



## Yearly Status Report - 2019-2020

### 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		Ravindran Karathadi
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		022-25263132
Mobile no.		8779099905
Registered Email		sngcollegeprincipal@gmail.com
Alternate Email		sphinduja2008@gmail.com
Address		P.L.Lokhande Marg, Chembur (W)
City/Town		MUMBAI
State/UT		Maharashtra
Pincode		400089
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Hinduja Srichand Parsram
Phone no/Alternate Phone no.	02225263133
Mobile no.	9890139507
Registered Email	sphinduja2008@gmail.com
Alternate Email	sphinduja08@yahoo.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://sngcollege.in/AQAR/Final%20submitted%20AQAR%202018-19.pdf">https://sngcollege.in/AQAR/Final%20submitted%20AQAR%202018-19.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://sngcollege.in/PDF/Academic_calendar%202019-20.pdf">https://sngcollege.in/PDF/Academic_calendar%202019-20.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	71	2004	16-Sep-2004	15-Sep-2009
2	B	2.73	2012	15-Sep-2012	14-Sep-2017
3	B	2.45	2019	18-Oct-2019	17-Oct-2024

### 6. Date of Establishment of IQAC

09-Nov-2004

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Workshop on IPR and Its role	06-Mar-2020 7	176
National Level Multidisciplinary Seminar was conducted on	22-Feb-2020 8	44
Visit to Yusuf MeharAli Centre	12-Feb-2020 10	351
Alumni Meet	08-Feb-2020 4	171
Campus Placement	24-Jan-2020 8	235
Training for faculties in data analysis (Binary Cementic Ltd.)	20-Jan-2020 6	22
Certificate Course in Spoken English	05-Dec-2019 2	90
Career guidance and training through Techno Serve Solutions	30-Jul-2019 3	100
Visit to Barclays	19-Jul-2019 6	15
Certificate Course Communication Skill and Personality Development	02-May-2019 2	42

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Sree Narayana Guru College of commerce (Self Finance UG)	SC/ST/OBC Scholarship	Social Welfare Dpt. Of Govt. of Maharashtra	2019 365	2892040
Mrs. Jayasree V	Minor Research	University of Mumbai	2020 365	35000
Sree Narayana Guru College of Commerce	National Service Scheme	University of Mumbai	2020 365	11430

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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

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**10. Number of IQAC meetings held during the**

4

year :	
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>
<p>1. Successfully completed the Third Cycle of NAAC ReAccreditation on 18th October 2019. 2. Conducted workshop on IPR, National Seminar on Changes in Economic Policies in India and came out with Seminar Proceedings in UGC Care Listed Journal. 3. Started taking Online Lectures for Final year students after lockdown and also Conducted Online workshops on Powtoon and power point apart from Software training on data analysis for inhouse faculties. 4. Renewed the MoU with TISS for NUSSD (National University of Students Skills Development) programs and also introduced certificate courses at College level for Communication Skills and Personality Development. 5. Industrial visits were arranged to Barclays and Yusuf Meher Ali Centre with participation of 366 students. Also started online lectures for from March, 2020.</p>

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<b>13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year</b>
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Plan of Action	Achivements/Outcomes
NAAC Peer Team Visit	The NAAC Peer Team Visit was scheduled on 16th and 17th September, 2019 for the 3rd cycle of Re accreditation of the College successfully and College scored Grade B with CGPA of 2.45.
Career Guidance and Placement of students	MoU was entered with Techno Serve Consultants for providing training to our students. Techno Serve Consultants conducted Career guidance sessions on 30th July, 2019 class wise and guided the students about job opportunities in Banking, Finance and other sectors. Total 100 students got registered and got the training in two batches: Batch one was consisting 65 students and 35 for Batch two. The training session was 100 hours. ? Campus Placement on 24.01.2020 where 14 colleges participated with 235 students and 13 different companies. In this drive 45

	students of our College got selected. ? Software training was provided to 21 students of T.Y.B.SC. (Information Technology) and 13 students were selected for it on 24.02.2020.
Certificate Courses	1. Communication Skill and Personality Development (30 hours) 02.05.2019 to 17.05.2019 17 students 03.08.2019 to 10.09.2019 25 students 2. Spoken English 05.12.2019 to 15.02.2020 90 students.
Scholarships for students	Rs.3,00,000 has been received from Bhojraj Hassomal Trust for selffinance students, total 22 students got benefited. 107 students got scholarship from religious trusts with the help of College with the scholarship of Rs.7,54,582.
Permitting students to attend the lectures of same subjects in another program taught by another teacher.	The subject of Business Communication was found common in First Year students of B.Com. and B.M.S., hence, Mrs. Lakshmichaya Kale (B.M.S) and Mrs. Sneha Jagdale (B.Com.) allowed the students to attend on reciprocal basis with prior permission from respective teachers. The feedback of the students on this initiative was favourable. The records of the same are with respective teachers.
Starting of clubs with help of students' council	"Movie Club was started by B.M.M.(Bachelor of Mass Media) Department. 2 activities have been conducted by the club where in which some motivational movies were shown to the students of all the programs. Nature Club was formed by N.S.S. Unit, and activities like tree plantation, poster competition and debate were conducted. Sports Club was established by Sports Committee and Oasis was conducted with the help of sports club of the College."
Library committee to invite the list of reference books from faculties	Book exhibition was kept in the library and all the teachers have recommended the books to be purchased for library for the benefit of students and teachers. The final approval was made by management and the books worth Rs.1,07,000 have been purchased.
FDP and training for staff	20.01.2020 FDP on Data analysis in research was conducted by inviting experts from Binary Semantic Ltd. where in which 22 faculties participated.
Sponsorship for Research work	Mrs. Jayasree V. and Mrs. Karishma Kasare got University sponsorship of

Rs.35,000 for Minor Project which was completed in the year 202021 Sponsorship of Rs.10,000 each from Sterlite Industries and Elmac Packages was received.

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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
College Development Committee	07-May-2021

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

Yes

Date of Visit

16-Sep-2019

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

30-Sep-2019

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The College has procured the software from Qualcampus which is operational currently. The software is working on the following modules. 1. Administration: It makes the work of Administration easy and smoothly. 2. Admission: Students can download the form, can fill and also can submit it. 3. Attendance: The students attendance is getting recorded as the bio metric machines of the students and staff is linked with the software. 4. Time Table: The time table is uploaded on the system. 5. Students Records: The students records is available in the software class wise. 6. Email/SMS: The software is linked with the email id and mobile numbers of students and bulk messages and emails can be sent. 7. Examination Module

Part B

## CRITERION I – CURRICULAR ASPECTS

### 1.1 – Curriculum Planning and Implementation

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

The College is permanently affiliated to University of Mumbai and offers 10 UG and 3 PG Programs and follows the curriculum designed by the University. However, teachers attend the various workshops organised by University for change in syllabus and actively take part in discussion. Some of the senior teachers are the members of Board of Studies at University of Mumbai and Autonomous Colleges. The College follows three-fold method for effective curriculum delivery. 1. At College Level: The Academic Calendar is prepared before the commencement of Academic year which is published on College website and also in the prospectus. This practice is highly effective as the tentative dates of College and University Examinations are also mentioned into it and the teachers get a clear idea of completing the syllabus without any hurdle and it also helps the students to get prepared for the examinations well in advance. The time table committee prepares the time table with utmost care. There is system of preparing Academic Diary by each and every faculty for recording of daily report, which is monitored by Program Coordinators, Principal and also presented to College Management Committee for effective follow up of academic activities. 2. At Department Level: All the Program Coordinators of UG and PG programs conduct meetings with the Principal periodically for effective follow up of Academic Calendar, new methodologies of teaching, departmental activities etc. The Program Coordinators collect Teaching Plans from all the faculties which is submitted to IQAC. The Program Coordinators take utmost care of smooth following up of teaching plans and update Principal on regular basis. Some courses require extra efforts from faculties and Program Coordinators and this is done by conducting extra lectures, tutorials, bridge course, remedial lectures etc. for the benefit of the students. 3. At Individual Level: All the teachers prepare Power Point Presentations for the sake of students; they also prepare the simple notes for easy understanding of the course by the students. The class teachers are also mentor for the class assigned to them and through mentoring meetings, faculties make the students comfortable in learning process, Regular Parent Meeting are held by class teachers with the parents of the wards and discuss the progress of wards individually. This is very effective as most of parents are not literate, so personal conversation with faculties in local language increase the awareness of parents about their wards.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Course on Spoken English	-	05/12/2019	30	Employability	Students got the skill of speaking English language which is required in globalisation.
Course on communication	-	03/08/2019	30	Employability and Entrepreneurship	Students earned skill

n skill and  
Confidence  
Building

epreneurship in communica  
tion at the  
same time  
the course  
contents  
make them  
more  
confident on  
various  
aspects.

Course on  
Communicatio  
n and  
Personality  
Development

-

05/05/2019

8

Employabil  
ity

Students  
learned and  
inculcate  
the  
qualities of  
a good  
leader along  
with communi  
cation  
skills.

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	N.A. College runs 10 UG and 3 PG Programs and no new Program was introduced during the year 2019-20	06/06/2019
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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Accountancy (Plain B.Com.)	06/06/2019
BCom	Accounting & Finance	06/06/2019
BCom	Banking & Insurance	06/06/2019
BCom	Transport Management	06/06/2020
BCom	Financial Management	06/06/2019
BMS	Marketing & H.R	06/06/2019
BSc	Information Technology	06/06/2019
BCom	Mass Media	06/06/2019
MCom	Accountancy	06/06/2019
MCom	Business Management	06/06/2019
MCom	Banking and Finance	06/06/2019

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

	Certificate	Diploma Course



Number of Students

132

Nil

**1.3 – Curriculum Enrichment**

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Management Soft Skill	06/06/2019	71
Export and Import	06/06/2019	25
Digital Marketing	06/06/2019	22
Banking and Financial Services	06/06/2019	70
Entrepreneurship	06/06/2019	1
Career guidance and training through Techno Serve Solutions	30/07/2019	100

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## 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Accountancy, Banking & Insurance, H.R & Marketing	351
BMS	HR & Marketing	15
BCom	Mass Media	13

[View File](#)**1.4 – Feedback System**

## 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

## Feedback Obtained

The feedback from students is collected Online through Google form which contains structured questions as suggested by NAAC related to faculties, learning process, infrastructure, facilities and syllabus. The link of the same is provided to the students through email and shared in WhatsApp groups. The questions are framed by using 5 points scale. The collected feedback is analysed by the committee by calculating the overall feedback by converting the total points into average percentage. The same is discussed with the Principal and the appropriate action is taken in the problem areas. The feedback on syllabus is taken into account and faculties discuss the same in the workshops related to syllabus conducted by University. The feedback on faculties quality of teaching is discussed in the departmental meetings and in the staff

meetings. The necessary suggestions and instructions are given by Program Coordinators and Principal for further improvement. The summary of feedback and action taken upon it is discussed in IQAC meetings and in CDC meetings. During the year 2019-20 the Third cycle of NAAC Re-accreditation happened, where in which under SSS (Students Satisfaction Survey), the students have given 3.80 ratings out of 4. The feedback from faculties is taken on the syllabus contents and if required the courses are introduced by seeking approval from CDC. The feedback from employers is also taken Offline from the companies' representatives who visit the College during campus interview. The Placement committee focuses on the areas where the students need to be groomed and the necessary guidance sessions are arranged by inviting the experts to facilitate the students to gain confidence for appearing the various interviews and competitive examinations. The feedback from the parents is collected during the Parents Meeting. The feedback from Alumni is collected during the Alumni meeting and the records of the same are kept with Alumni Committee.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Banking & Finance	60	32	13
MCom	Business Management	60	25	10
MCom	Accountancy	60	54	22
BSc	Information Technology	60	43	33
BCom	Mass Media	60	105	47
BCom	Banking & Insurance	60	85	38
BCom	Accounting & Finance	120	827	109
BMS	H.R & Marketing	120	260	120
BCom	Accountancy (Aided)	240	460	253

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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1391	123	23	Nil	10

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-

learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
33	33	5	22	3	6

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

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

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

The continued practice of appointing the class teacher as the mentor of that class has been found as the best mechanism for the mentoring policy and play an important role. Every mentor of the class conducts two formal meetings in a month and informally the mentors are available in and out of the class with no restrictions on time as the mentees can approach their mentors through phone or message. Mentors keep the data of the mentee such as their previous academic record, their hobbies, economic and social background etc. The mentors keep the attendance record of the mentees and keep informing to the parents. The mentors guide the mentees regarding their career planning, decisions on higher education, taking part in various competitions at college and university level, encouraging and boosting them to join the free certificate courses offered by College. The mentors for effective mentoring form groups of not more than 10 students in number and appoints one group leader, who regularly meets the group members for general discussion on academic and other matters and this group studies are really helping them. The mentors have observed the increasing confidence in the students which is the output of good mentor-mentee relationship. The mentors prepare the periodic report and submit it to the Principal and Management of the College.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1514	33	1 : 46

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
33	33	Nil	2	5

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	N.A.	Nil	N.A
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	2C00141	I-2019	23/10/2019	14/12/2019
BCom	2M00151	I-2019	23/10/2019	14/12/2019

BCom	2C00451	I-2019	23/10/2019	14/12/2019
BCom	2C00341	I-2019	23/10/2019	14/12/2019
BCom	4O00151	I-2019	23/10/2019	14/12/2019
BSc	1S00251	I-2019	23/10/2019	14/12/2019
BCom	2C00143	III-2019	23/10/2019	14/12/2019
BCom	2M00153	III-2019	23/10/2019	14/12/2019
BCom	2C00453	III-2019	23/10/2019	14/12/2019
BCom	2C00343	III-2019	23/10/2019	14/12/2019
<a href="#">View File</a>				

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

The College follows the pattern of evaluation introduced by University of Mumbai. College offers UG programs for B.Com. (Traditional) which comes under Aided section and 9 other Self finance UG programs and 3 PG programs which are self-finance programs. In Aided section under B.Com. except the course of Foundation Course all other courses are coming under semester-wise evaluation by conducting external examinations of 100 marks and for Foundation course 25 marks are allotted on internal examination and 75 marks on semester end external examination. However, all the teachers of Aided section conduct class tests, quiz (online), assignments, group discussions etc. to make learning process more effective. In self-finance section, all UG and PG programs have internal evaluation pattern for all the courses. For this purpose, an internal examination of 25 marks for each course is conducted in each semester along with external examination of 75 marks in each semester for each course. The B.Sc. (Information Technology) and M.Com. (all 3 programs) conduct the Viva Voce for every semester by calling the external evaluators and also conducts internal viva for the projects submitted by the students. Along with this for all the other programs the class tests, quizzes, assignment, group discussions etc. are also conducted. The Centralised Assessment Program for the external examination is done in the College. The time table for internal and external examination is given well in advance and tentative dates of start of examinations are given in the prospectus and in academic calendar.

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

The Academic Calendar is prepared generally at the end of the previous year and before the next Academic Year starts, the Principal announce it after conducting the meeting with Coordinators of all programs and all other staff members. The Academic Calendar is prepared in detailed manner where all the dates of important events are mentioned, including the dates of internal examination for self-financed programs which are mandatory and the tentative dates of semester end examination. Based on Academic calendar all the concerned departments and committees work on it and obliged their duties towards it. The students also get sufficient time to prepare for internal, semester end examination and take part in the various co-curricular activities. The College follows Centralised Assessment Programs [CAP] for all courses in the examination room where sufficient place is provided for CAP. The examination committee issues notices regarding the last dates of submission of mark sheets by considering the norms of University of assessment of number of answer books in one day by every examiner and declares the results within the period of 30 to 45 days after the last examination. This helps in conducting the exam related activities in a planned and smooth manner.

### 2.6 – Student Performance and Learning Outcomes

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

[https://sngcollege.in/ug\\_bcom\\_m.aspx](https://sngcollege.in/ug_bcom_m.aspx)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2M00534	MCom	Business Management	19	19	100
2C00534	MCom	Accountancy	46	43	93.48
2C01026	BCom	Transport Management	23	23	100
2C00926	BCom	Financial Management	23	23	100
1S00256	BSc	Information Technology	53	53	100
4000156	BCom	Mass Media	24	24	100
2C00346	BCom	Banking and Insurance	41	41	100
2C00456	BCom	Accounting & Finance	92	88	95.65
2M00156	BMS	H.R and Marketing	61	61	100
2C00146	BCom	Accountancy (Aided)	124	120	96.77

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## 2.7 – Student Satisfaction Survey

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

<https://sngcollege.in/PDF/SSS%20Report%202019-20%20new.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Industry sponsored Projects	365	Elmac Packages	0.1	0.1
Industry sponsored	365	Sterlite Industries	0.1	0.1

<b>Projects</b>				
<b>Minor Projects</b>	<b>365</b>	<b>University of Mumbai</b>	<b>0.35</b>	<b>0.35</b>
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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
<b>IPR and its role</b>	<b>IQAC</b>	<b>06/03/2020</b>

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>06/06/2019</b>	<b>NA</b>
<b>No file uploaded.</b>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>06/06/2019</b>
<b>No file uploaded.</b>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>0</b>	<b>0</b>	<b>0</b>

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

Name of the Department	Number of PhD's Awarded
<b>NA</b>	<b>Nil</b>

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

Type	Department	Number of Publication	Average Impact Factor (if any)
<b>National</b>	<b>B.Com.</b>	<b>7</b>	<b>6</b>
<b>National</b>	<b>BMS</b>	<b>3</b>	<b>6</b>
<b>National</b>	<b>BAF</b>	<b>2</b>	<b>6</b>
<b>National</b>	<b>B.Sc. I.T</b>	<b>4</b>	<b>6</b>
<b>National</b>	<b>B.M.M</b>	<b>2</b>	<b>6</b>
<b>National</b>	<b>M.Com</b>	<b>2</b>	<b>6</b>
<b>International</b>	<b>B.Com</b>	<b>1</b>	<b>6</b>
<b>International</b>	<b>BMS</b>	<b>1</b>	<b>6</b>
<b>International</b>	<b>M.Com.</b>	<b>1</b>	<b>6</b>

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
B.Com.	8
BMS	4
BAF	2
B.Sc. I.T	4
BMM	2
M.Com	2
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2019	0	NA	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2019	Nil	Nil	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	9	3	5
Presented papers	10	8	Nil	Nil
Resource persons	Nil	Nil	Nil	2
<a href="#">View File</a>				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Disaster Management Training by Civil Defence of Mulund.	Civil Defence, Mulund	1	61
Session on Climate Change and Seed Bombing	Eco Warriors India	1	76

Session on Waste Management by Stree Mukti Sanghatna (SMS)	Stree Mukti Sanghatna	1	95
Film Screening on Women Equality Related Issues by Akshara/NSS Volunteers	Akshara NGO	1	106
Thalassaemia Check up with Think Foundation	Think Foundation	1	6
Blood Donation Drive with Rajawadi Blood Bank	Rajawadi Hospital Blood Bank	1	35
Street Play on De-Addiction for Gayak Shivaji Nagar BMC School	BMC school, Govandi Slum	1	15
Street Play on Waste to Compost by Stree Mukti Sanghatna (SMS)	Stree Mukti Sanghatna	1	89
Class Management Activity at Sharad Acharya School In Association with Kotak NGO	Kotak NGO	1	10
Celebrating Rakhsha Bandhan with Traffic Police, Security Guards of College Non-Helmet Commuters	Traffic Police, Chembur	1	17
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Blood donation camp	Certificate of Appreciation	Rajwadi Blood Bank	73
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Aids Awareness	MDACS, Wadala	Performed Street Play on HIV/AIDS (RRC)	1	15



		in Adopted Area		
Aids Awareness	MDACS, Wadala	District Level Competition on Poster Making Slogan Writing	1	17
Aids Awareness	MDACS, Wadala	Session on RRC by Umesh Ghuge, Asst. Director, MDACS	1	86
Aids Awareness	MDACS, Wadala	AIDS Awareness Rally in Acharya College	1	28
Gender Issue	Akshara NGO	Film Screening on Women Equality Related Issues by Akshara/NSS Volunteers	1	106
Gender Issue	Akshara NGO	Session on Women Empowerment By Akshara NGO	1	106
Gender Issue	Honda Motors	Classroom session taken by swapnil sir from Honda motors on road safety for females	1	40
Gender Issue	Honda Motors	Safety Riding Stimulation Games for the female students.	1	40
Gender Issue	Akshara NGO	Gender Just Reflections by Akshara NGO	1	14
Swachh Bharat	M-East Ward	Class to class awareness by BMC (M-East ward) on wet waste and dry waste	1	4
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NA	NA	NA	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Internship	Himalaya - Brand Cosmetic	26/09/2019	31/03/2020	13
Industrial Visit	Industrial Visit	Yusuf Meherally Centre ( 02143 226 026)	12/02/2020	12/02/2020	351
Industrial Visit	Industrial Visit	Barclays (022 67196000)	19/07/2019	19/07/2019	15

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Tata Institute of Social Sciences	06/06/2019	Skill Development Courses	189
Techno Serve	01/07/2019	Pre Placement Training	100
Seth Bhojraj Hassomal Charitable Trust	01/09/2019	Scholarships to students	32

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**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 – Physical Facilities**

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6.95	8.3

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Soul 2	Fully	2	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13692	1137072	1007	157968	14699	1295040
Reference Books	5229	2278411	179	107082	5408	2385493
e-Books	80000	5900	Nil	Nil	80000	5900
Journals	41	48958	Nil	Nil	41	48958
e-Journals	8000	Nil	Nil	Nil	8000	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	123	3696	Nil	Nil	123	3696
Library Automation	1	35400	Nil	Nil	1	35400
Others (specify)	5679	653143	315	51456	5994	704599
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Hinduja Srichnd Parsram	Auditing Objectives	<a href="https://www.youtube.com/watch?vI0gRxqa_NkEt178s">https://www.youtube.com/watch?vI0gRxqa_NkEt178s</a>	02/04/2020
Dr. Hinduja Srichand Parsram	Material Variances	<a href="https://www.youtube.com/watch?vJjvU1MKtv84t45s">https://www.youtube.com/watch?vJjvU1MKtv84t45s</a>	08/04/2020
Dr. Hinduja	Kine Master in	<a href="https://www.youtube.com/watch?vJjvU1MKtv84t45s">https://www.youtube.com/watch?vJjvU1MKtv84t45s</a>	18/05/2020

Srichand Parsram	easy way	be.com/watch?vOYXx5gDOWDYt258s
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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	151	114	151	5	0	9	11	50	4
Added	23	2	23	2	26	1	0	0	0
<b>Total</b>	<b>174</b>	<b>116</b>	<b>174</b>	<b>7</b>	<b>26</b>	<b>10</b>	<b>11</b>	<b>50</b>	<b>4</b>

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

100 MBPS/ GBPS

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Intelligent Panel (Smart Board)	<a href="https://sngcollege.in/Facilities_Classroom.aspx">https://sngcollege.in/Facilities_Classroom.aspx</a>

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
890500	1069368	2085000	1617258

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

The College offers 10 UG and 3 PG Programs, and have enough number of class rooms for engaging the regular lectures by utilising the facilities of smart board (Intelligent Panel) and smart class rooms at the optimum level. The College has one lift in old building and two functioning lifts in the new building. The college library has been shifted to 6th floor of new building with total area of about 8600 Sq. Ft.. enriched with 16 computers for students for their project work and Research cell cum Incubation Centre also have been established with 10 computers for faculties and PG students for research work. College has two computer labs with 114 computers for students. College has Gymnasium with machines like power cycles, treadmill, body building equipments along with it the facilities like carrom, chess, table tennis etc. are also provided where the students can get benefited by visiting the Gymnasium as per the time table prepared by Sports Instructor. College also has spacious Basket Ball Court, Volley Ball Court and Kabaddi Ground, Synthetic Turf ground for Foot Ball and Box Cricket. The Seminar room is fully equipped with all modern technical facility with the seating capacity for 200 participants. The Canteen is at ground floor where all the health and hygiene measures are taken care by College Canteen Committee. Water coolers with filters are installed on every

floor. There is one security guard and one cleaning staff for each floor and CCTV cameras are installed for the safety purpose. The multipurpose Stilt area is well maintained and equipped with lights and fans with the seating capacity to accommodate about 1,000 participants at a time. The maintenance of lifts, water coolers and filters are done with the contractors on annual maintenance contracts. College has appointed one system manager for the maintenance of information technology facilities. All the other maintenance work are done by College office staff without any delay. College gives the responsibility to the Cleaning and Discipline Committee to look into the maintenance of academic and other facilities.

<https://sngcollege.in/PDF/POLICY%20FOR%20INFRASTRUCTURE%20MAINTENANCE.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Aid Fund	26	26000
Financial Support from Other Sources			
a) National	S.C., S.T., O.B.C., Scholarships, Scholarships from religious trusts and charitable trusts, Association of Non-Govt. Colleges etc.	461	3958623
b) International	N.A	Nil	0

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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Communication and Personality Development	05/05/2019	17	Language Club
Certificate Management and Soft Skills (CMS )	06/06/2019	71	TISS (Tata Institute of Social Sciences)
Export and Import	06/06/2019	25	TISS (Tata Institute of Social Sciences)
Digital Marketing	06/06/2019	22	TISS (Tata Institute of Social Sciences)
Entrepreneurship	06/06/2019	1	TISS (Tata Institute of Social Sciences)

Banking and Financial Services	06/06/2019	70	TISS (Tata Institute of Social Sciences)
Personal counselling Mentoring	06/06/2019	1514	All Mentors
Yoga	21/06/2019	30	Isha Foundation
Bridge Course	03/07/2019	253	Department of Mathematics
Career guidance and training through Techno Serve Solutions	30/07/2019	100	Technoserve
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Counselling Session, Pre Placement Training etc.	Nil	442	Nil	45
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
ICICI, Kotak, HDB, Reliance, Sutherland, Policy Boss, Meganet, Just Dial, E-Clerx, Conneqt, Bharati Axa	100	45	No Records Available	Nil	Nil

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Andromeda

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	8	B.A.F.	B.A.F.	SREE NARAYANA GURU COLLEGE OF COMMERCE	M.COM
2020	2	B.A.F	B,A.F	SST College and IDOL	M.Com
2020	1	B.M.S	B.M.S	WELLINGKAR INSTITUTE	M.B.A
2020	17	B.B.I	B.B.I	SREE NARAYANA GURU COLLEGE OF COMMERCE	M.COM
2020	1	B.B.I	B.B.I	IDOL	M.Com.
2020	3	B.Sc. I.T.	B.Sc. I.T	Ruia College, IDOL	MSC-IT
2020	2	BSC IT	BSC IT	Bharti Vidyapeet, Sterling Institute	MCA
2020	1	BMM	BMM	VES COLLEGE OF LAW	LLB
2020	2	BMM	BMM	RJ COLLEGE AND SVKMS	M.A

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	Nil
No file uploaded.	

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

Activity	Level	Number of Participants
Sanskriti (Intra-Collegiate Competitions)	College	572
Annual Day	College	121
Annual Sports Meet	College	472

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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	NA	National	Nil	Nil	Nil	N.A
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council for the year 2019-20 has been formed by following the guidelines issued by University of Mumbai and Maharashtra 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 is as below. 1 Principal -- President 2 Faculty in charge - NSS Member 3 Faculty in charge - Sports Member 4 One Sr. Teacher, nominated by the Principal -Member 5 Student representative -General Secretary 6 NSS representative Member 7 Sports representative Member 8 Girl representative Member 9 SC/ST/DT/NT/OBC representative Member 10 All class representatives Members The major responsibility of members of the Students council is to understand and collect the problems of students and to discuss with committee and solve it. In the year 2019-20 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 it Annual Day, Cultural week, talent hunt, prize distribution ceremony, etc. were also well organised by the student council. College also forms Core Committee of students consisting of 12 members who gets the chance to actively participate in major activities of College like research and academic activities. The Core Committee assist in organising Research Seminars, Workshops on IPR, Degree Distribution Ceremony, preparation for NAAC Peer Team Visit and various other academic activities. The College has a vibrant Movie Club has conducted the events of exhibiting the documentary films and the students of B.M.M. (Bachelor of Mass Media) has launched the magazine "Brahamstra". The student's participation in Placement and Career Guidance Committee and Language Club has boosted the confidence of the students and inculcated leadership qualities. The students are also the members of IQAC, CDC, Discipline Committee, WDC, NSS, Sports, Cultural, Students' welfare committee, Internal Complaints Committee, Canteen committee etc.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The alumni association of the institute is established in the academic year 2014-15, 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. 9.To assist and guide students and ex-students of the Institute for anti-ragging, and any other anti-social activities. 10.To help towards preservation of the environment, pollution control activities against air, water and sound by street play, demos, and all possible ways of social awareness. 20. To arrange social awareness programs such as blood donation, health check-up etc. Sighting the above objectives, the Alumni Association contributes in many ways for the development and betterment of our Institute. Students and institutes are benefited in various fields such as student placement, training, expert lectures, career guidance sessions, Industrial visits and mentoring. We conduct alumni meet every year for the engagement of alumni. It is our aim to develop everlasting relations with our alumni which in turn will give rise to mutual benefits.

5.4.2 – No. of enrolled Alumni:

109

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

34845

5.4.4 – Meetings/activities organized by Alumni Association :

1

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

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

1. Internal Decentralization: • The Principal with the help of senior teachers and IQAC plans the academic and administrative activities for the smooth conduct and continuous progress of the college both for the Teaching and Non-teaching aspects of college functioning. • IQAC has the freedom to formulate quality policies and its implementation which are discussed at the various levels of meetings and with the support of management the objectives are achieved. • Program Coordinators have the freedom to plan and implement various academic and other activities which are discussed in Departmental and IQAC Meetings. • A large number of issues are discussed during staff meetings, giving the scope for collective thinking and decision making. All the staff members share their ideas and opinions on the various functions related to academic and co-curricular activities. The participatory approach of Management is perceptible as many times the President of the Management attends the staff meeting and actively participate by encouraging the staff members for sharing their opinions for the betterment of all the stakeholders. • The committee members call their respective committee meetings for planning and executing the various activities related to the committee. Every committee has one committee chairperson along with faculty members and wherever necessary, the students representatives are also members of that committee. Students are contributing by giving their suggestions as inputs for decision making. Meetings with parents with teachers give the empowerment to the parents to share their views on the facilities provided by the College and the collected feedback is shared with the Program Coordinators and Principal. The employers who visit the College during Campus Placement are also sharing their feedback with the Placement committee. The students' council serves as a good interface between college authority and students. • Inputs from Alumni help in planning

activities for the students such as Industrial visits, Internships and placement. Faculties participating in various Seminars, FDPs, University meetings, Committee meetings etc. share their experiences for bringing further improvement in functioning of the College. 2. College Development Committee (CDC): • CDC has been constituted as per the guidelines and notices issued by University of Mumbai, where the representatives from Management, Teaching, Administration, students' body, alumni, IQAC Coordinator, Program Coordinators and representative from society are the members. All the representatives collect the feedbacks and suggestions from stakeholders to whom they represent and discuss the matters in the CDC meeting and all the decisions of the CDC meeting related to financial subjects, budget and other actions on various substances are taken by considering all the suggestions given by the members. All major decisions of College administration is discussed in passed in CDC meeting

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	The College regularly updates the systems and confirms that the latest versions are utilised in the required manner. There is separate budget for the library and other infrastructures and the budget utilisation is done efficiently.
Research and Development	The College has appointed Research Committee and the committee conducts seminars and workshops on research for the faculties and students.
Examination and Evaluation	Examination Committee strictly adheres to the academic calendar for conducting of internal examinations. The semester end examination is decided by the University. There is Centralised Assessment Program where all the faculties evaluate the answer papers in the centralised examination room. The examination papers are given to the faculties after maxing it to confirm the transparency and accountability. The students are allowed to apply for photo copies of assessed answer books and also for verification and revaluation.
Teaching and Learning	The College takes utmost care of the teaching and learning methodologies and sees that all the faculties are making best use of ICT as the tools of teaching. All the classrooms are wifi enabled and provides projectors and laptops to the teachers for teaching. 3 classes are equipped with Intelligent

	panel (Smart Board) and is planning to make more number of smart boards in other class rooms too.
Curriculum Development	The institution collects the feedback from all stakeholders, analyses it and the conclusions are discussed in IQAC and CDC meetings. Since, the College is affiliated to University of Mumbai the curriculum design is not in the control of College, however, College is developing its own course contents and introduces in the form of certificate or diploma programs.
Human Resource Management	The staff appointment is done by following proper selection process, i.e., conducting proper interviews by duly constituted Interview Panel. The policies are also framed by keeping in mind the motivation factors of the staff.
Industry Interaction / Collaboration	The College develops the linkages with the industries for the industrial visits and students' internships. Every year various departments take the students on study tours.
Admission of Students	Students admissions are done by strictly adhering the rules and procedures stated by Government from time to time. The College appoints admission committee, which is responsible for the entire process of admission. Help desk is also provided for the students for filling up admission forms and for taking admission.

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

E-governance area	Details
Planning and Development	The College has purchased Qualcampus software from QualSoft Company, containing all the required tabs/modules to make proper teaching and other plans along with the option of giving assignments to the students. Apart from that it is having Activity Management and HRMS which helps to implement the planned activities.
Administration	The System has fully automated feature of administration work including admission, students' details, SMS, emails, etc.
Finance and Accounts	Tally is used for Finance and Accounts. Documents are properly updated on time.

Student Admission and Support	Students fill admission forms online by uploading all the necessary documents. After submitting the details on the admission desk students pay the fees.
Examination	All the details of the examination are incorporated in the examination module. This module helps to keep the track of the students' progression and gets updated on timely basis as per instructions from University if there is any change in the Grading or Scaling system.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr.Sumi Nijith	Paper presentation	Dr.Babasaheb Ambedkar college,Chembur	1200
2020	Mrs.Lakshmi chaya Kale	Paper presentation	Dhanasree publications	3000
2019	Mrs.Prasadhini Gautham	Faculty training programme	KC College,Mumbai	200
2019	Mrs.Lakshmi chaya Kale	Seminar attended	Sree Narayana Guru college/Ajanta Prakashan	600
2019	Mrs.Naveena Suresh	Seminar attended	Sree Narayana Guru college/Ajanta Prakashan	600
2019	Ms.Roslin Swamidasan	Research methodology in social science Workshop	Indian Council of Social science research	200
2019	Mr.Iyer Parameswaran	GST syllabus revision workshop	Chandrabhan Sharma college,Powai	400
2019	Mr.Mohammed Jabir	GST syllabus revision workshop	Chandrabhan Sharma college,Powai	400
2019	Mr.Iyer Parameswaran	Seminar attended	Sree Narayana Guru college/Ajanta Prakashan	600
2019	Ms.Khan	Seminar	Sree Narayana	600

Rasheeda Bano

attended

Guru  
college/Ajanta  
Prakashan[View File](#)

## 6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Session on How to write Research paper? for inhouse faculties.	NA	11/12/2019	11/12/2019	30	Nil
2020	Training for faculties in data analysis (Binary Cementic Ltd.)	Training for faculties in data analysis (Binary Cementic Ltd.)	20/01/2020	20/01/2020	22	6
2020	Workshop on IPR and Its role	Workshop on IPR and Its role	06/03/2020	06/03/2020	30	5
2020	Online Webinar on Powtoon, an innovative way of presentation	NA	02/05/2020	02/05/2020	30	Nil
2020	Online Webinar on Mastering the Power-point and presentation skills	NA	13/05/2020	13/05/2020	30	Nil
2020	National Webinar on Use of latest plagiarism in research paper writing in	NA	14/05/2020	14/05/2020	30	Nil

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
E-learning toE-Training	1	25/05/2020	03/06/2020	07
Research Methods and Techniques	1	24/04/2020	01/05/2020	07
Faculty Development Program	1	18/04/2020	21/04/2021	04
Effective teaching tools to teach millennial learner	1	27/04/2020	02/05/2020	06
RTools SPOken Tutorials between	1	20/04/2020	30/04/2020	07
3 days FDP program on Online college management and online content creation	1	01/05/2020	03/05/2020	03

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
30	33	22	22

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
? To participate in seminars, workshops, refresher courses and orientation programmes. ? To pursue research for higher degree such as Ph. D. ? To take membership of professional and academic bodies and associations. ? To present papers in different seminars/confer	? Encouraged to pursue and obtain higher qualification. ? Nonteaching staff who are qualified for teaching are given chance to take lectures in aided as well as unaided section of degree college on CHB /Part time / Full Time Basis. ? Provision of medical insurance ?	? Providing Financial support ? Encouraging the students to participate in seminars and conferences by contributing research papers ? Providing mentoring and personal counselling ? Participation in various committees and bodies. ? Assisting /guiding the

ences/workshops and publish papers in peer reviewed journals of national and international repute. ? To apply for minor and major research projects of UGC and other funding agencies. ? To take effort for organizing seminars and workshops. ? To organize workshops whenever there is change in academic curriculum. ? Providing broadband facilities in the library. It also subscribes to latest and reputed journals and periodical so as to keep pace with the latest development in various subject areas. ? Providing Computer Lab, Projectors as well as LCD's for the professional development of its faculty and for quality teaching. ? Providing well equipped Auditorium to conduct workshops and seminars. ? Provision of medical insurance ? Sanctioning medical leaves ? Sanctioning 06 months paid maternity leaves to female staff and if required extra leaves.

Sanctioning medical leaves ? Sanctioning 3 months paid maternity leaves to female staff and if required extra leaves. ? Provides festival allowance. ? Staff loan facility ? Children of non Teaching staff are given fee concession when they take admission in same institution.

students to get . scholarships from Muslim trust as majority of our students are Muslims

#### 6.4 – Financial Management and Resource Mobilization

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

The mechanism for internal and external audit is as follows: 1. Appointment of internal and external auditors by the governing council of the College. 2. The internal audit is carried out by experienced and qualified people appointed by the management. 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 financial year 2019-20. 6. There are no audit objections. 7. Periodical audits are conducted by the Joint Director of higher education, and Government of Maharashtra.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
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Social Welfare Department of Govt. of Maharashtra, Religious Trusts, Seth Bhojraj Hassomal Charitable Trust, ANGC, College Students Aid fund	3984623	Students Welfare
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

2591142
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### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	No	Nil	Yes	IQAC

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

<p>1. Conducted orientation for parents in the beginning of the year and suggestions were provided by parents. 2. Conducting meetings at regular intervals and WhatsApp group has been formed. 3. Feedback was analysed related to curriculum and other aspects .</p>
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6.5.3 – Development programmes for support staff (at least three)

<p>1. Training and workshops 2. Medical Insurance 3. Advance Salary if required.</p>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<p>1. Started Certificate courses on Communication Skills along with skill development courses of NUSSD (National University of Students Skill Development). 2. Online Teaching by using ZOOM and Google Class room platform. 3. Enhanced infrastructure in new building.</p>
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6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Certificate Course Communication Skill and Personality Development	02/05/2019	02/05/2019	10/09/2019	42
2019	visit to	19/07/2019	19/07/2019	19/07/2019	15



	Barclays				
2019	Career guidance and training through Techno Serve Solutions	30/07/2019	30/07/2019	31/12/2019	100
2019	Certificate Course in Spoken English	05/12/2019	05/12/2019	15/02/2020	90
2019	Session on How to write Research paper? for inhouse faculties.	11/12/2019	11/12/2019	11/12/2019	30
2020	Training for faculties in data analysis (Binary Cementic Ltd.)	20/01/2020	20/01/2020	20/01/2020	22
2020	Campus Placement	24/01/2020	24/01/2020	24/01/2020	235
2020	Alumni Meet	08/02/2020	08/02/2020	08/02/2020	171
Nil	Visit to Yusuf MeharAli Centre	12/02/2020	12/02/2020	12/02/2020	351
Nil	National Level Multidisciplinary Seminar was conducted on "Changes in Economic Policies in India since 2014"	22/02/2020	22/02/2020	22/02/2020	44

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male

Essay writing and Debate Competition	24/12/2019	24/12/2019	22	Nil
Poster Making Competition	11/01/2020	11/01/2020	5	4

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

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

The College does not have sources for alternate renewable energy, however, the maximum number of LED lights are used to save the electricity consumption and around 80 of total LED lights are installed. Based on Energy audit the College takes all the precautions to save the energy.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	Yes	3
Ramp/Rails	Yes	3
Rest Rooms	Yes	3
Scribes for examination	Yes	3
Any other similar facility	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	1	29/07/2019	50	Swatch Bharat Abhiyan	Conducted many activities like demos, best out of waste, cleaning of campus, creating awareness etc.	150
2019	Nil	1	26/09/2019	1	Blood Donation	In association with Rajawadi Blood Bank 73	73

2019	Nill	1	26/09/2019	1	Eye Checkup	People were made aware	10
2019	Nill	1	26/09/2019	1	Health, dental check up and Thalassemia testing	People were made aware about their health and motivated to go for health check up	152
2019	1	Nill	01/12/2019	8	AIDS Awareness activities	Students displayed the placards and slogans regarding HIV/AIDS awareness on the streets of Govandi and Chembur. During the rally, street play was also performed at Ghatla village and Shatabdi Hospital to generate awareness in the society.	150
Nill	1	Nill	01/07/2019	5	Tree Plantation	People were informed about the importance of environment and planted the	103

trees.

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

Title	Date of publication	Follow up(max 100 words)
Handbook on Code of Conduc	06/06/2019	<a href="https://sngcollege.in/PDF/code-of-conduct-for-staff.pdf">https://sngcollege.in/PDF/code-of-conduct-for-staff.pdf</a> The booklet is containing code of conduct for faculties and students which was prepared in the year 2014-15. It has been uploaded on College web site (Link is provided as above) and the care is taken that all the faculty members and students are adhering to the code of conduct mentioned in the booklet

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2019	15/08/2019	500
Republic Day	26/01/2020	26/01/2020	500
Joy of giving	16/01/2020	16/01/2020	700

[View File](#)

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

1. Plastic Free Campus 2. Green Landscaping with Trees and Plants. 3. Paper Less Office 4. Encouraging students and faculties to make use of bicycles or public transportation. 5. Compost pit

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

1. Title: Employability Skills and Personality Development Objectives: 1. To inculcate the employability skills among the students. 2. To boost the confidence 3. To encourage the leadership empowerment among the students. The context: It is the practice of the College to collect the feedback from students on various aspects and syllabus contents is one of the factors. Since, College is affiliated to University of Mumbai and syllabus is formed by the University for all affiliated colleges, we also follow the same pattern. However, our faculties discuss the feedback of the students in the workshops arranged by the University on revision of syllabus. College is providing certificate and add-on courses on various aspects for the students where they want elaboration. College also offers the Foundation and Diploma programs in association with TISS (Tata Institute of Social Sciences) under the banner of NUSSD (National University Students Skill Development). College also conducts the free certificate courses on Communication skills and Personality development conducted by Language Club of the College. In the year 2019-20 the College continued with the same along with one additional tool of providing job opportunities to our students by entering into MoU with Tehcno-Serve Consultants, who offer the training to the students, develop their overall

personality and make them employable by learning how to crack the competitive examinations and interviews at various levels. The College has entered into MoU with Techno-Serve Consultants who provide free training of 100 hours to the students by appointing the experts as part of their CSR activity. The aim of the Techno-serve is to provide the right jobs to the deserving candidates, by making them employable through proper training and by empowering the students thorough novel environment of learning the skills. The experts from Techno-Serve visits the College and cater the students by providing the programs of learning of employable skills after the regular lectures. They keep orientation programs for all the students by approaching each and every class of final year student from all the programs. They keep the door open for all students for registration for 100 hours training and give them the chance to appear for the interview with the companies invited by them. The training involves analytical, logical reasoning, English, Group discussion and personal grooming. During the training the modern methods of teaching and learning are expended to the great extent to make the students more aware about the job markets and the needs for the same. The experts apply the flexible approach with the students to make them comfortable and confident in the areas of suitable career for them.

Evidence of success In the year 2019-20, two training sessions took place of 100 hours where in which 65 students got benefited in first batch and 35 students in the second batch. Central Line Intercollegiate Job Fair2020 went on successfully on 24th January, 2020 where in which the companies like ICICI Bank, Kotak, HDB, Reliance, Sutherland, Policy Boss, Meganet, Just Dial, E-Clerx, Conneqt, Bharati Axa Insurance, Andromeda etc visited our Campus for Campus recruitment. Our College became the host for the first time for this event where total 235 students from 14 colleges for Central line of Mumbai participated. 45 students from our College got selected by these companies. The feedback which was collected by Techno-serve from the students show the degree of satisfaction and even the interaction of College Placement Committee with the students confirmed the same. Problems encountered and resource required.

The training session is in addition to the regular academic programs, where students need to appear for internal examinations and submission of projects which are mandatory from University, however, the timings for the 100 hours training were made accordingly, but still the problem of attendance was noticed during the period of internal examination and during the days of preparing and submission of assignments. 2 Title: Green Initiatives to protect the environment for better tomorrow. Objectives: 1. To Protect the environment from degradation 2. To make the students aware about the environment and its role 3.

To inspire the students to take active part to save the nature for better future. The context: It's the moral obligation of the human being to preserve the environment for better future. NSS unit of the College has taken various initiatives on this regard and the Nature Club is one of the outputs of the same. Nature club is comprising group leaders and students with open and voluntary entry. The Nature Club organises various workshops on creating environment awareness among the students and in society as well. The initiatives are extended to plant the trees in the campus of other educational institutes. The compost pit was repaired and made re-usable once again effectively with the efforts of the club. The practice The NSS unit has taken various initiatives for the protection of environment and forms the separate club called as Nature Club in the beginning of the year. The voluntary membership of the same is open to all the students. Nature Club organises various workshops on creating the awareness about the importance of environment and also focuses on how to protect it for better future. In association with locals of nearby areas of the College, the poster exhibitions, skit programs etc are taking place by the Club members. In College 80 of the total lights and bulbs are LED and at the earliest it would be 100. The Compost pit installed near canteen has been repaired and made it re-usable for converting the wet waste into compost for gardening purpose. The students along with couple of

teachers visit some of the educational institutions for sharing their views on protection of environment and plants the trees with the permission of authorities in the campus of the institutions. The Club conducts Poster competition, debates and other activities at College level with the aim to make the students sensitive about safeguarding the environment. Evidence of success The process is ongoing and the feedback from students shows that how sensitive they became about the protection of the nature. The Club members have visited institution such as Children's Aid School Anushakti Nagar, Mankhurd, Usmaniya High School Shivaji Nagar, Govandi, Shivam Vidyamandir High School Lallubhai Compound, Mankhurd, Sharad Acharya School Vashinaka, Chembur, St. Catherines High School Andheri, Chembur High School Chembur Naka, Sree Narayana Guru High School, SNGHS, Chembur Chota Kashmir Goregoan 110 saplings have been planted in the year in all the above institutions with creating of awareness among thousands of the students and citizens. The initiative taken by the NSS unit was highly appreciated by the locals of the nearby areas of the College and the parents of the students. Problems Encountered and Resources Required Planning of the activities and implementing the same requires lot of efforts and time to be devoted by students as well as faculties The compost pit requires the regular maintenance by trained staff or skilled manpower on regular basis to take care of the pit. The audit of the energy and environment couldn't take place however, it is planned by following all the formalities and procedures.

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

<https://sngcollege.in/PDF/Best%20Practices%202019-20.pdf>

### 7.3 – Institutional Distinctiveness

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

Sree Narayana Guru College was established with a mission of providing "Quality education to all irrespective of caste, creed, socio-economic status and uplift the poor and downtrodden and Enhancing the personality by fostering moral and ethical values and to produce dynamic and able minded youth" and College always perform according to its vision. The College functions on the principles and philosophy of Sree Narayana Guru who propagated human equality and universal brotherhood. The College never shows any kind of discrimination to any particular student and welcomes all with equal respect and dignity. The institution put all possible efforts to serve the locals of the surrounding areas by providing quality education along with employable skills through free certificate courses in association with Tata Institute of Social Sciences (TISS) and also design the special courses for the overall personality development of the students. With the hard efforts of College Management during the year 2016-17 and 2018-19, 182 students got selected by Manappuram Finance Limited for Grade 2 and Grade 3 officers posts. 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. Sree Narayana Mandira Samiti provides scholarship of Rs.1,00,000 every year to 4 deserving students of final year under Founder Members Merit Scholarship. The college shows pride in saying that our efforts have definitely uplifted the lives of several families especially those who were underdeveloped and deprived from pursuing higher education.

Provide the weblink of the institution

<https://sngcollege.in/PDF/Institutional%20Distinctiveness1.pdf>

### 8.Future Plans of Actions for Next Academic Year

Strengthening the use of ICT in teaching and learning process by introducing the system of recording of lectures and sharing with the students through digital platform. 2. Introducing the Skill based courses in association with TISS (Tata Institute of Social Sciences) under the scheme of NUSSD. 3. Organising International Level Seminar on current issues. 4. Encouraging the departments to organise webinars on various topics at University, State, National and International Level. 5. Digitisation of Academic Dairies by introducing the system of updating the regular reports on Academic and Administrative work by faculties on Google Drive. 6. Providing training to the staff on various digital mode of teaching and learning process.