach the standards being set and to realize the vision of the institute at the earliest.
2. Students follow the disciplinary norms but their commitment is not upto our expectations as a result the institute has to work hard to produce better results and placements for students.

OPPORTUNITIES

1. To enhance research culture amongst staff and students.
2. To create better entrepreneurs

CHALLENGES

1. To retain the highly qualified and talented faculty members.
2. To introduce soft skills into the curriculum while preserving the more analytical and Concept-based courses.
3. To update advanced information and communication technologies in teaching and Learning methods.

8. **Plans of institution for next year**

1. To Organize conferences, Seminars.
2. To Introduce Certificate Programmes
3. To upgrade the Infrastructure facilities
4. To Inculcate more research aptitude among Staff & Teachers

Name __CA UJWAL DHOKANIA_____   *Name ___DR.G.S.SHIKHARE_____*

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Annexure:

1) List of Composition of IQAC Members.