



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>	
	SREE NARAYANA GURU COLLEGE OF COMMERCE
• Name of the Head of the institution	DR. RAVINDRAN KARATHADI
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02225263132
• Mobile no	8779099905
• Registered e-mail	sngcollegeprincipal@gmail.com
• Alternate e-mail	sphinduja2008@gmail.com
• Address	P.L. Lokhande Marg, Chembur (W),
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400089
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid
• Name of the Affiliating University	UNIVERSITY OF MUMBAI
• Name of the IQAC Coordinator	DR. HINDUJA SRICHAND PARSRAM
• Phone No.	02225263133
• Alternate phone No.	02225263134
• Mobile	9890139507
• IQAC e-mail address	sphinduja2008@gmail.com
• Alternate Email address	sphinduja08@yahoo.com
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://sngcollege.in/AQAR/AQAR%202020-21.pdf">https://sngcollege.in/AQAR/AQAR%202020-21.pdf</a>
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://sngcollege.in/AQAR/Revised%20Academic%20Calendar%202021-22.pdf">https://sngcollege.in/AQAR/Revised%20Academic%20Calendar%202021-22.pdf</a>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	71	2004	16/09/2004	15/09/2009
Cycle 2	B	2.73	2012	15/09/2012	14/09/2017
Cycle 3	B	2.45	2019	18/10/2019	17/10/2024

**6. Date of Establishment of IQAC**

09/11/2004

**7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Sree Narayana Guru College of Commerce	Social welfare Department	Government of Maharashtra	2021-22 (One Year)	694230

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9. No. of IQAC meetings held during the year</b>	<b>04</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
1. Introduced 8 Certificate Courses and completed successfully		
2. Conducted 10 Webinars and Workshops, including Seminars on Research, IPR, NEP, RTI, Social Messages, Career Guidance, Financial awareness, etc.		
3. Organised 2 weeks National FDP on "MOOCS 10" in association with Ramanujan College, University of Delhi under aegis of MHRD. Total 299 faculties participated from all over India.		
4. Took initiatives for the scholarship of students and 345 students got benefited with the scholarship amount of INR 17,66,906 (Including Scholarship from Government Department, religious trusts, charitable trusts, non-government college fund, etc.)		
5. Organised International Conference on "Resilience and Reinvention of Global Economy in the context of Covid 19" and 50 selected research papers got published in International Journal with ISSN and Impact Factor of 6.719.		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
Introduction of Certificate Courses for the students for capability enhancement.	Successfully introduced 8 Certificate Courses on Language and Communication Skills, Financial Literacy, Computer basic and advance, tally ERP, tax expert etc. 207 students successfully completed the course and got the certificates.
Conduct of National FDP	Successfully organised National FDP on MOOCS-10 in association with Ramanujan College, University of Delhi under the aegis of MHRD. Total 299 participants from all over India got benefited out of it. Dr. Hinduja Srichand and Mrs. Jayasree V. were appointed as Coordinator and Co-Coordinator for the same.
Organisation of International Conference	Successfully conducted International Conference on 21.01.2022
Providing Certificate Course on Tally, Excel and GST in association with expert institution.	Took initiatives for the sake of students to provide Certificate Courses on the highly demanded areas of GST, Excel and Tally from some expert institute and entered into MoU with PRIMEit. Since, the course was costing INR 4,000 per student. The College approached one trust to sponsor our students and got the sponsorship for 20 students who completed the course successfully.
Providing practical training under Certificate Courses for enhancing employability skills	Certificate course was conducted on Corporate Business and soft skills and 58 B.M.S. students got benefited.
Making students more responsible	IQAC has introduced the system

and create the feeling of serving the society.	of spreading the messages of Sree Narayana Guru at mass level and also conducted certificate course on the theme.				
<b>13. Whether the AQAR was placed before statutory body?</b>	Yes				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>CDC (College Development Committee)</td> <td>17/12/2022</td> </tr> </tbody> </table>		Name	Date of meeting(s)	CDC (College Development Committee)	17/12/2022
Name	Date of meeting(s)				
CDC (College Development Committee)	17/12/2022				
<b>14. Whether institutional data submitted to AISHE</b>					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2021-22</td> <td>01/12/2021</td> </tr> </tbody> </table>		Year	Date of Submission	2021-22	01/12/2021
Year	Date of Submission				
2021-22	01/12/2021				
<b>15. Multidisciplinary / interdisciplinary</b>					
<p>The College prioritizes the holistic development of students. College planned to inculcate various capacities in students through multidisciplinary approach as per NEP 2020. The goal of the college is to enhance the employability skills as well as self-employment capacity of the student along with mental, social, emotional, intellectual capacities. College has conducted various certificate courses to enhance the employability skills of students. College is also planning to start vocational courses so that students can hone the capacity for self-employment.</p>					
<b>16. Academic bank of credits (ABC):</b>					
<p>College values the worth of Academic Bank of Credits (ABC) and its utilization. The affiliating University has not yet instructed the College to initiate ABC registration, hence, not yet started the procedure of ABC registration. The College has collected required information of ABC. College will start the process of ABC registration without any delay once we receive intimation from Mumbai University.</p>					
<b>17. Skill development:</b>					
<p>The College aims at enhancing the capacities of students to make them self-reliant and employment ready. Considering this aim College</p>					

has conducted various certificate courses such as Tally & GST, Advanced Excel, Soft Skills, Financial Literacy, New Hire Training and Personality development for employability skills. Self-Development and Confidence Building Measures, B. Smart (Data Science, Cloud Computing, and Mobile App Development). The College, along with the entrepreneurship and professional skills development, has conducted a certificate course on 'Teachings of Sree Narayana Guru' to inculcate positivity among the learners.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The College appreciates the bilingual approach of teaching promoted in NEP 2020. It guides teachers to plan the lessons according to the understanding capacity and needs of the students. Teachers use Hindi language to enhance the learning experience of the students. The College to promote Indian Culture organizes various events in an Intra-collegiate fest- Sanskriti. It includes Traditional Day, Bride and Groom make-up, Mehandi Competition, Singing Competiton etc. In these events students represent clothing styles of various states and communities. These events develop cognizance of rich Indian culture and makes them sensible towards their responsibility to preserve it.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

The College endeavors to provide outcome based education. Teachers takes efforts to align their teaching practices with the outcome of the courses. They try to enhance communication skills, employability skills, logical reasoning, business and financial management capacities among the learners.

#### **20.Distance education/online education:**

The College always believes in enriching teaching / learning experience through advance technologies and equipment. Teachers, as per the need of time, during as well as after Covid 19 lockdown period engaged lectures through various platforms such as Zoom Cloud Meetings, Google Meet, etc. They shared study material, assignments, and YouTube lecture links through Google Classroom. Google classroom was also used to discuss the topics through chats. Post lockdown whenever required online lectures were engaged to enhance the learning experience of learners.

### **Extended Profile**

#### **1.Programme**

1.1

354

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1		<b>1895</b>
Number of students during the year		
File Description	Documents	
Institutional Data in Prescribed Format	<a href="#">View File</a>	
2.2		<b>102</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3		<b>551</b>
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1		<b>32</b>
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2		<b>32</b>
Number of sanctioned posts during the year		

File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	28
4.2 Total expenditure excluding salary during the year (INR in lakhs)	55
4.3 Total number of computers on campus for academic purposes	175

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The College is permanently affiliated to University of Mumbai and offers 7 UG and 3 PG Programs and follows the curriculum designed by the University. The Institution has a well-structured curriculum delivery plan.

A. The Institute prepares its own Academic Calendar semester-wise in alignment with the University's academic calendar. The Academic Calendar includes a schedule for all the course conduction and exam related activities. It also includes a schedule for all the co-curricular and extra-curricular activities.

B. To ensure efficient delivery of curriculum, subject faculties prepare lecture and lesson plans to be conducted semester-wise, which is approved by the Head of the department along with IQAC of the institute. IQAC has prescribed a format which tracks the syllabus completion by faculties in percentage wise weekly. IQAC and HOD also conduct regular meetings to ensure that identified gaps in the execution of the lesson plan are filled by scheduling additional lectures.

C. A Timetable is centrally prepared by the timetable committee, in accordance with the Academic Calendar of the institute and syllabus



of Mumbai University. The timetable is followed by the individual departments and its execution is monitored by the department-in-charges, for effective curriculum delivery.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://sngcollege.in/AOAR/Revised%20Academic%20Calendar%202021-22.pdf">https://sngcollege.in/AOAR/Revised%20Academic%20Calendar%202021-22.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

A well planned academic calendar is framed keeping into consideration the overall requirements of the students and the college. This is done as the previous year comes to an end and before the commencement of the current academic year. The Principal of the College chairs a meeting with the teaching faculties of all the departments in which he announces the academic calendar and briefs them about the same. Although most educational institutions were forced to conduct online activities during the major part of the academic year 2021-22, we conducted academic and extracurricular activities, which were held online and offline (when the college resumed after COVID restrictions eased).

Careful planning is done while preparing the academic calendar and the dates of all major events are mentioned, which includes the internal examinations for self-financed programs and tentative dates for end-term examinations. The College believes that the academic calendar should ensure the overall growth of the student and the progress of the student should not be limited to just academics. Hence meticulous planning is done while framing the Academic calendar. All the concerned departments and committees work as per the academic calendar and are obliged to fulfil their duties related to the same. The students too can prepare themselves and get sufficient time for internal and end term exam preparations. The results are declared within 30 to 45 days of the last examinations.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://sngcollege.in/AQAR/Revised%20Academic%20Calendar%202021-22.pdf">https://sngcollege.in/AQAR/Revised%20Academic%20Calendar%202021-22.pdf</a>

**1.1.3 - Teachers of the Institution participate in A. All of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

10

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

08

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

332

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

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

With increasing use of technology and connectivity we live in a global village and our concerns are safe and secure, green and clean, honesty and integrity in all spheres. Our College has played important role in it by teaching through the core courses, add on courses and electives. Sree Narayana Guru College of Commerce as an institution has always been environmentally conscious and it has been striving to achieve the objective of being an energy conscious institution with sustainable practices. Foundation course is an interdisciplinary course which integrates environmental science, gender, climate change and human rights. It is offered to all students at the first and second year of UG programs. Ethical values are inculcated among students. These values are also nurtured by initiating activities organized by all departments and addressing issues of ethics, gender, human values, environment and sustainability. Various initiatives were undertaken by the NSS Committee and Women development cell. Initiatives like tree

plantation, eco friendly Ganpati Utsav, collection of plastic bottles from nearby areas and donating it to NGO, Street Play, river cleaning at NSS camp, soft copies of study material shared by faculties, etc. are some of them.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

798

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://sngcollege.in/PDF/SSS%202021-22.pdf">https://sngcollege.in/PDF/SSS%202021-22.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://sngcollege.in/PDF/SSS%202021-22.pdf">https://sngcollege.in/PDF/SSS%202021-22.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number** Number of students admitted during the year

**2.1.1.1 - Number of students admitted during the year**

**723**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

102

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

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

- The identification of the slow and advanced learners take place at the entry level. The mentors collect the details of the academic credits and grades of the previous years and form groups of maximum 10 in a group. The advanced learners are identified as leader of the group.
- The advanced learners are encouraged to enroll for the certificate courses and College also gets sponsorship for the students from charitable trusts. The students of B.Sc. (Information Technology) are encouraged to take active part in the competition which are related to their core stream. Many Sessions and certificate courses are also conducted on how to prepare for competitive exams.
- For slow learners, faculties use slow paced mechanism of teaching. Class tests, online tests, assignments, oral tests and group discussion methods are applied by all the faculties to get involvement of the students. The faculties have prepared the video lectures of their subjects, which are shared with all the students. Majority of students of our College are from vernacular medium, hence, certificate course on 'English Spoken Language' is organized by Language Club of the College and assessed the language skills of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1895	32

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

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

- During academic year 2021-22, the odd semester was delivered in Hybrid mode, as Government has allowed only fully vaccinated students to join for regular offline lectures. The faculties have equipped themselves with the skill of delivering the lectures in hybrid mode and were successful. Some of the students were identified by the faculties to take remedial sessions for specific subjects, as it was noticed that students' involvement in teaching will make them more responsible and to understand the subjects.
- The sessions were conducted on Stock Market by Shine Projects to give practical exposure. Sessions were also conducted on career guidance after graduation and also on NEP 2020, which helped the students in knowing about the challenges which they may encounter in near future.
- All the faculties are taking utmost care of participation of the students in teaching and learning process, google quiz, presentations by students, group discussion and essay writing competitions are few examples of it.

Pandemic has taught to be online and get connected with the world. Keeping that thing in mind the students of B.Sc. (I.T.) were encouraged to come out with trading sites and they seriously started working on it with the help of faculties.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://sngcollege.in/Student_Committee.aspx">https://sngcollege.in/Student_Committee.aspx</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- The year 2021-22 has made it compulsory to deliver the lectures in hybrid mode. All the classes are equipped with PC, Projector/Smart Board, Sound system, WiFi connectivity for the smooth delivery of lectures. The lectures are recorded and the uploaded videos are shared with the students in the form of playlist.
- College has purchased new software which facilitates the students to access the mobile application, where they can see the regular time table, their subject wise attendance, assignment shared by teachers, SMS, appear for quiz, etc.
- Faculties make use of Zoom, Google Classroom, Whiteboard and jamboard platform for delivering lectures. The soft copy of notes is also provided to the students.
- Sessions on career guidance, IPR and NEP 2020 were conducted in Hybrid mode.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

32

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

32



File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

##### 2.4.3.1 - Total experience of full-time teachers

227

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

College is affiliated with University of Mumbai and strictly adhered to the examination rules and directions issued by University. The

marks allocated for UG programs (Self Finance) in Internal Examination are 25 for each and every subject. Where students have to appear for internal test of 20 marks and 5 marks are allotted based on the overall performance of the student in class participation, attendance, behavior, etc. In PG programs, 40 Marks are allotted for Internal Examination in the form of tests, Research Project, Viva, Presentation, Attendance and overall participation in classroom teaching. The students are informed about the schedule of Internal Examination well in advance.

The results of Internal Examinations are declared only along with Semester results (as per University Norms), however, the teachers use to take unit test, class tests, quizzes, etc. to prepare the students for the examination. The courses are continuously evaluated by the teachers and guidance is provided.

For Aided Program i.e. B.Com. there are no internal examinations, however, the semester end examinations for all the subjects are carrying 100 marks and students need to score minimum 40 marks to get pass in the said course.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://archive.mu.ac.in/syllabus/Revised%2075-25%20pattern%20credit%20system.pdf">https://archive.mu.ac.in/syllabus/Revised%2075-25%20pattern%20credit%20system.pdf</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

As per norms of University of Mumbai, students can apply for verification, photo copy or re-evaluation of papers and College adhered to these norms. The notices are served to the students and the respective grievances forms are made available at administrative office. The applicants are getting the photocopies in stipulated time and the re-evaluation are getting done by calling the subject experts from other colleges. While giving the papers for re-evaluation to the evaluators, the marks given earlier are covered with masks. The results of the same are announced within stipulated period of time.

The small grievances such as difference of opinions of the students while preparing the projects in group are addressed by the faculties by counselling or by changing the group as per request of students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://archive.mu.ac.in/syllabus/Revised%2075-25%20pattern%20credit%20system.pdf">https://archive.mu.ac.in/syllabus/Revised%2075-25%20pattern%20credit%20system.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

The Program and Course outcomes are clearly stated and displayed on College website and are as per the expectations of the University of Mumbai. These outcomes are mentioned in such a way, which make the students and faculties to understand that what is expected from that particular program or course. Faculties are taking utmost care in explaining the basic concepts to make the foundation strong for the particular course and also encourage students to apply the learned things in the practical life. Certificate courses are also offered at free of charge for supplementary acquaintance to the particular course.

The students are made responsible towards society by inculcating the realization of human values and are also encouraged for social service. Wherever required, the experts are invited for sessions to give the exposure for particular subjects like IPR, Cyber Crime, script writing, research proposal writing, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://sngcollege.in/PDF/B.Com.%20(aided).pdf">https://sngcollege.in/PDF/B.Com.%20(aided).pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

To evaluate the attainment of the programs, methods like quiz, presentations, essay writings, etc. are conducted. Students are encouraged to take active part in the various competition in and outside the College. The results are analysed semester wise, program wise and subject wise to clearly understand about the progress of

the student. The analysis is discussed in IQAC meeting and also in the Program Coordinators' meeting with the Principal and President of Management Council of College. With the efforts of faculties and the active participation and interest of the students, during AY 2021-22 for UG programs the overall results were 97.15%..

The proper care is taken to confirm the outcomes of the program which are mentioned and uploaded on College website for the faculties and students

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://sngcollege.in/PDF/B.Com.%20(aided).pdf">https://sngcollege.in/PDF/B.Com.%20(aided).pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

535

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://sngcollege.in/AQAR/2%20%20Exam%20Committee%20Report%20of%202021-22.pdf">https://sngcollege.in/AQAR/2%20%20Exam%20Committee%20Report%20of%202021-22.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://sngcollege.in/PDF/SSS%202021-22.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

#### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

00

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The College has set up an incubation centre along with the research cell. This cell provides ample opportunities for the students for the creation of ideas for various projects in their curriculum.

College, along with Ramanujan College New Delhi, under the aegis of Pandit Madan Mohan Malaviya National Mission On Teacher's and Teaching Ministry of education, has organised a national level two-week Interdisciplinary Refresher Course --MOOC10.0 from 13/12/2021 to 27/12/2021. Total 299 participants attended the Refresher Course , 25 of them were in-house faculties. The centre, along with the research cell, invited external experts to enrich the knowledge of students.

Research cell conducted One-day international Seminar on " Resilience & Reinvention of global economy in the context of COVID 19" multidisciplinary conference on 22/01/2022 and received 44 research papers.

Research Committee has conducted a national level online quiz competition on research methodology on 22/07/2021, 98 participants took part in the competition.

One Day Online webinar "Role of Ethics in Research and Academic writing" was organized on August 23rd, 2021, Dr. Sangeeta Pawar from University-Commerce Dept was the resource person and 100 faculties and final year students participated in the seminar.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sngcollege.in/Other_Events.aspx">https://sngcollege.in/Other_Events.aspx</a>

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	<a href="https://sngcollege.in/Research.aspx">https://sngcollege.in/Research.aspx</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

28

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our College has an active and vibrant NSS unit which undertakes a number of activities in the neighborhood area, basically sensitising the students about social issues for their holistic development. Tree plantation is one such program that NSS unit undertakes every year and also conducts workshops on environmental awareness which makes the volunteers aware of the value of the Green environment initiative and sustainable development. NSS unit celebrated International Yoga Day with large number of NSS and non-NSS volunteers and apart from that the yoga sessions are conducted for the benefit of the students and faculties. The practice of daily yoga is encouraged during residential camp of NSS on daily basis.

Volunteers are made understand about the serious issue of housing in Mumbai by deputing them for distribution of food packets to affected people during flood and landslide. The students are also made aware about making the environment clean by participating in ecofriendly Ganapati Utsav. Apart from it students are encouraged to participate in cleaning and hygienic programs in adopted areas by College.

The programs like thrice mass vaccination camps against COVID19 pandemic for adults and also for kids, cybersecurity workshop, session on drug abuse and awareness, street play on awareness of POSCO Act, etc. organized by the College helped the volunteers to understand about social issues and also led to their holistic development.

File Description	Documents
Paste link for additional information	<a href="https://sngcollege.in/NSS_Activities.aspx">https://sngcollege.in/NSS_Activities.aspx</a>
Upload any additional information	No File Uploaded

### 3.4.2 - Number of awards and recognitions received for extension activities from government /



**government recognized bodies during the year****3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

5

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

80

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year****3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1439

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

4

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

## 4.1 - Physical Facilities

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

The institution is situated at about 5 acres of land. The College is housed in a 7 storied with 28 exclusive classrooms (With projectors, screens, wifi and wifi connectivity), 3 class rooms with intelligent panel with Internet connectivity, and 2 computer laboratories, 1 Media Lab, 1 Seminar Hall, 1 open auditorium, common rooms for boys and girls, separate NSS room, DLLE room, IQAC room, Administrative office, Store rooms, 2 Gymkhanas (one for indoor games such as chess, carom, table tennis etc. and one with gym equipment for bodybuilding), and Principal's chamber, and Board Room

College has a library and reading room on the 6th floor with an area of approximately 8,600 sq. feet with more than 25,000 books comprising reference books, text books, general books etc. Library is equipped with 26 computers for students and teachers for browsing, research work, project preparation, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sngcollege.in/Facilities Library.asp">https://sngcollege.in/Facilities Library.asp</a> <u>x</u>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College has huge playgrounds of area around 3,000 sq. mtrs. and Synthetic Turf Ground exclusively for Football, Box Cricket, etc. Basket Ball court, Volley Ball ground, a multipurpose ground for sports events and a small ground within the quadrangle. The College has a gymnasium with adequate equipments with appropriate time table to accommodate both boys and girls. The Gymnasium has Equipments like Speed Fitness [walker], Power Cycle, Thigh Machine, Wrist Machine, Bar with plates and stand, Twist Machine, Weight Lifting Belt, Abs Machine, Trisap Bisub Big machine, Weight Lifting machine, Trisap bisub Shoulder Leg Machine, Dumbles, Weight Machine, etc. The College has one open auditorium with provision of stage and a Seminar Hall with sitting capacity of for about 250 people. Adequate number of rooms are available for practice sessions with facilities for getting musical instruments as and when needed. Meditation area and specious hall with Yoga mats are also available.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sngcollege.in/Facilities_Sports_Gym.aspx">https://sngcollege.in/Facilities_Sports_Gym.aspx</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

28

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sngcollege.in/Facilities_Classroom.aspx">https://sngcollege.in/Facilities_Classroom.aspx</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

55

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Library is automated using Integrated Library Management System (ILMS)

- Name of ILMS software: SOUL2.0 of INFLIBNET
- Nature of automation (fully or partially): Fully
- Version: 2
- Year of Automation: 2017

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://sngcollege.in/Facilities_Library.asp">https://sngcollege.in/Facilities_Library.asp</a> x

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

1.29

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

123

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has two computer labs with total 122 computers for students with LAN system and internet connectivity through two cables of 50 MBPS speed. It also has computers with internet connectivity in library, media lab, IQAC office, administrative office, Principal's office, etc. totaling 175 computers. College campus is also having free Wi-Fi connectivity for the students and staff. All the computers are upgraded as per the requirements. The College Management has appointed a System Manager and an assistant to take care of the issues related to IT facilities. Sufficient number of printers (including network printers) are installed in Administrative Office (Aided and Self Financing sections), Computer lab, IQAC cabin and in the staff room. Utmost care is taken for e-waste management. College library operates with Soul 2.0 version software. The College also entered into a five-year contract with Masters Software Developers and installed and operating their user friendly fully operational ERP solutions for almost cent percent automation in academic and administration work. This software is used for online admission, finance work, linking with tally accounting software, administration work, examination work and management control. Before implementing Masters Software the College had been using another software called QualCampus which was not that

extent user-friendly.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sngcollege.in/Facilities_Laboratory.aspx">https://sngcollege.in/Facilities_Laboratory.aspx</a>

#### 4.3.2 - Number of Computers

175

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

55

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The College management takes several corrective and appropriate measures to ensure better learning environment. Security personals, outsourced from a professional security agency are deployed 24x7. A register is maintained by security guard at the College entry gate to keep check on visitors. There is one security guard on each floor and CCTV cameras are also installed. Biometric system is adopted to maintain discipline and keeping track of students and staff attendance. Adequate number of fire extinguishers are installed. College has appointed one system manager for the maintenance of I.T. facilities. College gives the responsibility to the Cleaning and Discipline Committee to look into the cleanliness and beautification of the campus. Physical facilities like classrooms, computer laboratories, washrooms, open areas, gymkhana, parking space, sports grounds are kept clean by the adequate number of housekeeping staffs appointed on a fulltime basis. Canteen is outsourced to a professional caterer. Any repairs and maintenance tasks related to electrical, plumbing, carpentry, civil and others are addressed through outsourcing the work to professional handymen and contractors through office staff. Annual Maintenance Contract for computers, Fire Extinguishers, Pest Control, Printers, Photocopying Machines, Water Coolers, Fans, Air Conditioners and Water Purifiers are outsourced with private agencies.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sngcollege.in/AQAR/Maintenance%20Policy.pdf">https://sngcollege.in/AQAR/Maintenance%20Policy.pdf</a>

## STUDENT SUPPORT AND PROGRESSION



## 5.1 - Student Support

### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

#### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

135

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

210

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills  
Language and communication skills Life skills  
(Yoga, physical fitness, health and hygiene)  
ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://sngcollege.in/PDF/PROSPECTUS%202020-21.pdf">https://sngcollege.in/PDF/PROSPECTUS%202020-21.pdf</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

50

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

50

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

37

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

110

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

## 5.3 - Student Participation and Activities

### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

#### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Student Council for the year 2021-22 has been formed by following the guidelines issued by University of Mumbai and Maharashtra government regulations. The council consist of class representatives

from each class on the basis of academic merit. The General Secretary of the council is elected from among the selected students for council by secret ballot which is monitored by faculty in charge who have been assigned the responsibility by the Principal. The student council constitution comprises President (Principal), Faculty Incharges for NSS, Sports and Cultural, Students representative for sports, NSS & Cultural, all class representatives on academic merit and girls nominated by the Principal.

The major responsibility of members of the Students council is to understand students' difficulties and their suggestions for improvement and to discuss in the committee meeting to and solve it. In the year 2021-22 Student Council members have actively participated in various events and successfully conducted Intra Class Cultural festival "Sanskriti" and Inter-collegiate sports and cultural festival "Oasis" like every year. Apart from its Annual Day, Cultural week, talent hunt, prize distribution ceremony, etc. were also well organised by the student council. Student Council representative is the member in IQAC and CDC.

Student representatives are also there in all most all staff working committees besides the students council.

File Description	Documents
Paste link for additional information	<a href="https://sngcollege.in/Student_Committee.aspx">https://sngcollege.in/Student_Committee.aspx</a>
Upload any additional information	No File Uploaded

### **5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

#### **5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The alumni association of the institute is established in the academic year 2014-15, and got registered in July 2019. The main objectives of the association are:

1. To encourage and nurture the interaction between Alumni and the institute benefited mutually to both.
2. To urge the Alumni to take interest in the process and development of the institute.
3. To guide the students of the Institute for professional development, higher education, and being good citizens.
4. To organize and support recruitment activities for the students of the institute.
5. To mentor students of the Institute on various professional careers available and support them through various activities such as workshops, expert advice, seminars, industrial visits, etc.
6. To encourage students and Alumni for the development of their entrepreneurship skills and self-employment.
7. To foster the industry institute interaction to bridge the gap between industry and education offered by the institute and enhance students' employability.
8. To encourage and support students of the Institute in sports,

**cultural and extra-curricular activities.**

File Description	Documents
Paste link for additional information	<a href="https://sngcollege.in/Alumni_Association.aspx">https://sngcollege.in/Alumni_Association.aspx</a>
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**The Vision and Mission of the institution****The Vision:**

**"Empowerment through Higher Education to all Strata of Society" And**

**The Mission:**

**Quality education to all irrespective of caste, creed, socioeconomic status and uplift the poor and downtrodden. Enhancing the personality by fostering moral and ethical**

**values and to produce dynamic and able minded youth.**

**The College was established by Sree Narayana Mandira Samiti, a registered educational charitable Trust, having the objective to establish, conduct and maintain educational institutions.**

**College is striving to accomplish Sree Narayana Guru's ever glowing message 'Grain freedom through education'. College believes that the quality education and improved personality of youth can bring social, economic and cultural progress and prosperity. Hence,**

College gives equal weightage for academic, cultural, sports and extension activities. During the pandemic period of 2020-21, College has arranged online activities to make sure the aims of the institution are not affected. The governance of the institution is very professional and democratic. The Office bearers of the Trust owning and managing the College is elected strictly on democratic way, considering the ability, commitment and professionalism in them. The IQAC controls and monitors the execution of the policies under the overall supervision of the Management.

File Description	Documents
Paste link for additional information	<a href="https://sngcollege.in/Mission_Vision.aspx">https://sngcollege.in/Mission_Vision.aspx</a>
Upload any additional information	No File Uploaded

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

1. The Principal delegates necessary powers to Program Coordinators to carry out various academic activities with operational autonomy.

2. NSS coordinator, and Sports instructor are provided with necessary support and freedom in Planning and implementation of new ideas.

3. The office administration of the College is headed by a Financial Officer with supportive staff – Head clerk, Sr. Clerk, Jr. Clerks, Accountant, Cashier & others.

4. The College has a librarian, assistant librarian & library staff for managing the library.

5. Student Council members are given the responsibility of conducting extracurricular activities with a Faculty -in-charge.

File Description	Documents
Paste link for additional information	<a href="https://sngcollege.in/Images/6.2.2%20Organogram.jpg">https://sngcollege.in/Images/6.2.2%20Organogram.jpg</a>
Upload any additional information	No File Uploaded



## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. To improve infrastructure specially for enhancing teaching aids.
2. To strengthen alumni participation.
3. To implement a web-based management system for academic and administrative procedures.
4. The various aspects considered in prespective plan development include academic growth and motivation for research.
5. Infrastructural and administrative betterment and providing need based facilities to all the stakeholders.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://sngcollege.in/Committees.aspx">https://sngcollege.in/Committees.aspx</a>
Upload any additional information	No File Uploaded

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

### Management :

1. The management plays a major role in the growth and development of the College.
2. Facilitates the maintenance and up-gradation of infrastructure.
3. Addresses and settles the grievances of teaching and Non-teaching faculty amicably.
4. Reviews various activities planned and implemented by the Principal

### Principal:

1. Maintains healthy relations with both teaching and nonteaching staff.

2. Motivates and encourages the teaching as well as non-teaching fraternity to pursue higher studies.

3. Encourages the faculty to attend and also present papers in seminars and conferences.

4. Coordinates with outside agencies like UGC, Joint Director of Higher education & other government bodies.

5. Settlement of various issues pertaining to placement and promotion.

#### Faculty:

1. The entire faculty helps in implementing the various policies designed by the Management & Principal.

2. Program Coordinators prepare an annual plan as well as a plan of different departmental activities to be conducted in consultation with other members of the department.

3. Faculty members take all the possible initiatives for the over all development of students and the representatives of faculties are part of IQAC and CDC.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://sngcollege.in/Images/6.2.2%20Organogram.jpg">https://sngcollege.in/Images/6.2.2%20Organogram.jpg</a>
Upload any additional information	No File Uploaded

#### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Principal and the Management ensures the professional development of its teaching and non-teaching staff members. For this, the following practices and policies are adopted:

For Teaching Faculty:

1. To participate in seminars, workshops, refresher courses and orientation programs.
2. To pursue research for higher degrees such as Ph. D.
3. To take membership of professional and academic bodies and associations.
4. To present papers in different conferences at various levels
5. To apply for minor and major research projects for funding.
6. To make an effort to organize seminars and workshops.
7. To organize workshops whenever there is change in academic curriculum.
8. Provide a well-equipped library with broadband facilities. It also subscribes to latest and reputed journals and periodicals
9. Provide Computer Lab, Projectors as well as LCD's for the professional development of its faculty.
10. Provides a well-equipped Auditorium to conduct workshops and

seminars.

11. Provides medical leaves to the faculties.

12. Provides maternity leaves to female faculties.

13. Health Insurance for Self-finance section faculties.

For Non-Teaching Faculty:

1) Encouraged to pursue higher education and obtain qualifications like graduation and post-graduation.

2) Provides earned leave for non-teaching staff.

3) Provides festival allowance advance to non-teaching staff.

File Description	Documents
Paste link for additional information	<a href="https://sngcollege.in/samiti.aspx">https://sngcollege.in/samiti.aspx</a>
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

13

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

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

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

25

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

1) **Self-Appraisal:** Every faculty member has to submit their performance appraisal through self-appraisal forms which are assessed by the Program Coordinators and the Principal.

2) **Faculty Evaluation by the students:** Students fill up the forms where in the faculties are appraised from time to time.

3) Appreciation is given wherever due and suggestions are communicated for improvement

4) Complete reports of the activities of various committees with names of committee members are printed in the annual magazine.

File Description	Documents
Paste link for additional information	<a href="https://sngcollege.in/PDF/SSS%202021-22.pdf">https://sngcollege.in/PDF/SSS%202021-22.pdf</a>
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The mechanism for internal and external audit is as follows:

1. Appointment of External auditors by the governing council of the College.
2. The internal academic audit is carried out by IQAC.
3. Mandatory annual audit is conducted by the duly appointed chartered accounting firm.
4. The audit queries are resolved immediately and thereafter the financial statements are approved in Governing Council and in the College Development Committee meetings.
5. The last audit was done for the year 2021-22
6. There were no audit objections.
7. Periodical audits are conducted by the Joint Director of higher education.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

11.49

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute maintains & follows a well-planned process for the mobilization of funds and resources. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rules for the fund usage and resource utilization. Students' Tuition fee is the major source of income for the institute. The management provides Fees concessions for financially backward and brilliant students and also provides need-based loans to the faculties and non-teaching staff. Various non-government agencies sponsor and collaborate with events like seminars and workshops. Sponsorships are sought from individuals and corporations for cultural events and fests. The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc. The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget. The intervention of the management is sought in case the expenditure exceeds the budget. The College aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels. Travel grants can be sanctioned to faculty to present research papers at or to attend Conferences in India or abroad, depending on availability of funds.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. The IQAC is taking utmost care of achieving the objectives of the College.
2. Regular meetings are conducted online/offline mode to discuss the various issues.
3. The continuous monitoring of the activities is done with the help of all IQAC members.
4. The care is taken to organize/conduct the activities strictly as per Academic Calendar.
5. Based on the requirement of various themes, the webinars/seminars/workshops are conducted for the benefit of faculties and students.
6. Feedback is collected from the stakeholders.
7. Based on the feedback collected, various certificate courses have been introduced by the Language Club of the College.

File Description	Documents
Paste link for additional information	<a href="https://sngcollege.in/AQAR/AAA%20report%202021-22.pdf">https://sngcollege.in/AQAR/AAA%20report%202021-22.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. Regular meetings are conducted by the Principal with all the Program Coordinators to review the teaching learning process along with Management Representative.
2. The daily reports are updated by the faculties in google sheets highlighting the number of lectures conducted and the topic covered.
3. The monitoring is done by comparing the teaching plan submitted by the faculties with the lectures engaged and the topics covered.
4. The results are analyzed and discussed in the meetings.
5. The suggestions to improve the results of specific subjects are



followed up by the faculties which are visible from the final results.

6. Internal examination/practical's/viva are strictly conducted as per the Academic Calendar which is shared with the students well in advance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://sngcollege.in/AQAR/AAA%20report%202021-22.pdf">https://sngcollege.in/AQAR/AAA%20report%202021-22.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

**The College provides Equal Opportunity Place for all genders. The**

institution is highly responsible and very keen regarding safety and security of the girl students and women faculties. The College offers admission to downtrodden, needy and economically weaker students. We are proud to mention that it is due to the presence of this college that a maximum percentage of girl students have been graduated from this ward who otherwise would have been deprived of higher education. The College has a well-planned team of Discipline Committee for continuous monitoring of the discipline and security on the campus. The complaints related to the violation of disciplines are reported to the concerned staff members of the committee and placed before the Principal.

The Women's development Cell and National Service Scheme organizes various gender sensitization activities in the campus. The College campus is sufficiently illuminated with sufficient natural light. Apart from that the entire campus is covered under CCTV cameras. The footage of the recording is often seen and necessary actions are taken, if any suspicious activity is observed. The College has Internal Compliance Committee to take necessary action on sensitive issues.

File Description	Documents
Annual gender sensitization action plan	<a href="https://sngcollege.in/PDF/Final%20Academic%20Calendar%202021-2022.pdf">https://sngcollege.in/PDF/Final%20Academic%20Calendar%202021-2022.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://sngcollege.in/Facilities_Miscellaneous.aspx">https://sngcollege.in/Facilities_Miscellaneous.aspx</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

7.1.3 - Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The waste management policy of the college is instrumental in reducing the detrimental impact of the institution on the environment, preventing pollution, enhancing environmental consciousness for the next generation, taking mitigation measures, and moving towards sustainable growth. The College has a sprawling green campus and gives top priority to keep the campus clean and ecofriendly. All the stakeholders are regularly advised to reduce waste at lower extent and co-operate in all possible ways in waste management. Separate dustbins are kept in almost all the corners of the campus and also in all the classrooms which are emptied on a regular basis and collected by the cleaning staff. The solid waste is regularly collected by the municipality from the College premises. The College has displayed various slogans to bring environmental consciousness among the staff and students. There is proper construction of septic tank and other drainage facilities to facilitate liquid waste management. Old newspapers, magazines, etc. are regularly sold out. E-waste Management: The system manager of the College is responsible for management of E-waste. The E-waste generated is sold as scrap for safe recycling. Refilling of toner and cartridges of printers and maintaining of IT infrastructure is managed by the System Manager.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage**

**A. Any 4 or all of the above**

**including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College is named after the famous social reformer Sree Narayana Guru who worked for the upliftment of the downtrodden. His principles of humanity and compassion like brotherhood, trust, social equality, etc. are rightly followed. The admission process of the College is conducted by strictly following the University norms. The statutory committees of the College are well balanced with the representation of each category. The College is playing an effective role of catalyst in the locality to maintain the peace and national integration. Our College has an active NSS committee which guides students for their personality development by interaction with different sections of the people. Several activities like food distribution to poor, rations kits distribution, masks distribution, etc. were undertaken during the pandemic period. Such activities help the students to know the importance of tolerance and living with harmony and service to the poor and to the nation. Regular blood donation drives, various sessions on voting rights, hygiene for women, polio vaccination, organ donation, etc. are also conducted. A certificate course on human values is conducted to inculcate the students with the values of tolerance and harmony to show respect towards different cultural regional, linguistic communal, socio-economic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College is a role model of best governance and democracy. Not only the students and employees but every citizen of the locality respects the institution for its contribution to social development. The College is recognized in the vicinity as a "Center of empowerment through education". National Anthem is clearly displayed in the campus. All the days of national importance are celebrated in the College in general and especially by NSS and Cultural Committee which is spear headed by faculties. NSS volunteers actively engage in community services during these days. Independence Day and Republic day are celebrated with utmost respect and gratitude towards our freedom fighters. Important days associated with the national leaders like Mahatma Gandhi, Dr.B R Ambedkar and Dr S Radhakrishnan are observed with several activities. The College always tries to impart knowledge to the students about various Indian personalities and highlights their messages and commitment which they exhibited towards our great nation. The College also observes the birth and death anniversary of Sree Narayana Guru whose teachings on human values, ethics and morality are of utmost importance to every generation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://sngcollege.in/NSS_Activities.aspx">https://sngcollege.in/NSS_Activities.aspx</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code**      **A. All of the above**

**of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College helps students to relate with the cultural heritage and connect with their roots, by inculcating the importance of protection, preservation and propagation of Indian culture. It showcases to students various values like unity in diversity, tolerance and patriotism towards the country. Institute pays tribute to all the national heroes on their Birth and death anniversaries. The event is followed either by lecture, rally or the competitions like elocution, singing, etc. The College organizes activities on these days of national importance to recall the events or contribution of our leaders in building the nation and imbibe moral and ethical behavior of students in their professional and personal lives. Some of the events are as follows:-International women's day, International literacy day, etc. The institution pays utmost respect and shows integrity towards our great forefathers who have been a model to the coming generations. All the days of national importance are celebrated in the College in general and especially by NSS and Cultural Committee which is spear headed by the faculties.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### 1. Employability Skills and Personality development

**Objectives:** Inculcating the employability skills and boosting confidence among students.

**The context:** The current era requires students who are competent to get employed globally.

**The practice** Based on feedback from stakeholders on the curriculum and accordingly introduced skill development certificate courses based on the demand raised by the students.

**Evidence of success** Many students have joined the certificate courses and got benefited.

**Problems encountered and resource required.** Due additional burden, sometimes the students were showing disinterest in the class, however, teachers have tackled the issue.

### 2. Green Initiatives to protect the environment for better tomorrow.

**Objectives:** Protecting the environment by making students responsible towards it.

**The context:** NSS unit of the College has taken various initiatives on this regard and the Nature Club is one of the outputs of the same.

**The practice** The students are encouraged to be the part of Nature Club to participate in the activities. **Evidence of success** The process is ongoing and the feedback from students shows that how sensitive they became about the protection of the nature.



**Problems Encountered and Resources Required Planning and implementing the activities.**

File Description	Documents
Best practices in the Institutional website	<a href="https://sngcollege.in/AOAR/Best%20Practices%202021-22.pdf">https://sngcollege.in/AOAR/Best%20Practices%202021-22.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The vision of the college "Empowerment through higher education to all strata of society and the Mission "Quality education to all irrespective of caste, creed, socio economic status and uplift the poor and downtrodden" is the motto propounded by the great visionary, Sree Narayana Guru, in whose name the college is known for. Guru's teachings like 'One God, One Religion, One Caste for Human beings' is literally carried out by the institution as it prioritizes to provide education to the students hailing from the poorest of the poorest localities in the financial capital of the country. The students enrolled are thus inducted to realize the true values of humanity and also trained to channelize their energy to the common good of the society simultaneously bettering their skills in academics as well. The Management of the college has a reputation for imparting education for the poor and the marginalized strata of the society. Majority of our students are first generation learners and we can proudly acclaim that a large percentage of girl students in this locality are educated, thanks to the mere presence of this institution. Our institution focuses on the cultural, sports, NSS activities of the students thereby making them develop their overall personality. College also supports the needy and deserving students by providing extended help of providing scholarships by entering into MoUs with charitable trusts and also from religious trusts.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The College is permanently affiliated to University of Mumbai and offers 7 UG and 3 PG Programs and follows the curriculum designed by the University. The Institution has a well-structured curriculum delivery plan.

A. The Institute prepares its own Academic Calendar semester-wise in alignment with the University's academic calendar. The Academic Calendar includes a schedule for all the course conduction and exam related activities. It also includes a schedule for all the co-curricular and extra-curricular activities.

B. To ensure efficient delivery of curriculum, subject faculties prepare lecture and lesson plans to be conducted semester-wise, which is approved by the Head of the department along with IQAC of the institute. IQAC has prescribed a format which tracks the syllabus completion by faculties in percentage wise weekly. IQAC and HOD also conduct regular meetings to ensure that identified gaps in the execution of the lesson plan are filled by scheduling additional lectures.

C. A Timetable is centrally prepared by the timetable committee, in accordance with the Academic Calendar of the institute and syllabus of Mumbai University. The timetable is followed by the individual departments and its execution is monitored by the department-in-charges, for effective curriculum delivery.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://sngcollege.in/AQAR/Revised%20Academic%20Calendar%202021-22.pdf">https://sngcollege.in/AQAR/Revised%20Academic%20Calendar%202021-22.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

A well planned academic calendar is framed keeping into consideration the overall requirements of the students and the college. This is done as the previous year comes to an end and before the commencement of the current academic year. The Principal of the College chairs a meeting with the teaching faculties of all the departments in which he announces the academic calendar and briefs them about the same. Although most educational institutions were forced to conduct online activities during the major part of the academic year 2021-22, we conducted academic and extracurricular activities, which were held online and offline (when the college resumed after COVID restrictions eased).

Careful planning is done while preparing the academic calendar and the dates of all major events are mentioned, which includes the internal examinations for self-financed programs and tentative dates for end-term examinations. The College believes that the academic calendar should ensure the overall growth of the student and the progress of the student should not be limited to just academics. Hence meticulous planning is done while framing the Academic calendar. All the concerned departments and committees work as per the academic calendar and are obliged to fulfil their duties related to the same. The students too can prepare themselves and get sufficient time for internal and end term exam preparations. The results are declared within 30 to 45 days of the last examinations.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://sngcollege.in/AQAR/Revised%20Academic%20Calendar%202021-22.pdf">https://sngcollege.in/AQAR/Revised%20Academic%20Calendar%202021-22.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

10

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

08

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

332

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

With increasing use of technology and connectivity we live in a global village and our concerns are safe and secure, green and clean, honesty and integrity in all spheres. Our College has played important role in it by teaching through the core courses, add on courses and electives. Sree Narayana Guru College of Commerce as an institution has always been environmentally conscious and it has been striving to achieve the objective of being an energy conscious institution with sustainable practices. Foundation course is an interdisciplinary course which integrates environmental science, gender, climate change and human rights. It is offered to all students at the first and second year of UG programs. Ethical values are inculcated among students. These values are also nurtured by initiating activities organized by all departments and addressing issues of ethics, gender, human values, environment and sustainability. Various initiatives were undertaken by the NSS Committee and Women development cell. Initiatives like tree plantation, eco friendly Ganpati Utsav, collection of plastic bottles from nearby areas and donating it to NGO, Street Play, river cleaning at NSS camp, soft copies of study material shared by faculties, etc. are some of them.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

798

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://sngcollege.in/PDF/SSS%202021-22.pdf">https://sngcollege.in/PDF/SSS%202021-22.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
---	---

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://sngcollege.in/PDF/SSS%202021-22.pdf">https://sngcollege.in/PDF/SSS%202021-22.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

723

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

102

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

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

- The identification of the slow and advanced learners take place at the entry level. The mentors collect the details

of the academic credits and grades of the previous years and form groups of maximum 10 in a group. The advanced learners are identified as leader of the group.

- The advanced learners are encouraged to enroll for the certificate courses and College also gets sponsorship for the students from charitable trusts. The students of B.Sc. (Information Technology) are encouraged to take active part in the competition which are related to their core stream. Many Sessions and certificate courses are also conducted on how to prepare for competitive exams.
- For slow learners, faculties use slow paced mechanism of teaching. Class tests, online tests, assignments, oral tests and group discussion methods are applied by all the faculties to get involvement of the students. The faculties have prepared the video lectures of their subjects, which are shared with all the students. Majority of students of our College are from vernacular medium, hence, certificate course on 'English Spoken Language' is organized by Language Club of the College and assessed the language skills of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
1895	32

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

- During academic year 2021-22, the odd semester was delivered in Hybrid mode, as Government has allowed only fully vaccinated students to join for regular offline lectures. The faculties have equipped themselves with the



skill of delivering the lectures in hybrid mode and were successful. Some of the students were identified by the faculties to take remedial sessions for specific subjects, as it was noticed that students' involvement in teaching will make them more responsible and to understand the subjects.

- The sessions were conducted on Stock Market by Shine Projects to give practical exposure. Sessions were also conducted on career guidance after graduation and also on NEP 2020, which helped the students in knowing about the challenges which they may encounter in near future.
- All the faculties are taking utmost care of participation of the students in teaching and learning process, google quiz, presentations by students, group discussion and essay writing competitions are few examples of it.

Pandemic has taught to be online and get connected with the world. Keeping that thing in mind the students of B.Sc. (I.T.) were encouraged to come out with trading sites and they seriously started working on it with the help of faculties.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://sngcollege.in/Student_Committee.aspx">https://sngcollege.in/Student_Committee.aspx</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- The year 2021-22 has made it compulsory to deliver the lectures in hybrid mode. All the classes are equipped with PC, Projector/Smart Board, Sound system, WiFi connectivity for the smooth delivery of lectures. The lectures are recorded and the uploaded videos are shared with the students in the form of playlist.
- College has purchased new software which facilitates the students to access the mobile application, where they can see the regular time table, their subject wise attendance, assignment shared by teachers, SMS, appear for quiz, etc.
- Faculties make use of Zoom, Google Classroom, Whiteboard and jamboard platform for delivering lectures. The soft copy of notes is also provided to the students.
- Sessions on career guidance, IPR and NEP 2020 were

conducted in Hybrid mode.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

#### 2.3.3.1 - Number of mentors

32

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

#### 2.4.3.1 - Total experience of full-time teachers

227

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

College is affiliated with University of Mumbai and strictly adhered to the examination rules and directions issued by University. The marks allocated for UG programs (Self Finance) in Internal Examination are 25 for each and every subject. Where students have to appear for internal test of 20 marks and 5 marks are allotted based on the overall performance of the student in class participation, attendance, behavior, etc. In PG programs, 40 Marks are allotted for Internal Examination in the form of tests, Research Project, Viva, Presentation, Attendance and overall participation in classroom teaching. The students are informed about the schedule of Internal Examination well in advance.

The results of Internal Examinations are declared only along with Semester results (as per University Norms), however, the teachers use to take unit test, class tests, quizzes, etc. to prepare the

students for the examination. The courses are continuously evaluated by the teachers and guidance is provided.

For Aided Program i.e. B.Com. there are no internal examinations, however, the semester end examinations for all the subjects are carrying 100 marks and students need to score minimum 40 marks to get pass in the said course.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://archive.mu.ac.in/syllabus/Revised%2075-25%20pattern%20credit%20system.pdf">https://archive.mu.ac.in/syllabus/Revised%2075-25%20pattern%20credit%20system.pdf</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

As per norms of University of Mumbai, students can apply for verification, photo copy or re-evaluation of papers and College adhered to these norms. The notices are served to the students and the respective grievances forms are made available at administrative office. The applicants are getting the photocopies in stipulated time and the re-evaluation are getting done by calling the subject experts from other colleges. While giving the papers for re-evaluation to the evaluators, the marks given earlier are covered with masks. The results of the same are announced within stipulated period of time.

The small grievances such as difference of opinions of the students while preparing the projects in group are addressed by the faculties by counselling or by changing the group as per request of students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://archive.mu.ac.in/syllabus/Revised%2075-25%20pattern%20credit%20system.pdf">https://archive.mu.ac.in/syllabus/Revised%2075-25%20pattern%20credit%20system.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

The Program and Course outcomes are clearly stated and displayed

on College website and are as per the expectations of the University of Mumbai. These outcomes are mentioned in such a way, which make the students and faculties to understand that what is expected from that particular program or course. Faculties are taking utmost care in explaining the basic concepts to make the foundation strong for the particular course and also encourage students to apply the learned things in the practical life. Certificate courses are also offered at free of charge for supplementary acquaintance to the particular course.

The students are made responsible towards society by inculcating the realization of human values and are also encouraged for social service. Wherever required, the experts are invited for sessions to give the exposure for particular subjects like IPR, Cyber Crime, script writing, research proposal writing, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://sngcollege.in/PDF/B.Com.%20(aided).pdf">https://sngcollege.in/PDF/B.Com.%20(aided).pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

To evaluate the attainment of the programs, methods like quiz, presentations, essay writings, etc. are conducted. Students are encouraged to take active part in the various competition in and outside the College. The results are analysed semester wise, program wise and subject wise to clearly understand about the progress of the student. The analysis is discussed in IQAC meeting and also in the Program Coordinators' meeting with the Principal and President of Management Council of College. With the efforts of faculties and the active participation and interest of the students, during AY 2021-22 for UG programs the overall results were 97.15%..

The proper care is taken to confirm the outcomes of the program which are mentioned and uploaded on College website for the faculties and students

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://sngcollege.in/PDF/B.Com.%20(aided).pdf">https://sngcollege.in/PDF/B.Com.%20(aided).pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

535

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://sngcollege.in/AQAR/2%20%20Exam%20Committee%20Report%20of%202021-22.pdf">https://sngcollege.in/AQAR/2%20%20Exam%20Committee%20Report%20of%202021-22.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://sngcollege.in/PDF/SSS%202021-22.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

#### 3.1.2.1 - Number of teachers recognized as research guides

00

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The College has set up an incubation centre along with the research cell. This cell provides ample opportunities for the

students for the creation of ideas for various projects in their curriculum.

College, along with Ramanujan College New Delhi, under the aegis of Pandit Madan Mohan Malaviya National Mission On Teacher's and Teaching Ministry of education, has organised a national level two-week Interdisciplinary Refresher Course --MOOC10.0 from 13/12/2021 to 27/12/2021. Total 299 participants attended the Refresher Course , 25 of them were in-house faculties. The centre, along with the research cell, invited external experts to enrich the knowledge of students.

Research cell conducted One-day international Seminar on " Resilience & Reinvention of global economy in the context of COVID 19" multidisciplinary conference on 22/01/2022 and received 44 research papers.

Research Committee has conducted a national level online quiz competition on research methodology on 22/07/2021, 98 participants took part in the competition.

One Day Online webinar "Role of Ethics in Research and Academic writing" was organized on August 23rd, 2021, Dr. Sangeeta Pawar from University-Commerce Dept was the resource person and 100 faculties and final year students participated in the seminar.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sngcollege.in/Other_Events.aspx">https://sngcollege.in/Other_Events.aspx</a>

### **3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

#### **3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

03



File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	<a href="https://sngcollege.in/Research.aspx">https://sngcollege.in/Research.aspx</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

##### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

28

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our College has an active and vibrant NSS unit which undertakes a number of activities in the neighborhood area, basically sensitising the students about social issues for their holistic development. Tree plantation is one such program that NSS unit undertakes every year and also conducts workshops on environmental awareness which makes the volunteers aware of the value of the Green environment initiative and sustainable development. NSS unit celebrated International Yoga Day with large number of NSS and non-NSS volunteers and apart from that the yoga sessions are conducted for the benefit of the students and faculties. The practice of daily yoga is encouraged during residential camp of NSS on daily basis.

Volunteers are made understand about the serious issue of housing in Mumbai by deputing them for distribution of food packets to affected people during flood and landslide. The students are also made aware about making the environment clean by participating in ecofriendly Ganapati Utsav. Apart from it students are encouraged to participate in cleaning and hygienic programs in adopted areas by College.

The programs like thrice mass vaccination camps against COVID19 pandemic for adults and also for kids, cybersecurity workshop, session on drug abuse and awareness, street play on awareness of POSCO Act, etc. organized by the College helped the volunteers to understand about social issues and also led to their holistic development.

File Description	Documents
Paste link for additional information	<a href="https://sngcollege.in/NSS_Activities.aspx">https://sngcollege.in/NSS_Activities.aspx</a>
Upload any additional information	No File Uploaded

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

5

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

80

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in

**collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1439

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

4

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**

**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution is situated at about 5 acres of land. The College is housed in a 7 storied with 28 exclusive classrooms (With projectors, screens, wifi and wifi connectivity), 3 class rooms with intelligent panel with Internet connectivity, and 2 computer laboratories, 1 Media Lab, 1 Seminar Hall, 1 open auditorium, common rooms for boys and girls, separate NSS room, DLLE room, IQAC room, Administrative office, Store rooms, 2 Gymkhanas (one for indoor games such as chess, carom, table tennis etc. and one with gym equipment for bodybuilding), and Principal's chamber, and Board Room

College has a library and reading room on the 6th floor with an area of approximately 8,600 sq. feet with more than 25,000 books comprising reference books, text books, general books etc. Library is equipped with 26 computers for students and teachers for browsing, research work, project preparation, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sngcollege.in/Facilities_Library.aspx">https://sngcollege.in/Facilities_Library.aspx</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College has huge playgrounds of area around 3,000 sq. mtrs.

and Synthetic Turf Ground exclusively for Football, Box Cricket, etc. Basket Ball court, Volley Ball ground, a multipurpose ground for sports events and a small ground within the quadrangle. The College has a gymnasium with adequate equipments with appropriate time table to accommodate both boys and girls. The Gymnasium has Equipments like Speed Fitness [walker], Power Cycle, Thigh Machine, Wrist Machine, Bar with plates and stand, Twist Machine, Weight Lifting Belt, Abs Machine, Trisap Bisub Big machine, Weight Lifting machine, Trisap bisub Shoulder Leg Machine, Dumbles, Weight Machine, etc. The College has one open auditorium with provision of stage and a Seminar Hall with sitting capacity of for about 250 people. Adequate number of rooms are available for practice sessions with facilities for getting musical instruments as and when needed. Meditation area and specious hall with Yoga mats are also available.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sngcollege.in/Facilities_Sports_Gym.aspx">https://sngcollege.in/Facilities_Sports_Gym.aspx</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

28

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sngcollege.in/Facilities_Classroom.aspx">https://sngcollege.in/Facilities_Classroom.aspx</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

55	
File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>
<b>4.2 - Library as a Learning Resource</b>	
4.2.1 - Library is automated using Integrated Library Management System (ILMS)	
Library is automated using Integrated Library Management System (ILMS)	
<ul style="list-style-type: none"> <li>• Name of ILMS software: SOUL2.0 of INFLIBNET</li> <li>• Nature of automation (fully or partially): Fully</li> <li>• Version: 2</li> <li>• Year of Automation: 2017</li> </ul>	
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://sngcollege.in/Facilities Library.aspx">https://sngcollege.in/Facilities Library.aspx</a>
<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>A. Any 4 or more of the above</b>

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.29

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

123

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has two computer labs with total 122 computers for students with LAN system and internet connectivity through two cables of 50 MBPS speed. It also has computers with internet connectivity in library, media lab, IQAC office, administrative office, Principal's office, etc. totaling 175 computers. College



campus is also having free Wi-Fi connectivity for the students and staff. All the computers are upgraded as per the requirements. The College Management has appointed a System Manager and an assistant to take care of the issues related to IT facilities. Sufficient number of printers (including network printers) are installed in Administrative Office (Aided and Self Financing sections), Computer lab, IQAC cabin and in the staff room. Utmost care is taken for e-waste management. College library operates with Soul 2.0 version software. The College also entered into a five-year contract with Masters Software Developers and installed and operating their user friendly fully operational ERP solutions for almost cent percent automation in academic and administration work. This software is used for online admission, finance work, linking with tally accounting software, administration work, examination work and management control. Before implementing Masters Software the College had been using another software called QualCampus which was not that extent user-friendly.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sngcollege.in/Facilities_Laboratory.aspx">https://sngcollege.in/Facilities_Laboratory.aspx</a>

#### 4.3.2 - Number of Computers

175

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

55

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The College management takes several corrective and appropriate measures to ensure better learning environment. Security personals, outsourced from a professional security agency are deployed 24x7. A register is maintained by security guard at the College entry gate to keep check on visitors. There is one security guard on each floor and CCTV cameras are also installed. Biometric system is adopted to maintain discipline and keeping track of students and staff attendance. Adequate number of fire extinguishers are installed. College has appointed one system manager for the maintenance of I.T. facilities. College gives the responsibility to the Cleaning and Discipline Committee to look into the cleanliness and beautification of the campus. Physical facilities like classrooms, computer laboratories, washrooms, open areas, gymkhana, parking space, sports grounds are kept clean by the adequate number of housekeeping staffs appointed on a fulltime basis. Canteen is outsourced to a professional caterer. Any repairs and maintenance tasks related to electrical, plumbing, carpentry, civil and others are addressed through outsourcing the work to professional handymen and contractors through office staff. Annual Maintenance Contract for computers, Fire Extinguishers, Pest Control, Printers, Photocopying Machines, Water Coolers, Fans, Air Conditioners and Water Purifiers are outsourced with private agencies.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sngcollege.in/AQAR/Maintenance%20Policy.pdf">https://sngcollege.in/AQAR/Maintenance%20Policy.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

135

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

210

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>
File Description	Documents
Link to Institutional website	<a href="https://sngcollege.in/PDF/PROSPECTUS%202020-21.pdf">https://sngcollege.in/PDF/PROSPECTUS%202020-21.pdf</a>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>50</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>50</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent</b>	<b>A. All of the above</b>

**mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

37

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

110

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Student Council for the year 2021-22 has been formed by following the guidelines issued by University of Mumbai and Maharashtra government regulations. The council consist of class representatives from each class on the basis of academic merit. The General Secretary of the council is elected from among the selected students for council by secret ballot which is monitored by faculty in charge who have been assigned the responsibility by the Principal. The student council constitution comprises President (Principal), Faculty Incharges for NSS, Sports and Cultural, Students representative for sports, NSS & Cultural, all class representatives on academic merit and girls nominated by the Principal.

The major responsibility of members of the Students council is to understand students' difficulties and their suggestions for improvement and to discuss in the committee meeting to and solve it. In the year 2021-22 Student Council members have actively participated in various events and successfully conducted Intra Class Cultural festival "Sanskriti" and Inter-collegiate sports and cultural festival "Oasis" like every year. Apart from its Annual Day, Cultural week, talent hunt, prize distribution ceremony, etc. were also well organised by the student council. Student Council representative is the member in IQAC and CDC.

Student representatives are also there in all most all staff working committees besides the students council.

File Description	Documents
Paste link for additional information	<a href="https://sngcollege.in/Student_Committee.aspx">https://sngcollege.in/Student_Committee.aspx</a>
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

29

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The alumni association of the institute is established in the academic year 2014-15, and got registered in July 2019. The main objectives of the association are:

1. To encourage and nurture the interaction between Alumni and the institute benefited mutually to both.
2. To urge the Alumni to take interest in the process and development of the institute.
3. To guide the students of the Institute for professional development, higher education, and being good citizens.



4. To organize and support recruitment activities for the students of the institute.

5. To mentor students of the Institute on various professional careers available and support them through various activities such as workshops, expert advice, seminars, industrial visits, etc.

6. To encourage students and Alumni for the development of their entrepreneurship skills and self-employment.

7. To foster the industry institute interaction to bridge the gap between industry and education offered by the institute and enhance students' employability.

8. To encourage and support students of the Institute in sports, cultural and extra-curricular activities.

File Description	Documents
Paste link for additional information	<a href="https://sngcollege.in/Alumni_Association.aspx">https://sngcollege.in/Alumni_Association.aspx</a>
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**The Vision and Mission of the institution**

**The Vision:**

**"Empowerment through Higher Education to all Strata of Society"**  
And

**The Mission:**

Quality education to all irrespective of caste, creed, socioeconomic status and uplift the poor and downtrodden. Enhancing the personality by fostering moral and ethical values and to produce dynamic and able minded youth.

The College was established by Sree Narayana Mandira Samiti, a registered educational charitable Trust, having the objective to establish, conduct and maintain educational institutions.

College is striving to accomplish Sree Narayana Guru's ever glowing message 'Grain freedom through education'. College believes that the quality education and improved personality of youth can bring social, economic and cultural progress and prosperity. Hence, College gives equal weightage for academic, cultural, sports and extension activities. During the pandemic period of 2020-21, College has arranged online activities to make sure the aims of the institution are not affected. The governance of the institution is very professional and democratic. The Office bearers of the Trust owning and managing the College is elected strictly on democratic way, considering the ability, commitment and professionalism in them. The IQAC controls and monitors the execution of the policies under the overall supervision of the Management.

File Description	Documents
Paste link for additional information	<a href="https://sngcollege.in/Mission_Vision.aspx">https://sngcollege.in/Mission_Vision.aspx</a>
Upload any additional information	No File Uploaded

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

1. The Principal delegates necessary powers to Program Coordinators to carry out various academic activities with operational autonomy.

2. NSS coordinator, and Sports instructor are provided with necessary support and freedom in Planning and implementation of

new ideas.

3. The office administration of the College is headed by a Financial Officer with supportive staff - Head clerk, Sr. Clerk, Jr. Clerks, Accountant, Cashier & others.

4. The College has a librarian, assistant librarian & library staff for managing the library.

5. Student Council members are given the responsibility of conducting extracurricular activities with a Faculty -in-charge.

File Description	Documents
Paste link for additional information	<a href="https://sngcollege.in/Images/6.2.2%20organogram.jpg">https://sngcollege.in/Images/6.2.2%20organogram.jpg</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. To improve infrastructure specially for enhancing teaching aids.

2. To strengthen alumni participation.

3. To implement a web-based management system for academic and administrative procedures.

4. The various aspects considered in prespective plan development include academic growth and motivation for research.

5. Infrastructural and administrative betterment and providing need based facilities to all the stakeholders.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://sngcollege.in/Committees.aspx">https://sngcollege.in/Committees.aspx</a>
Upload any additional information	No File Uploaded

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

**Management:**

1. The management plays a major role in the growth and development of the College.
2. Facilitates the maintenance and up-gradation of infrastructure.
3. Addresses and settles the grievances of teaching and Non-teaching faculty amicably.
4. Reviews various activities planned and implemented by the Principal

**Principal:**

1. Maintains healthy relations with both teaching and nonteaching staff.
2. Motivates and encourages the teaching as well as non-teaching fraternity to pursue higher studies.
3. Encourages the faculty to attend and also present papers in seminars and conferences.
4. Coordinates with outside agencies like UGC, Joint Director of Higher education & other government bodies.
5. Settlement of various issues pertaining to placement and promotion.

**Faculty:**

1. The entire faculty helps in implementing the various policies designed by the Management & Principal.
2. Program Coordinators prepare an annual plan as well as a plan of different departmental activities to be conducted in consultation with other members of the department.
3. Faculty members take all the possible initiatives for the over all development of students and the representatives of faculties are part of IQAC and CDC.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://sngcollege.in/Images/6.2.2%20Organogram.jpg">https://sngcollege.in/Images/6.2.2%20Organogram.jpg</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Principal and the Management ensures the professional development of its teaching and non-teaching staff members. For this, the following practices and policies are adopted:

**For Teaching Faculty:**

1. To participate in seminars, workshops, refresher courses and orientation programs.
2. To pursue research for higher degrees such as Ph. D.
3. To take membership of professional and academic bodies and associations.
4. To present papers in different conferences at various levels

5. To apply for minor and major research projects for funding.
6. To make an effort to organize seminars and workshops.
7. To organize workshops whenever there is change in academic curriculum.
8. Provide a well-equipped library with broadband facilities. It also subscribes to latest and reputed journals and periodicals
9. Provide Computer Lab, Projectors as well as LCD's for the professional development of its faculty.
10. Provides a well-equipped Auditorium to conduct workshops and seminars.
11. Provides medical leaves to the faculties.
12. Provides maternity leaves to female faculties.
13. Health Insurance for Self-finance section faculties.

**For Non-Teaching Faculty:**

- 1) Encouraged to pursue higher education and obtain qualifications like graduation and post-graduation.
- 2) Provides earned leave for non-teaching staff.
- 3) Provides festival allowance advance to non-teaching staff.

File Description	Documents
Paste link for additional information	<a href="https://sngcollege.in/samiti.aspx">https://sngcollege.in/samiti.aspx</a>
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

13

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

25

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

1) **Self-Appraisal:** Every faculty member has to submit their performance appraisal through self-appraisal forms which are assessed by the Program Coordinators and the Principal.

2) **Faculty Evaluation by the students:** Students fill up the forms where in the faculties are appraised from time to time.

3) **Appreciation** is given wherever due and suggestions are communicated for improvement

4) **Complete reports** of the activities of various committees with names of committee members are printed in the annual magazine.

File Description	Documents
Paste link for additional information	<a href="https://sngcollege.in/PDF/SSS%202021-22.pdf">https://sngcollege.in/PDF/SSS%202021-22.pdf</a>
Upload any additional information	No File Uploaded

### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

**The mechanism for internal and external audit is as follows:**

1. **Appointment of External auditors by the governing council**



of the College.

2. The internal academic audit is carried out by IQAC.
3. Mandatory annual audit is conducted by the duly appointed chartered accounting firm.
4. The audit queries are resolved immediately and thereafter the financial statements are approved in Governing Council and in the College Development Committee meetings.
5. The last audit was done for the year 2021-22
6. There were no audit objections.
7. Periodical audits are conducted by the Joint Director of higher education.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

11.49

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute maintains & follows a well-planned process for the mobilization of funds and resources. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rules for the fund usage and resource utilization. Students' Tuition fee is the major source of income for the institute. The management provides Fees concessions for financially backward and brilliant students and also provides need-based loans to the faculties and

non-teaching staff. Various non-government agencies sponsor and collaborate with events like seminars and workshops. Sponsorships are sought from individuals and corporations for cultural events and fests. The purchase committee seeks quotations from vendors for the purchase of equipment, computers, books, etc. The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget. The intervention of the management is sought in case the expenditure exceeds the budget. The College aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels. Travel grants can be sanctioned to faculty to present research papers at or to attend Conferences in India or abroad, depending on availability of funds.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. The IQAC is taking utmost care of achieving the objectives of the College.
2. Regular meetings are conducted online/offline mode to discuss the various issues.
3. The continuous monitoring of the activities is done with the help of all IQAC members.
4. The care is taken to organize/conduct the activities strictly as per Academic Calendar.
5. Based on the requirement of various themes, the webinars/seminars/workshops are conducted for the benefit of faculties and students.
6. Feedback is collected from the stakeholders.
7. Based on the feedback collected, various certificate courses have been introduced by the Language Club of the College.

File Description	Documents
Paste link for additional information	<a href="https://sngcollege.in/AOAR/AAA%20report%202021-22.pdf">https://sngcollege.in/AOAR/AAA%20report%202021-22.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. Regular meetings are conducted by the Principal with all the Program Coordinators to review the teaching learning process along with Management Representative.

2. The daily reports are updated by the faculties in google sheets highlighting the number of lectures conducted and the topic covered.

3. The monitoring is done by comparing the teaching plan submitted by the faculties with the lectures engaged and the topics covered.

4. The results are analyzed and discussed in the meetings.

5. The suggestions to improve the results of specific subjects are followed up by the faculties which are visible from the final results.

6. Internal examination/practical's/viva are strictly conducted as per the Academic Calendar which is shared with the students well in advance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);**

**B. Any 3 of the above**

**Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://sngcollege.in/AQAR/AAA%20report%202021-22.pdf">https://sngcollege.in/AQAR/AAA%20report%202021-22.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

#### **7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The College provides Equal Opportunity Place for all genders. The institution is highly responsible and very keen regarding safety and security of the girl students and women faculties. The College offers admission to downtrodden, needy and economically weaker students. We are proud to mention that it is due to the presence of this college that a maximum percentage of girl students have been graduated from this ward who otherwise would have been deprived of higher education. The College has a well-planned team of Discipline Committee for continuous monitoring of the discipline and security on the campus. The complaints related to the violation of disciplines are reported to the concerned staff members of the committee and placed before the Principal.

The Women's development Cell and National Service Scheme organizes various gender sensitization activities in the campus. The College campus is sufficiently illuminated with sufficient natural light. Apart from that the entire campus is covered under CCTV cameras. The footage of the recording is often seen and necessary actions are taken, if any suspicious activity is

observed. The College has Internal Compliance Committee to take necessary action on sensitive issues.

File Description	Documents
Annual gender sensitization action plan	<a href="https://sngcollege.in/PDF/Final%20Academic%20Calendar%202021-2022.pdf">https://sngcollege.in/PDF/Final%20Academic%20Calendar%202021-2022.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://sngcollege.in/Facilities_Miscellaneous.aspx">https://sngcollege.in/Facilities_Miscellaneous.aspx</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

The waste management policy of the college is instrumental in reducing the detrimental impact of the institution on the environment, preventing pollution, enhancing environmental consciousness for the next generation, taking mitigation measures, and moving towards sustainable growth. The College has a sprawling green campus and gives top priority to keep the campus clean and ecofriendly. All the stakeholders are regularly advised to reduce waste at lower extent and co-operate in all possible ways in waste management. Separate dustbins are kept in almost all the corners of the campus and also in all the classrooms which are emptied on a regular basis and collected by the cleaning staff. The solid waste is regularly collected by the municipality from the College premises. The College has displayed various slogans to bring environmental consciousness among the

staff and students. There is proper construction of septic tank and other drainage facilities to facilitate liquid waste management. Old newspapers, magazines, etc. are regularly sold out. E-waste Management: The system manager of the College is responsible for management of E-waste. The E-waste generated is sold as scrap for safe recycling. Refilling of toner and cartridges of printers and maintaining of IT infrastructure is managed by the System Manager.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit**  
**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**  
**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College is named after the famous social reformer Sree Narayana Guru who worked for the upliftment of the downtrodden. His principles of humanity and compassion like brotherhood, trust, social equality, etc. are rightly followed. The admission process of the College is conducted by strictly following the University norms. The statutory committees of the College are well balanced with the representation of each category. The College is playing an effective role of catalyst in the locality to maintain the peace and national integration. Our College has an active NSS committee which guides students for their personality development by interaction with different sections of the people. Several activities like food distribution to poor, rations kits distribution, masks distribution, etc. were undertaken during the pandemic period. Such activities help the students to know the importance of tolerance and living with harmony and service to the poor and to the nation. Regular blood donation drives, various sessions on voting rights, hygiene for women, polio vaccination, organ donation, etc. are also conducted. A certificate course on human values is conducted to inculcate the students with the values of tolerance and harmony to show respect towards different cultural regional, linguistic communal, socio-economic and other diversities.



File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The College is a role model of best governance and democracy. Not only the students and employees but every citizen of the locality respects the institution for its contribution to social development. The College is recognized in the vicinity as a "Center of empowerment through education". National Anthem is clearly displayed in the campus. All the days of national importance are celebrated in the College in general and especially by NSS and Cultural Committee which is spear headed by faculties. NSS volunteers actively engage in community services during these days. Independence Day and Republic day are celebrated with utmost respect and gratitude towards our freedom fighters. Important days associated with the national leaders like Mahatma Gandhi, Dr.B R Ambedkar and Dr S Radhakrishnan are observed with several activities. The College always tries to impart knowledge to the students about various Indian personalities and highlights their messages and commitment which they exhibited towards our great nation. The College also observes the birth and death anniversary of Sree Narayana Guru whose teachings on human values, ethics and morality are of utmost importance to every generation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://sngcollege.in/NSS_Activities.aspx">https://sngcollege.in/NSS_Activities.aspx</a>
Any other relevant information	Nil

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

**A. All of the above**

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

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College helps students to relate with the cultural heritage and connect with their roots, by inculcating the importance of protection, preservation and propagation of Indian culture. It showcases to students various values like unity in diversity, tolerance and patriotism towards the country. Institute pays tribute to all the national heroes on their Birth and death anniversaries. The event is followed either by lecture, rally or the competitions like elocution, singing, etc. The College organizes activities on these days of national importance to recall the events or contribution of our leaders in building the nation and imbibe moral and ethical behavior of students in their professional and personal lives. Some of the events are as follows:-International women's day, International literacy day, etc. The institution pays utmost respect and shows integrity towards our great forefathers who have been a model to the coming generations. All the days of national importance are celebrated in the College in general and especially by NSS and Cultural Committee which is spear headed by the faculties.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### 1. Employability Skills and Personality development

**Objectives:** Inculcating the employability skills and boosting confidence among students.

**The context:** The current era requires students who are competent to get employed globally.

**The practice** Based on feedback from stakeholders on the curriculum and accordingly introduced skill development certificate courses based on the demand raised by the students.

**Evidence of success** Many students have joined the certificate courses and got benefited.

**Problems encountered and resource required.** Due additional burden, sometimes the students were showing disinterest in the class, however, teachers have tackled the issue.

### 2. Green Initiatives to protect the environment for better tomorrow.

**Objectives:** Protecting the environment by making students responsible towards it.

**The context:** NSS unit of the College has taken various initiatives on this regard and the Nature Club is one of the outputs of the same.

**The practice** The students are encouraged to be the part of Nature Club to participate in the activities. **Evidence of success** The

process is ongoing and the feedback from students shows that how sensitive they became about the protection of the nature.

Problems Encountered and Resources Required Planning and implementing the activities.

File Description	Documents
Best practices in the Institutional website	<a href="https://sngcollege.in/AOAR/Best%20Practices%202021-22.pdf">https://sngcollege.in/AOAR/Best%20Practices%202021-22.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The vision of the college "Empowerment through higher education to all strata of society and the Mission "Quality education to all irrespective of caste, creed, socio economic status and uplift the poor and downtrodden" is the motto propounded by the great visionary, Sree Narayana Guru, in whose name the college is known for. Guru's teachings like 'One God, One Religion, One Caste for Human beings' is literally carried out by the institution as it prioritizes to provide education to the students hailing from the poorest of the poorest localities in the financial capital of the country. The students enrolled are thus inducted to realize the true values of humanity and also trained to channelize their energy to the common good of the society simultaneously bettering their skills in academics as well. The Management of the college has a reputation for imparting education for the poor and the marginalized strata of the society. Majority of our students are first generation learners and we can proudly acclaim that a large percentage of girl students in this locality are educated, thanks to the mere presence of this institution. Our institution focuses on the cultural, sports, NSS activities of the students thereby making them develop their overall personality. College also supports the needy and deserving students by providing extended help of providing scholarships by entering into MoUs with charitable trusts and also from religious trusts.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. Starting of new UG programs of B.A. in Economics and B.Sc. in Data Sciences. Also M.Sc. in Information Technology.
2. Organising more workshops on NEP and on quality improvement measures in the Higher Education Institutions.
3. Arranging One Week FDP for Teaching and Non-teaching staff in the field of adaptability of technology in teaching and administration.
4. Entering into more number of MoUs for Faculty and Student exchange programs.
5. Introduction of more number of Certificate Courses in the line of NEP for providing multidisciplinary learning for the students.
6. Arranging more number of field trips for the experimental learning for the students.
7. Arranging International Conference in association with University of Mumbai on economic development of India with reference to Trillion Economy.