YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	K.J.SOMAIYA COLLEGE OF ARTS AND COMMERCE
• Name of the Head of the institution	Dr. (Mrs.) Veena Sanekar
• Designation	Principal (In-Charge)
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	02221023650
• Alternate phone No.	9819358456
• Mobile No. (Principal)	9819358456
• Registered e-mail ID (Principal)	principal.kjsac@somaiya.edu
• Address	K J Somaiya College of Arts and Commerce, Vidyanagar, Vidyavihar (East), Mumbai
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400077
2.Institutional status	
• Autonomous Status (Provide the date of conferment of Autonomy)	03/11/2011
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Grants-in aid**
• Name of the IQAC Co-ordinator/Director	**Dr Satyawan S Hanegave**
• Phone No.	**02221022915**
• Mobile No:	**9920387557**
• IQAC e-mail ID	**iqac.kjsac@somaiya.edu**

3.Website address (Web link of the AQAR (Previous Academic Year)	https://kjsac-sr.s3.ap-south-1.amazonaws.com/IQAC/KJSAC+AQAR+REPORT+2019-20.pdf
4.Was the Academic Calendar prepared for that year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://kjsac-sr.s3.ap-south-1.amazonaws.com/ACADEMICS/Academic+Calendar+2020-21+24-Jan-2022+20-31-39.pdff

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**NA**	**2004**	**08/01/2004**	**03/01/2009**
Cycle 2	**A**	**3.27**	**2010**	**04/09/2010**	**03/09/2015**
Cycle 3	**A**	**3.33**	**2016**	**16/09/2016**	**15/09/2021**

6.Date of Establishment of IQAC	**04/09/2004**

7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
K J somaiya College of Arts and Commerce	**CPE**	**UGC**	**27/05/2016**	**11000000**

8.Provide details regarding the composition of the IQAC:

• Upload the latest notification regarding the composition of the IQAC by the HEI	[View File](#)

9.No. of IQAC meetings held during the year — 5

• Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded

10.Did IQAC receive funding from any funding agency to support its activities during the year? — No

• If yes, mention the amount	

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

1.Curriculum Enrichment Initiatives through BOS

2. Teaching and Learning Strategies Enhancement Initiatives

3.Capacity building of the Teacher and Non Teaching through Self Appraisal System

4. Mentoring and Training Learner through the various Committees and Clubs like EDC, Competitive Examination Guidance Cell, Cultural Forum, Sports and Gymkhana, Department of Life Long Learning, NCC and NSS.

5. Documenting and compiling of the various statutory reports of the institution such as IQAC Annual Reports, AQAR Reports, Autonomy Progress Reports, Academic Audit Report, etc.

12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
Adding value to the personal, social and professional perspectives of the students by furthering value-based programme as compulsory paper in all UG Programmes.	Various Departments have designed the certificate and diploma courses to add the values to the existing curriculum.
PG courses proposed in Economics, Political Science, Management and Master of Social Work (MSW).	The programs in these disciplines are in pipeline as the matter has been escalated at the BoS and Academic Council.
Providing avenues for employment/ self-employment to students through skill development certificate course in: Journalism, Creative Writing and Proof Reading, Translation Skills, Photo Journalism, Soft Skills and Spoken English, Financial Entrepreneur-Shares, Commodities and Insurance, Ethics and Civics, Statistical Research Tools, Choice Based Credit System, Interdisciplinary and Cross Credit in UG courses.	The certificate courses and diploma courses to enhance the life skills are implemented by the Economics, English, Gujarati and Sanskrit Department
Initiatives will be placed to enhance the quality of MoU's / Collaborations/Linkages with different industries, institutes for research, field projects, student trainings, teacher training and exchange to create academic and research opportunities for the students as well as the teachers	In order to promote research in the institution, a Research Dean is appointed to sensitise and train the young scholars, seed money is allocated to the researchers and a research policy is framed. Thus, a ground work to proceed for the signing of the MoUs with National and International orgnaisation is set.
Goal oriented efforts will be executed in organising seminars/workshops/conference in collaboration with eminent organizations to boost the research skills among students	The induction program and the Seminars and Conferences on the various NAAC related criterion and quality enhancement workshops are conducted.

and teachers	
Remedial Coaching in Business Economics, Mathematics, Accounts and English will be made formal and regular feature of teaching and learning.	Informal remedial coaching is in progress
IQAC will give consultancy under UGC Paramarsh to the selected colleges	IQAC has been giving consultancy to mentee institutions under Paramarsh
A pioneer in developing and implementing community service	The Community services through DLLE, EDC, NSS and NCC are taken

13.Was the AQAR placed before the statutory body?	Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
IQAC Annual General Meeting (IQAC AGM 2021-22)	27/11/2021

14.Was the institutional data submitted to AISHE ?	Yes

- Year

Year	Date of Submission
24/01/2020	24/01/2020

Extended Profile

1.Programme	
1.1 Number of programmes offered during the year:	28
2.Student	
2.1	5140

Total number of students during the year:	
2.2 Number of outgoing / final year students during the year:	**1824**
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	**10174**
3.Academic	
3.1 Number of courses in all programmes during the year:	**520**
3.2 Number of full-time teachers during the year:	**60**
3.3 Number of sanctioned posts for the year:	**64**
4.Institution	
4.1 Number of seats earmarked for reserved categories as per GOI/State Government during the year:	**00**
4.2 Total number of Classrooms and Seminar halls	**31**
4.3 Total number of computers on campus for academic purposes	**73**
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	**? 12,189,860.10**

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The college constantly strives to fulfil its institutional vision – that of providing opportunities to students to pursue education which will culminate into a mind that researches and aims to achieve excellence. The College offers a wide variety of Under Graduate, Certificate courses and is also a Research centre for Ph.D. Programs. The pool of self-financing programs like PG programs in English, Marathi, Philosophy, History, Psychology (Industrial Psychology) &Sociology, BBI, BMM, BFM, BMS BIM & BAF has been introduced to cater the specific demands of the industry. The college introduces new curriculum after every three years. The college takes up regular revision of courses every year. The college on the basis of feedback of industry experts, students, alumni and faculty members assesses the existing curriculum and remove/delete /or add/include and update the components of curriculum from time to time. Every course designed upholds the values, interests, cultures of the society. The college involves industry, research bodies, subject experts, students, alumni and society in curriculum design and development to ensure relevancy and industry readiness of its programmes.The courses focus on national integration, cultural heritage, gender, environmental and other social issues. With the subject comibation of 520 courses, college offerd in BA program with specialisiation in 11 subjects at UG level, 6 MA programme at PG level and Advanced Accountancy in Mcom, along with regular BA, Bcom and other undergraduate programmes. Our college is also offering certification in Kautilya Arthshastra which train students in administration. The college has also introduced foreign language (Japanses & french) certificatr courses in order to develop linguistic skill to cater global need. In order to tackle stress issues of learners during pandemic, college has also introduced certificate course on Meditation. This course helps in improving mental health, increases concentration power & improves decision making skill among students. These courses provide a professional edge to the students enhancing their employability. Value Education course sensitizes the students to various social issues and encourages them to deliberate and suggest ways to tackle them. Environmental Studies highlights the importance of environmentalconservation and sustainable development, a need urgently felt from the local to the international level. Personality Development and extension activities such as NCC, NSS,DLLE Students Service for the Differently Abled, Cultural Forum & EDC etc. grooms the students into responsible citizens for employment and life outside the institution. The postgraduate

programmes are enriched with intense curriculum and rigorous training for advanced research.

International Needs -The Language courses impart communication skills in global languages such as English, Spanish, German , Japanese and French. Computer Applications in Bcom programme and soft skills training equips the students with employability skills required at the international level. Courses on Social health, Political Economy of Globalisation, Introduction to econometrics, Research methodology in social science etc. which have value at the international level for both higher education and employability are offered to the students at the undergraduate and postgraduate levels.Similarly Accountancy & commerce course focuses on equipping students to accept the challenges of globalisation in the fields of accounting, management, business, marketing and HR. Similarly course on Philosophy acquaint students with the different religious and secular approaches to the environment.Our college provides academic flexibility wherein studetns can also opt for courses like Athletics, Football, Badminton, Sqaush & taekwondo as a part of curriculum. Our campus is having well equipped sports infrastruture & trainers so we can train our students to represent our country at national & international level.

National Needs Courses such as Enivornemtnal studies, Ancient Indian Sciences in Sanskrit, Sports, Indian Economic Thought, Foundation course etc., promote national integration and address issues of concern at the national level. Extension activities such as NCC, NSS, etc., promote national consciousness and prepare the students to be responsible citizens. PG & UG courses lay foundation for students to build careers in administration, law, academia, media, corporate world and Defense services that subsequently contribute to the development and progress of the country. A sound foundation in the Lifespan Development course in Psychology will prepare Psychology professionals to deal with issues of larger population. Similarly a course on Accountancy can help to build up entrepreneurship , management, marketing, organisational and human practices skills and pursue careers in the said domains. This course can help to pursue professional course like Chartered Accountant which is the most sought after career in India. Hindi and Sanskrit courses provide the necessary language skills and promote national culture.Also the program of journalism helps students to develop many communication skills through reporting, interviews, proof reading, editing, etc.

Regional Needs - BA English course fills in the gap of training students of vernacular media in English proficiency, which eventually leads to multi-fold job opportunities. Gujarati & Marathi courses also address regional needs. With the implementation of translation course, it enhance the skill of translation and also learn about different regional languages. Courses in History, Political Science, Economics and other disciplines highlights the regional issues & policies on the same.

Local Needs: The financial capital, Mumbai, with numerous multi-level organisations, requires workforce with expertise in English & Finance & accountancy, which undergraduates in English, Economics & commerce fulfill. Similarly other languages like Marathi, Hindi & Gujrati which has the addition of Lok-Sahitya (Folk Literature) and different linguistic Dialect, students can understand their responsibility as citizen to save folk heritage and culture.Similarly course on Philosophy helps to identify ethical issues that arise in contemporary society in the area of health, medical technology and sexuality. NSS, NCC & associations provides the students an opportunity for service learning and involve in extension activities. The extension activities help the local community through various awareness camps and programmes. Gujrati & Marathi are offered as courses in curriculum which promotes local language and culture. Marathi is also essential for employment in Maharshtra state government.

File Description	Documents
Upload additional information, if any	[View File](#)
Link for additional information	https://kjsac.somaiya.edu.in/en/syllabus

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

15

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	[View File](#)
Details of syllabus revision during the year	[View File](#)
Any additional information	**No File Uploaded**

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development

offered by the Institution during the year

29

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	View File
MoUs with relevant organizations for these courses, if any	**No File Uploaded**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

78

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

25

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human

Values, Environment and Sustainability, and Human Values into the curriculum

The curricula include courses that integrate cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics.

Professional Ethics: Courses such as Languages, Soft Skills, and certificate course on Kautilya Arthshastra inculcate leadership, communication, time management and other professional qualities in the students. A number of courses are offered which also impart domain specific professional ethics such as Industrial Psychology, Journalism, creative writing etc. To exemplify, Certificate courses on Varta Lekhan & How to read a film help in developing professionalism among students who wish to pursue career in Mass media. Sports as a part of curricular activtiy helps in building a Internships and project works are integral part of the curricula which foster professional ethics among the students.The language courses not only plays a pivotal role in enhancing linguistic competence but also is instrumental in inculcating core universal values like truthfulness, kindness, honesty, law, justice, patriotism, humanism etc.Students are sensitized about gender issues by its integration into the curricula.

Gender:As part of the Value Education course & curriculum of UG & PG course teaches the students concepts related to gender equality and discusses women's issues through texts and case studies. Women Development Cell, DLLE, NSS through their various activities like guest lectures, talk on health & hyigene, Laws to protect women rights helps in gender sensitization not only among female but also among male students. Gender budgeting as a part of our government policy is also discussed among students as a regular curriculum activity. Environment & Sustainability: Environmental Studies course is offered to all the undergraduate students highlighting the major environmental issues faced by us and emphasizing the importance of sustainable development. Courses such as Growth & development in Economics, Sociology, Languages integrate environmental issues from an interdisciplinary perspective. TYBA syllabus of Sanskrit course is revised to creat awareness about environment and the effect of Pandemic on environment for e.g. Bhumi sukta as a topic in syllabus. Field visit conducted by self financing courses, Sociology, Economics & EVS helps in giving practical experience on enviornmental degradation & helps them to realise importance of sustainable development. Green audit is also conducted every year wherein students volunteers assist in data collection. Such activity

gives them hands on training on data collection related to enviornment & realise importance of gree audit & green technology.

Human Values: Value Education offered as a mandatory course to all the undergraduates stresses on human values, ethics and societal issues. The curricula offers a wide variety of courses with emphasis on human values such as Human Rights, Philosophy of Human Rights, Media Ethics and Human Rights, Sensitization to Social Issues, Community Sensitization, Social service for Differently Abled. Extension activities conducted by NSS, NCC & DLLE helps in emphasising the importance of social work. Team work helps to imbibe human values like kindness, patriotism, love for nature etc. Along with regular program, certificate course on Meditation helps in self realisation & appreciating importance of Yoga for happy & healthy human life.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	**No File Uploaded**
Any additional information	**No File Uploaded**

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

06

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

155

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

107

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://kjsac.somaiya.edu.in/en/reports?report=SSS
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following

A. Feedback collected, analysed and action taken made available on the website

File Description	Documents
Provide URL for stakeholders' feedback report	https://kjsac.somaiya.edu.in/en/reports?report=SSS
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

5140

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Academic year 2020-21 was started with a pandemic and lockdown. The teaching - learning process shifted to online mode. Teachers were using various platforms like zoom, MS-team, google meet for delivering the lecture depending on the student's strength and the availability of the network. There were training sessions arranged for the students to make them familiar with the online teaching - learning process. Teachers have also formed the whatsapp group and the telegram group to be in touch with the students. Teachers were also available on phone to help the slow learners. The remedial lecture were arranged for the students who find the difficulty in understanding the topics with the regular students and the students who couldn't in exam. College has created support system for these students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/05/2021	5140	60

File Description	Documents
Upload any additional information	[View File](#)

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:

Year 2020-21 was the year affected by the pandemic and lockdown. During this lockdown too lockdown all the departments took efforts to enhance online teaching learning experience. Teachers were using various platforms like MS teams; Google meets and zoom for conducting online classes as per the student's convenience and available bandwidth for the students. Teachers were in touch with the students through emails, WhatsApp groups and telegram groups and solving the issues related to syllabus as well as the stress generated due to pandemic. As field visits and industrial visits were not allowed during this year due to Covid-19 norms, teachers were using online tours of the places and the recorded videos of the same to make students understand the process . Conducted online PPT competitions, group discussions in break out rooms and the online tools to make teaching- learning process more interactive.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Year 2020-21 was the complete online mode teaching learning process due to pandemic and lockdown and teachers took a lot of effort to make the online teaching learning process more interesting and interactive. Teachers were using ppt, white board, one note applications to teach students effectively. Accounts and Maths teachers had also used the digital slates to give the feel of blackboard writing to the students. Teachers had also recorded the lectures and uploaded them on YouTube channels so that students

could watch them as per their convenient time and understand the concept. Many teachers used tools like Padlet, mentee meter and H5P to make the online teaching learning process more interactive and interesting. Study material from Shod Ganga and inflibinet were also used as these online facilities provided by the college. Online access to the college library was also provided to the students during the pandemic. The notes prepared by the teachers were uploaded on the google classrooms / the MS teams as per the student's convenience.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	Nil
Upload any additional information	No File Uploaded

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

60

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Academic Calendar is always prepared before the academic year starts and the teaching plan prepared as per the university guidelines given about the semesters start and end dates. As year 2020-21 started with the Covid-19 pandemic and there was no surety of starting the academic year, the academic calendar is prepared as per the guideline issued by the university and updated as per the guidelines. The programmes and teaching plans are made as per the guidelines issued by the university specially for the pandemic and almost all programmes were conducted and celebrated on online platforms. Officially Academic year started from 7th August 2020, but many programmes were already started and conducted by the various departments. The programmes conducted for the students for

their mental health and to boost the fighting spirit against Pandemic.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	[View File](#)

2.4 - Teacher Profile and Quality

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

60

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)
Any additional information	**No File Uploaded**

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

22

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	[View File](#)
Any additional information	**No File Uploaded**

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

725

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	[View File](#)
Any additional information	**No File Uploaded**

2.5 - Evaluation Process and Reforms

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

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	[View File](#)
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

246

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	[View File](#)
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Covid – 19 impacted many spheres of the life, and Education was one of the important area of the life. To overcome the challenges faced by the education, institution across the world made vast use of the technology.

1. Google Classrooms were used for internal exam assessment for online project submission, PPT presentation, group discussions, and group presentation.
2. For external exam, MCQs based exam format was selected, and third party vendor was appointed for the same.
3. Students were given multiple choice to attempt the exams like Mobile, Personal Computer, Laptop and Tablet.
4. You Tube live streaming were also conducted on how to appear for online exams. Students were also made aware of the technical issue they might encounter and how to deal with those issue.

5. Mock test were also arranged before exams for student to get hands on experience of online exams.
6. Students were also assigned some faculties to whom students can contact in case of any technical problem.
7. Students with Learning Disabilities (LD) were given special attention. They were also given extra 15 min. to complete their exams.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	Nil

2.6 - Student Performance and Learning Outcomes

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

Programme Outcome

Bachelor of Commerce | B.Com

A Bachelor of Commerce, abbreviated as B.Com, is a three year undergraduate B.Com degree programme spread over six semesters imparted in regular mode at K.J. Somaiya College of Arts & Commerce (Autonomous). In the B.Com, learners are taught core subjects related to Commerce and Business Studies, Accounting, Auditing, Taxation and Business Economics. Besides, learners are given the option to choose from a few elective subjects to have cross-over learning.

B. Com is the best option and ideal for learners for pursuing a career in Commerce and Management, Accounting & Finance, Banking & Insurance etc. This Bachelor of Commerce degree is a foundation to P.G. Degree and Master's Programme, wherein the salary received by the candidate is generally the best in the industry.

Bachelor of Arts | B.A.

Our college has been offering the traditional three years Bachelor of Arts programme (B.A) from the time of its inception. This programme has been a popular, traditional choice for many students as it offered a variety of social science subjects (viz Psychology,

Philosophy, Political Science, Sociology and History) and languages (viz. English, Hindi, Marathi, Gujarati and Sanskrit) for study.

In its contemporariness, the B.A course in K J Somaiya College of Arts and Commerce in its Autonomous Status, has been fulfilling the basic requirements of employment industries like Print and Audio-Visual Media, Creative Arts, Performing Arts, Social Media, Management in Corporate and Banking Sectors, Mental Health Professionals, Library Sciences, Academia, Research and Higher Education, Public Service in State and Central Governments, Free-lancing in Journalism and in Entrepreneurship. Over the years, it has emerged as a very informed choice for students for its flexibility in choice of subjects and the combination of subjects offered at the Final year for specialization. With diversity in students admitted, subjects and languages offered, methodologies and pedagogies of teaching-learning, the six semesters of B.A course is a widely- accepted course, fulfilling unique need of every student.

Course Outcome

  1. English

It is an Under-graduate, full time three-year course designed to develop intellectual and professional abilities of learners, in the realm of English and it's Literature. The objective of this course is to prepare students to use English proficiently, think critically and identify career paths in domains related to English and Literature in English. This program of six semesters is designed to introduce learners to various aspects and genres of English Literature. The teaching-learning process is within a pedagogical framework that is interesting and need- based.

The learner, intending on pursuing this undergraduate program, is promised a training in nuances of English, in its pragmatic and literary glory. This course provides a baseline for learners to launch careers in academics, media, advertising, writing and publishing.

  1. Gujarati

It is an undergraduate full time 3-year course designed to develop

their intellectual, personnel and professional abilities. The objective of this course is to prepare students to think critically and find new ways to improve in the world of Gujarati literature.

This course is spread over 6 semesters. Each semester under this course makes sure that you are progressing step by step to meet the opportunities offered and face the challenges of the dynamic field of literature.

3. Economics

The Department of Economics was instituted in 1960. The department offers B.A. and B.COM, a three year duration semester based course. It has made a qualitative contribution in research activities and education in the field of economics since its initiation. Presently, Mrs. Jayshree Kotak is the Head of the Department, specializing in International Economics, Money Banking and Industry.

Departmental strength also consists of six assistant professors, among them four are the Doctor of Philosophy (Ph.D.) specialized in various areas of economics. Our department strives to reach a standard of excellence in teaching and research activities. Teaching faculties of the department allocate projects and guide on different economic related issues. Department offers six papers in TYBA including Econometrics and Mathematics which make the course more practical and skill oriented. Our department has a special cabin which helps students in group learning.

The Department offers Graduate Degree Courses:

- B.A.- Degree in Economics (Three year- Semester system)
- B.Com. Degree (Three year- Semester system)

4. Hindi

Bachelor Of Arts Programme in Hindi is an UG-Programme of three years, which comprises 6 semesters. It includes the History of Hindi Literature, Linguistics, Grammar, Media Studies and Post-Modern Discourses. Functional Hindi and writing Skills are also incorporated. The syllabi is designed to help students inculcate values and passion for Hindi Literature.

5. Marathi

B.A. in Marathi is an undergraduate program in Marathi Language and Literature with focus on Linguistic and Literary skills. It aims to provide students with a broad knowledge of the field of Marathi, including understanding and realizing importance of Marathi Language in day to day life, in our social environment as well as in terms of career avenues.

Additional important language skills include translation and creative writing. The program also emphasizes the ability to write well, to do solid and innovative assignments in a specialized field or fields, to learn effectively, and to make articulate presentations in the classroom and beyond.

6. Philosophy

The Bachelor of Arts in Philosophy is a three year course. The papers that are offered in Philosophy are one paper in FYBA, two papers in SYBA and three papers at TYBA. The entire course of three years offers to enhance the student's ability to think critically, analytically and rationally about philosophical issues.

B.A Philosophy also teaches the students how to look at a particular thing from different perspectives which instigate the development of a liberal mindset. After having obtained the bachelor's degree in Philosophy, the students realize an important thing - no viewpoint has an ultimate basis and is subject to the socio-political background.

7. Psychology

The Bachelor of Arts (BA) with Psychology is a 120 credits 3-years course. Students are made well versed with various subfields of Psychology. In a span of three years, with six semesters, emphasis is on preparing sound foundation of the course, develop research aptitude and equip them with necessary knowledge and skills to pursue Psychology in the future.

8. Political Science

This is an undergraduate full time 3 year degree course designed to develop pupil's intellectual, rational up to the mark professional abilities. The intent of this course is to train students to think critically and creatively to find new ways to address and improve developmental and policy concerns and contribute to Political Science as an important discipline of Social Sciences.

This course is spread over 6 semesters. Each successive semester attempts to ensure that you are progressing step by step to meet the opportunities offered in and face the challenges of the dynamic/vibrant and rapidly changing world and the field of Political Science.

9.Sanskrit

A Bachelor of Arts program in Sanskrit entails the intensive study of Vedic, classical, and Modern Sanskrit Literature. Besides, introduction to various branches of knowledge (Shastra-s) in Indian Knowledge Tradition is also incorporated in this Programme. The programme involves practical aspects of language application through modern Sanskrit theatre.

This course is spread over 6 semesters. Each semester under this course makes sure that students internalize the ability to decode Sanskrit language and various Shastra-s to meet present needs.

10.Sociology

The Department of Sociology was established in the year 1972 and was consolidated by the efforts of eminent teaching faculties over the years. The prime motto of the department is 'Nurturing Social Responsibility' among students and thereby contributing to a critically aware citizenry. Teaching is learner-centric with appropriate and effective pedagogy being used to suit the needs and interests of students.

11.History

Bachelor of Arts (History) Programme is a three-year, full-time programme spread across six semesters. It aims to familiarize the students with regional, national and international history.The focus of the programme is on the history of personalities, events and

ideas that defined the past and paved the way for the making of the present. It aims to develop amongst the learners' varied interests in historical events and processes. It attempts to introduce the students to multiple perspectives which can be embraced to understand historical ideas and events. It also provides training in historical methodology along with an exposure to allied disciplines like Archaeology, Cultural Studies and Tourism.

Master of Commerce | M.Com.

A Master's of Commerce in Advanced Accountancy, abbreviated as M.Com degree is a two years spread over four semesters post graduate master's degree imparted in regular mode at K. J. Somaiya College of Arts & Commerce (Autonomous). In, M.Com – Advanced Accountancy, focus is on corporate accounting, taxation and strategic finance.

However, to solve the needs of managerial cadres in business and industry, a course on strategic management and research methodology is taught to the learners. Master in Commerce (M.Com) in itself a specialised post graduate degree programme to prepare an individual for a career in Accounting and Finance in the corporate sector as well as a basic qualification to enter into the teaching profession. M.Com, serves as an essential prerequisite for pursuing a Doctorate studies, Ph.D degree, focusing on Niche areas, emerging accounting fields.

Master of Arts | M.A.

1. History

M.A. The History Programme aims to develop an understanding of events, personalities, ideologies, and trends in history and train the students in historical research. It is a two-year full-time programme spread over four semesters. The programme opens the world of regional, national, and international history. A student completing M.A. can take up M.Phil. and Ph.D.

2.Philosophy | M.A. Philosophy

MA Philosophy is a 2-year postgraduate programme divided over the

four semesters. It is a majorly theoretical programme which imparts to students the knowledge of different philosophies around the world. A deep and critical study, this helps students to analyze the world better. The programme curriculum ranges from Indian philosophers to the Greek philosophers and also encompasses the western philosophers.

Philosophy, being a rational inquiry, sharpens our thinking, enriches our understanding and expands our intellectual horizons. To acquaint students with such a philosophical understanding the department of Philosophy offers programs of teaching and research in philosophy at M.A. level.

3. Psychology | M.A. Psychology

The Master of Arts (MA) in Psychology is 100 credits 2- years course. In the first year, the course is 24 credits per semester. There are four theory courses and one practical/field work.

In the second year, semester III includes five course work (four credits each) and one practical (10 credits) with a total of 30 credits. Semester IV has one interdisciplinary course (six credits), one ability enhancement course (six credits) and one project (10 credits). There is a balance of theory and practical orientation.

4. Marathi | M.A. Marathi

Spread across two years and four semesters, MA in Marathi has commenced from the academic year 2019-2020. M.A. in Marathi is an integrated two-year postgraduate programme in Marathi Language and literature with focus on critical thinking and contextual analysis.

It aims to provide students with a broad knowledge of the field of Marathi, including understanding and realizing the importance of Marathi Language in day-to-day life, in our social environment as well as in terms of career avenues. Additional important language skills include translation and creative writing. The programme also emphasizes the ability to write well, to do solid and innovative assignments in a specialized field or fields, to learn effectively, and to make articulate presentations in the classroom and beyond.

5.Sociology | M.A. Sociology

The Master of Arts (M.A.) in Sociology is a 100 credits two-years full-time course. In the first year, the core course is 24 credits per semester. In the second year, semester III includes five elective courses and one project with a total of 30 credits.

Semester IV has one interdisciplinary course, one ability enhancement course and one project. The project-based course will be in the form of a dissertation based on a live project or a research assignment related to the discipline. The programme incorporates theoretical knowledge as well as field work components.

6. English | M.A. English

Master of Arts in English, a post-graduate degree program is of two years and divided over the four semesters. The focus of this program is to provide comprehensive knowledge and train the learner to research. Thus, this level of degree is necessary to begin work towards earning a Master in Philosophy (M. Phil.) and ultimately Doctor in Philosophy (Ph. D.).

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Institution has established the OBE committee who had decided the criteria to calculate CO, OP of the institution. Following are the details of the calculation.

1. Target marks for BCom is 55% and BA Is 50% as decided in the meeting
2. Take average marks
3. Calculate No Student above average
4. % of students above average

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	**Nil**

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1782

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

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://kjsac.somaiya.edu.in/en/reports?report=SSS

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

RESEARCH POLICY DOCUMENT

1. INTRODUCTION

Research is a prime area of the academic development and without research the knowledge will remain stagnant. The students and researcher scholars are required to have ethical and moral values in

academic pursuits in order to produce a genuine research work.   In the present ICT era, information is easily available online and can be used as source material. In this context, plagiarism has become a serious problem. As per the Rules to consider the Proposals for Award of M.Phil./ Ph.D. Degree In Consonance with University Grants Commission Regulations, 2016 (Minimum Standard and Procedure for Award of M.Phil./Ph.D Degree) notified vide its Notification dated 5th May, 2016 and the UGC Notification on University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 will remain statutory rules, the Plagiarism Policy of K J Somaiya College of Arts and Commerce, Mumbai (Autonomous) has been formulated with a view to ensure that the institute ensures zero-tolerance for plagiarism in the research work either carried by the faculty, researchers or students.

The UGC has issued guidelines on the above subject vide its gazette notification, of 23rd July 2018, to ensure that the academic and research work done, leading to the partial fulfilment for the award of degrees at Undergraduate, Masters and Research level, by a student, faculty or a researcher, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and/or any other similar work, showcases academic integrity and originality. The guidelines presented here highlight the steps that are essential to enforce Academic Integrity in the research work that is carried out at K J Somaiya College of Arts and Commerce, Vidyavihar (Autonomous), Mumbai.

1. APPLICATION AND COMMENCEMENT

The policy shall apply to all students, faculty, researchers and staff of K J Somaiya College of Arts and Commerce, Vidyavihar (Autonomous), Mumbai. These regulations shall come into force with effect from the date of notification on the official College website.

1. OBJECTIVES

This research policy provides a broad framework to guide scholarly research with the following objectives:

1. To create and promote a culture of research among the faculty and staff of K J Somaiya College of Arts and Commerce, Vidyavihar (Autonomous) Mumbai.

2. To identify research areas and specify research topics of academic, practical and socially relevant significance

3. To organize seminars/conferences/workshops on research topics and training programmes in research methodology.

4. To ensure quality, integrity and ethics in research.

5. To publish research material in appropriate media and to make available such published information to the end users.

6. To facilitate the publication of reports submitted by the research scholars

7. To bring about an annual/periodic compendium of abstracts/papers presented by the staff and students in various seminars / conferences / workshops.

8. To serve as a facilitator providing professional guidance, technical support and recommendation for financial assistance.

9. To protect Intellectual Property (IP) generated as a result of research conducted at KJSAC.

10. To integrate research activities undertaken and create a rational, transparent and efficient system for management of all research processes

1. PROMOTION OF RESEARCH

The K J Somaiya College of Arts and Commerce, Vidyavihar Mumbai believes that researchers are free to choose the subject of their research, to seek support from any funding source for their research work, and to report their findings and conclusions.

However, research shall be available for scrutiny to the college and constructive criticism of peers. Research techniques used by the researchers shall not violate established professional ethics, pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.

The College shall create conducive environment for research. Due to limited resources, the college may not support fully all research likely to be undertaken, but it shall allocate the space, facilities, partial funding, and other resources for research programmes based on the scholarly and educational merits of the proposed research. It shall also provide development opportunities to researchers for writing research proposals and reports, publications, patent filing, etc.

1. RESEARCH AT UNDERGRADUATE AND POSTGRADUATE LEVEL

K J Somaiya College of Arts and Commerce treats teaching and learning should always be amalgamated at each level. Thus, equal opportunities at the graduate and post-graduate level are given and help to promote creativity among the undergraduate and post-graduate students, some research component in the curricula, especially in the final or pre-final year of the bachelors programme and final year in the master's programme is implemented. Accordingly, in the final year of the bachelors programme the Minor Research Project and Major Research Project are inducted where the students under the guidance of the faculty work on the decided topic of the dissertation and submit the findings periodically. The final project is submitted to the institution and also the viva is conducted. Similarly, in the postgraduate programme, research was emphasised emphatically and students were trained for robust research skills. The college shall further reinforce research training in both undergraduate and postgraduate programmes in the future.

1. DOCTORAL RESEARCH

The steps towards the expansion of doctoral programmes are commenced both for full-time scholars and external scholars. Though, college is having limited finance and resources for conducting research and also in the development of the rich infrastructure for conducting research in different fields; therefore, it was decided to allow the research scholars and teachers to collaborate with different prominent National institutions where they have requisite research infrastructures and also have expertise to guide the scholars in different areas. The college shall further boost doctoral research and earmark appropriate budget for scholarship and research facilities in different institutions. It shall also recognise the worthy R&D organisations for doctoral research and build bridges with them. The college shall continue to encourage faculty and research scholars to get funding for attending International conferences from external agencies as a matching share so that the quality in research paper can be maintained. It shall urge research scholars to publish and patent/obtain copyrights their research work.

1. MINOR RESEARCH PROJECTS

From the very beginning, the college has encouraged young faculty to conduct research. Thus, it has developed a mechanism to guide and facilitate the financial assistance to Minor Research Project. Minor Research Project will be verified and periodical assessment of the

research will be conducted by the Research, Review and Recommendations Committee. The committee will help young faculty think about research, prepare the proposal, conduct research and write a research report. It also assists them in preparing proposals for major research projects. The college shall continue to encourage young faculty to take up minor research projects.

1. MAJOR RESEARCH PROJECTS

The college will identify a list of funding agencies. Faculty can submit Major Research Project proposals to these agencies. These proposals are scrutinised before submitting the same to a funding agency by Research, Review and Recommendations Committee. The college will try to provide all kinds of infrastructure facilities available for conducting a Major Research Project. The college plans to evolve a mechanism through which it shall monitor the progress of Major Research Projects funded by an external agency, maintain its accounts and submit the utilising certificate in time to the funding agency as per the requirement of the funding agency.

1. COLLABORATIVE RESEARCH PROJECTS

The Academic-Industry Interaction is the demand of the day. If we want to contribute to the society at large, the college has to closely work with industries and different organisations. The college has planned to encourage industry Sponsored Research Project, Interdisciplinary Research, Collaborative International Research, Training for Research and Publications, Publication of Papers and Journals and helping the researchers in copyrights /Patent and IPR.

1. INCENTIVES FOR OUTSTANDING RESEARCH

The college would like to encourage quality research in different thrust areas. For this purpose, outstanding research contributions done by faculty, researcher, and research scholar shall be recognised. Therefore, the college has prepared a scheme for providing incentive to researchers and scholars. The incentives in terms of money, awards/prizes, more funding for the on-going research, issuing certificates and giving more weightage for the career advancement scheme, etc. will be part of the comprehensive research promotion policy.

1. RESEARCH RECOGNITION, REVIEW AND RECOMMENDATIONS COMMITTEE

Research Review Recommendations Committee is constituted for the

purpose of reviewing the research proposals, minor and major research projects, seeking the seed funding for seminars, workshops, paper or book publicaitons and determine compliance with research policy. The members of the RRC-KJSAC will be consisting of research guides, dean-research and Extension and the Principal. The final approval will be made by the Principal.

1. Rules to consider the Proposals for Award of M.Phil./ Ph.D. Degree In Consonance with University Grants Commission Regulations, 2016 (Minimum Standard and Procedure for Award of M.Phil./Ph.D Degree) notified vide its Notification dated 5th May, 2016 and the UGC Notification on University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 will remain statutory rules as it is.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	No File Uploaded
Provide URL of policy document on promotion of research uploaded on the website	https://kjsac-sr.s3.ap-south-1.amazonaws.com/RESEARCH/Research+Policy+Documents+24-Jan-2022+20-37-24.pdf
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

NIL

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	**No File Uploaded**
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	**No File Uploaded**
List of teachers receiving grant and details of grant received	**No File Uploaded**
Any additional information	**No File Uploaded**

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	**No File Uploaded**
List of teachers and details of their international fellowship(s)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	**No File Uploaded**
List of projects and grant details	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2.2 - Number of teachers having research projects during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	No File Uploaded

3.2.3 - Number of teachers recognised as research guides

03

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	No File Uploaded

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

File Description	Documents
Supporting document from Funding Agencies	No File Uploaded
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Our Institution provides healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity and competencies of students and teachers in research and innovative activities. All innovative and extension activities are student centric. Various activities are conducted to nurture and nourish youth's minds. These activities help students to understand the various problems faced by the society.

The institution has various subject associations and cells through which students and faculty members are encouraged to undertake innovative activities which are helpful for creation and transfer of knowledge. Activities conducted by these associations and cells are helpful to develop leadership qualities, various skills, planning, budgeting, marketing and organizing. Activities conducted by language associations are helpful to enhance the skills of languages and creative thinking.

The college has an Entrepreneurship Development Cell (EDC) to promote an entrepreneurial mindset. Throughout the year workshops, seminars and guest lectures on Entrepreneurship are organized by EDC. Students are provided opportunities to directly interact with outstanding entrepreneurs excelling in their field. Expert lectures by industry personals are arranged for students. Individual departments also interact with industry to ascertain its needs to fill the gap in curriculum. Industrial, field and site visits are arranged for students regularly. Faculty members regularly interact with the industry to understand functional challenges through applied research or student projects

College has recognized Research Centres in the Departments of Commerce, Hindi and Gujarati.

Various departments of the college work to together inculcate the spirit and culture of research amongst faculty and students. This in turn helps to enhance interaction and cooperation between researchers for interdisciplinary and multidisciplinary work. Departments of the college also organize research promotion events like conferences, seminars, workshops, invited lectures, webinars.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	**No File Uploaded**

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

B. Any 3 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

0

File Description	Documents
URL to the research page on HEI website	https://kjsac.somaiya.edu.in/en/accomplishment
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

34

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

04

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

NIL

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

NIL

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	**No File Uploaded**
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

NIL

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	**No File Uploaded**
List of training programmes, teachers and staff trained for undertaking consultancy	**No File Uploaded**
List of facilities and staff available for undertaking consultancy	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

K. J. Somaiya College of Arts and Commerce organizes and participates in various extension activities with a dual objective of not only sensitizing students about various social issues but also contribute to community and strengthen community participation. The NCC and NSS college units take part in various initiatives like

organizing camps, Swachh Bharat initiatives, Plastic management campaigns, blood donation camps, awareness programs on Breast cancer, Heart attack, Mental health issues, Organ Donation etc.

Events like International Yoga Day, Independence Day, Republic Day, National Youth Parliament Festival saw large participation of the students this year also. Blood donation camps in the College area regular feature (twice a year) whereby students and staff donate blood for the cause.

During the months of lockdown last year, volunteers of the NSS unit of our college made cloth masks at home and distributed it to people who needed them. These homemade masks were made from cotton cloth, t-shirts and some of our volunteers also made them by using sewing machines, thus exhibiting their creative skills. Our volunteers distributed a total of 150 masks in areas like Dombivali, Kalyan, Thane, and Navi Mumbai, also in places like Dibrugarh, Assam, Jharkhand and Chhattisgarh which are the native places of some of our volunteers.

In these difficult times wherein majority of the people are battling with Covid, the availability of plasma has become the need of the hour. Thus, the NSS unit of our college decided to extend our hand and contribute towards the society by conducting plasma donation drive so as to help as many people as possible. The NCC unit of our college also organized a campaign for "Improving fitness during Corona".

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

NIL

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

24

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

824

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

90

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

04

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	[View File](#)
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	[View File](#)
Any additional information	**No File Uploaded**

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 equipments, etc.

Institution has augmented adequate physical as well as technical amenities to facilitate a smooth teaching-learning process. Institution has managed to maintain a balance in physical and technical infrastructure. All the classrooms and the conference room were equipped with LCD, Speakers and Wi-Fi/LAN facility. One classroom is converted into a smart room with the use of smart board. There are 4 AV rooms with 1 amplifier, speaker and cordless mic. Institution has a well-equipped and well-maintained computer lab comprising 51 computers and a language lab comprising 10 computers with highly advanced audio-video communication software. College has a research lab for facilitating research. There is a Psychology Lab for Psychological experiments. Every teaching faculty has been provided with a laptop and Wi-Fi connectivity in college premises to aid in smooth conduct of online lectures which largely proved beneficial during the pandemic. Institution has provided photocopy, scan and print facility for staff as well as students in the library and in the college foyer.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

Institution has an impeccable Auditorium named 'Kalidas Sabhagruh'

comprising 6 speakers 2 base 2 stage speakers, 4 hanging mic 1 podium and 2 cordless mic, 1 amplifier, 1 mixer, LCD, Wi-Fi connectivity with a seating capacity of 300. The auditorium is self-reliant with its own full-fledged music system required for conducting programmes. It has 2 green rooms backstage required by performers and organisers for their arrangements before any performance. The Institution has also facilitated a RAM for the disabled so that they can smoothly make up to the stage.

The Institution also has a well-equipped gymnasium for indoor games and physical fitness, consisting of Table Tennis, Carrom, Chess facility, with Football and Cricket kits for outdoor games and Treadmills and Dumbells for workouts. Apart from the college gymnasium, students of the institution can have access to all the sports facilities offered by the Somaiya Vidyavihar management across the campus viz., football ground, basketball court, cricket ground, cricket nets, Kabbadi, Kho-kho ground, Tennis court, Athletic track, Badminton court, Outdoor chess, Squash court, Volleyball court, multi-purpose surface, Kalaripayattu, Taekwondo, Table Tennis court and Gymnasium.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

31

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

12,189,860.10

File Description	Documents
Upload audited utilization statements	[View File](#)
Details of Expenditure, excluding salary, during the years	[View File](#)
Any additional information	**No File Uploaded**

4.2 - Library as a Learning Resource

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

K. J. Somaiya College of Arts and Commerce Library is the oldest and biggest library in the Vidyavihar campus. The total area of it is 10732-sq. ft. comprising of 418 chairs with 80 tables for studying. College library projects a splendid collection of 87000+ books, 758 e-books, 124 periodicals, 2 e-resources, 825 back volumes, 427 rare collections, 8 braille collections, 18 Theses, 1684 CDs, 31 audio cassettes, 59 video tapes, 136 maps and 18 newspapers. The book collection covers most of the areas of knowledge. Though the emphasis is on Indian publications there is a good collection of foreign publications too.

The approximate yearly budget varies from Rs. 6,00,000 to Rs. 7,00,000 including periodicals and journals. Nearly 2000 to 2500 books are added every year. Yearly 50 periodicals are subscribed, out of which four are foreign publications. Many journals are bound after completion of the volume. Past question papers and syllabi are available for reference. Library helps to get photocopies of syllabi to the students going for further studies in foreign countries. Library also maintains a special collection on Career Guidance, Gandhian Literature, material for competitive examinations and CA studies, and a collection of Biographies. It also has some rare books, which are not available in the market and now beyond copyright laws.

There are 4 counters in the library for current reading, home issue, staff issue and reference counter. Library is divided into 8 sections, viz., Acquisition, Periodical, Reference, Current Reading, Home issue, Staff and PG issue, Internet and Computers section and Book-bank. Library is offering free internet, photocopy and print facility to staff and students.

The Institution has a fully automated and user-friendly Library for

the benefit of staff and students. The Somaiya Trust has proposed an in-House software programme 'BOOK WARM', which will help to link all libraries in the campus.. It has a complete catalogue on computers and Bar-coding has been done. Besides this circulation and statistical records are also maintained on computers. The program has provision for making and printing lists of books for various purposes.

Students can renew books themselves through online (KIOSK), provided the book is not

in demand/reserved. Students can reserve the books through Web OPAC which are not available in the library (issued to other members). System will notify the students through email, to return the book on or before the due date and.once the reserved book is back into the library, the system will send notification through an email to the students who reserve the book.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

2,33,314

File Description	Documents
Audited statements of accounts	[View File](#)
Any additional information	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

03

File Description	Documents
Upload details of library usage by teachers and students	[View File](#)
Any additional information	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The Information Technology policy of the institution is a centralised policy set forth by the Somaiya Trust management for the entire Somaiya Vidyavihar campus. The IT policy is applicable to all faculty, staff and students across the campus. Data centre of Somaiya campus monitors data and Wi-Fi access through centralised user id and password allocation system. There is no auto login facility to devices and entering of id/password is required for each login daily. Anti-virus software and other required software's are installed by the data centre itself. Data centre takes care of repair and maintenance of devices. Cameras are installed at prominent places in the college as well as across the campus for security purposes.

Institution has a policy to take decisions regarding various purchases for updating Physical and IT infrastructure of the institution which are recommended to Somaiya Trust Management for their approval.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
5140	**73**

File Description	Documents
Upload any additional information	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	<u>View File</u>
Upload any additional information	**No File Uploaded**

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

E. None of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
List of facilities for e-content development (Data Template)	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

10,683,492.10

File Description	Documents
Audited statements of accounts	[View File]()
Upload any additional information	[View File]()

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

Institution has a built-in mechanism well communicated through policy manuals for maintaining and utilizing physical, academic, support facilities, viz., for computer lab, library, sports, etc.

Library - Staff and students can login into My Account on Somaiya Vidyavihar Home Page on Library portal through the integrated ID SVV Net ID and Password which is already sent on their mobile and also on their email. Students can renew books themselves online, provided the book is not in demand/reserved before the due date. Undergraduate students can renew the book only once while postgraduate students can renew it twice. Any Member can borrow any one book for seven days from any library of Somaiya Campus. At the Current Reading Counter the textbooks, general books, question papers are provided for current reading only, against the Identity Card. It is necessary to take the Librarian's permission for borrowing books overnight. If the book is not returned in time the student is fined Rs. 2/- per day. Books and periodicals are issued to staff members of the college. Generally books, other than textbooks, are issued for one month and periodicals for seven days. The staff members can borrow not more than 20 books and not more than 2 periodicals at a time. P. G. students are issued two books at a time for home lending for 7 days and three books at a time to read within the library. Reference books marked "R" before class number and Rare Old books are not issued for home reading. All Newspapers are made available for Students & Staff members in the Reference Section. Silence must be maintained in the reading room and any kind of discussion is not permitted in the reading area. Students are not allowed to eat in the library. Guidelines for the use of the Library are informed to staff and students.

Sports - Sports facilities in the institution as well as across the campus are available for use to staff and students provided they

produce their appropriate Somaiya ID Cards / Sports Facilities User Cards issued by the Somaiya Sports Academy. Written guidelines regarding rules and regulations to use sports facilities are available and duly informed. Necessary online bookings are essential to use Somaiya sports facilities. Access to all the sports facilities is free of cost for all current students. The student/ player must be in appropriate sports attire i.e. sports specific shoes, t-shirt, Shorts/ track pants. Users will be responsible for any damage to the property in the sports facilities, such as lockers, windows, flooring, furniture, etc. Photo taking with/without flash and video filming are NOT allowed inside the sports facilities, except if an exclusive permission is taken from the Security and Sports academy. Food, beverages, pets are strictly not permitted into the sports facilities. Smoking and gambling of any sort is strictly prohibited in and around sports facilities.

Laboratory - Computer and Language lab can be used by staff and students subject to furnishing of Somaiya ID card. Lab facilities can be used only in the presence of Lab-in-charge or Lab assistant.

Research Centre - Institute ensures zero-tolerance for plagiarism in the research work either carried by the faculty, researchers or students. The policy shall apply to all students, faculty, researchers and staff of the institute. The research policy provides broad framework to guide scholarly research with the objectives like create and promote research culture, identify academically, practically and socially relevant research areas, organise programmes in research methodology, facilitate publication of research material, provide professional guidance, technical support, recommendation for financial assistance, ensure quality, integrity and ethics in research, protect Intellectual Property Right of research conducted by researchers.

File Description	Documents
Upload any additional information	[View File]
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

111

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

109

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	**Nil**
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

457

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**
Upload any additional information	View File

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

49

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

83

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	**No File Uploaded**

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

05

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

16

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The Students' Council Committee of the College comprises of the Chairman (Principal), the Appointed Incharge (Coordinator) and Chairpersons of NSS, NCC and SPORTS. In addition to these teaching staff members, a group of students who are academically good and also good in co-curricular activities are selected as members.

For this, the Chairpersons of NSS, NCC , SPORTS and CULTURAL FORUM are requested to nominate three good students in their respective activities preference wise, to be considered as members of the Students' Council. The Academic Toppers of the College from every subject are also considered.

Care is taken that at least one student from each class is selected i.e. : there will be at least one student from FYBA/SYBA/TYBA and FYBCOM /SYBCOM / TYBCOM and also MCOM-I /MCOM-II. This ensures that, every class is correctly represented. Also, as per requirement, two lady students and also student from backward class are to be included in the Students' Council. Thus, there is a perfect representation of academic excellence, excellence in co-curricular activities, all classes and all categories of students in the Students' Council.

Then, from these selected members, one student is elected as our General Secretary, who will also be our University Representative. For this, the necessary voting is to be done by filling the form of election and one member is to be duly elected as per procedure.

Due to Pandemic Covid-19, it was not possible to elect the candidate as by conducting the election for the year 20-21. For this, the necessary voting is required to be done by filling the form of election and one member is to be elected as per the procedure. For the year 2020-21, Students' Council Members are to be elected by using ballot papers and these elections are expected to be conducted in all colleges on the same day , where every student will cast five votes for electing their Class Representative/College President/ College Secretary/College Lady Representative and College Reserved Category Representative

All the required procedure was not possible to conduct in the Lockdown situation occurred due to COVID-19 Pandemic during the Academic year 2020-21. Even though formal students council could not be placed as we could not hold the elections but classwise students's CR and association leaders were appointed informally to coordinate all the curricular, co-curricular and extra curricular activities of the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

5.3.3 - Number of sports and cultural events / competitions organised by the institution

45

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Institution has registered Alumni Association. The Association aims at uniting and gathering past students. The association provides platform for ex-students to keep in touch with the college. It organizes a number of activities for the benefit and betterment of the present students. The Association conducts workshops, guest lectures and other educational and entertainment programmes. The ex-students through the association provide the support to the institution.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year   **E. <2 Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Describe the vision and mission of the institution with regard to governance, perspective plans and participation of the teachers in the decision-making bodies of the institution (within a maximum of 200 words).

Established in September, 1959, K J Somaiya College of Arts & Commerce is one of the premier institutions in the Somaiya Vidyavihar campus. College enjoys a linguistic minority status and is permanently affiliated to the University of Mumbai and recognized by UGC under 2(f) and 12(b) of U.G.C. Act. To empower a cross-section of the society through Excellent Education based on a sound value system is the vision of our institute.

The mission of our institute is:

1.   To impart qualitative and valuable service to all those who need it the most.

2.   To attain community and social development through education.

3.   To aim at overall personality development of students through curricular, co-curricular and extra-curricular activities.

To fulfil our mission of empowering students, the college lays great emphasis on the all-round development of all its pupils. While academic excellence is of course encouraged and rewarded, a variety of extra-curricular activities conducted by the institutions enable students to explore and bring out their talents and potential and develop an onward looking and confident personality. About 6,500 students of both the Junior and Senior College and about 150 Post Graduate and Research students participate in academic and other activities of the college every year under the guidance of a caring and supportive staff. The faculty members are entrusted with a responsibility of working as a chairperson of committees or in the capacity of the members of those committees and facilitate the functioning of NSS, NCC, Cultural Forum and many such bodies working for the welfare of the students.

Committee / Cell / Co-ordinator

Roles & Responsibilities

Principal

Implementation and monitoring of academic and administrative system to cater to vision and mission of the institute

Examination committee/College Examination Officer

Internal & External Examination activities, examination planning, CAP, Results

NSS Coordinator

Research committee/Academic Research Coordinator

NSS activities of SPPU Academic and research activities of BCUD, SPPU

Training placement and career counselling cell

Training and Placement activities

Entrepreneurship Development Cell

EDC activities

Student welfare Committee

Planning, execution and supervision of activities of student association

Cultural and sports committee

Planning, execution and supervision of   cultural and sports activities

Student Grievances Redressal Committee

Attending and Redressal of students problems

Accounts

Management of finance and account activities

Library Committee

Management of learning resources

Ant-ragging Committee

Prevention and action against ragging cases

Department of Lifelong Learning & Extension

Extension activities

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	https://kjsac.somaiya.edu.in/en/vision-mission

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Decentralization:

Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. Principal Level: The Governing Body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal in order to fulfill the vision and mission of the institute. Committee formulates common working procedures and entrusts the implementation with the faculty members.

Faculty Level:

Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities and encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. Principal is entrusted to implement academic and administrative system and monitor examination committee/College Examination Officer, internal and external Examination activities, examination planning, CAP, Results etc. Faculty members either in the capacity of the chairperson or the committee members represent the NSS unit of the college , Research committee, Training , placement and career counselling cell, Entrepreneurship Development Cell, Student welfare committee, Cultural and sports committee, Student grievances Redressal committee, Accountants, Library Committee, Ant-ragging committee and several other committees.

Student Level:

Students are empowered to play an active role as a coordinator of Co-curricular and extracurricular activities, social service group coordinator.

Participative management:

The institute promotes a culture of participative management by involving the staff and students in various activities. Both students and faculties allowed giving suggestions resulting in the academic excellence.

Strategic Level:

The principal, academic co-coordinator and staff members are involved in defining the policies and procedures, framing guidelines and rules, regulations pertaining to admission, placement, discipline, grievance, counselling, training development, and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institute.

Functional Level: At functional level the faculty members participate in sharing the knowledge by discussing on the latest trends in technology during faculty meeting. Staff members are involved in preparation of annual budget of the institute. They also correspond with the University and UGC.

Operational level:

The principal of the institution is a member secretary of the GB. The GB gives suggestions and monitors the procurement, introduction of new programs and welfare activities. On behalf of the institution, he interacts and corresponds with, Govt. of Maharashtra, UGC, Affiliating University, etc. The budget is earmarked for staff members and students to participate in various programmes organized by the institute.

Levels of Participative Management:

Teaching Staff: Governing Body, IQAC, Grievances Redressal Cell, Women Grievance Redressal Cell, Anti-ragging Committee, Examination committee Placements and Industrial Visits.

Non - Teaching Staff : Local Managing Committee, Admission committee, Anti-ragging Committee

Students: Students Council, Grievances Redressal Cell, Students Editorial Board etc.

External Representation: In Examination Committee, Grievances Redressal Cell, Anti-ragging Committee and IQAC.

File Description	Documents
Upload strategic plan and deployment documents on the website	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for additional Information	https://kjsac-sr.s3.ap-south-1.amazonaws.com/About+us/perspective2019.pdf

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

In keeping with the Perspective Plan, the college organized and successfully conducted a series of Webinars based on each criterion of NAAC, Academic Autonomy: Dimensions and Directions, Significance of Website in NAAC and NAAC Accreditation Process and Documentations. A week-long FDP on Sustainable Teaching, Learning and Evaluation Methods in collaboration with Sydenham Faculty Development Centre under PMMMNTT in association with UGC Paramarsh Scheme was organised by the college from 10th August to 14th August 2020. Seven Day Quality Enrichment Program for Non-Teaching Staff under UGC Paramarsh Scheme was organised by the college from 24th May to 31st May 2020.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://kjsac-sr.s3.ap-south-1.amazonaws.com/About+us/perspective2019.pdf
Upload any additional information	**No File Uploaded**

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

The college has adopted a hierarchy in compliance with governing rules of university of Mumbai and Government of Maharashtra. The Management of the college plays a guiding role in issuing advice for administrative, development and students' welfare activities. A consideration of guidelines and recommendations has led to the following hierarchy of the institution.

File Description	Documents
Paste link to Organogram on the institution webpage	**Nil**
Upload any additional information	<u>View File</u>
Paste link for additional Information	**Nil**

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

File Description	Documents
ERP (Enterprise Resource Planning) Documen	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Details of implementation of e-governance in areas of operation	**No File Uploaded**
Any additional information	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Welfare Measures:

Teaching Staff:

Teaching staff is encouraged to participate in Conference, Seminars. Considering the CAS, faculty members are also encouraged to attend Orientation Course, Refresher Program, FDP, Short Term Courses and other Training Programs. Financial assistance is provided to the teaching staff for participating in Conference, Seminars and Orientation and Refresher Programs. Around 11 teaching staff members were granted permission to attend the FDP on Sustainable Teaching, Learning and Evaluation oraganised by the college from 10th August to 14th August 2020 in collaboration with Sydenham Faculty Development Centre under PMMMNTT in association with UGC Paramarsh

Scheme.

Non-teaching Staff:

Financial Aid is provided on case-to-case basis. Scholarship is given for the 10th 12th pass out students of non-teaching staff. All the non-teaching staff members were encouraged to participate in the Seven Day Quality Enrichment Program for Non-Teaching Staff under UGC Paramarsh Scheme organised by the college from 24th May to 31st May 2021. Considering the pivotal role played by the supporting staff in the effective functioning of an academic institution, numersous quality-enhancing sessions on myriad G-Suite features and soft skills were oraganised. The sessions comprised a hands –on training on Microsoft Excel – highlighting impactful and time-saving functions and features that are useful for the office staff, Google Sheets, Google Slides, Google Forms, Autocrat, Google Drive, Google Keep, Google Docs, Gmail, Mail Merge, Google Calendar,. They were also given finer insights into the significance of Documentation and Office Management, introduction to NAAC and importance of Soft Skills.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

03

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)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

13

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	[View File](#)
Upload any additional information	**No File Uploaded**

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

53

File Description	Documents
Summary of the IQAC report	[View File](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	[View File](#)
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

The institute has a mechanism for internal and external audit. We have our own internal audit mechanism where internal audit is an on-going continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year. Qualified Internal Auditors from external resources have been appointed and a team of staff under them carries out a thorough scrutiny and verification of all vouchers of the transactions that done in each financial year. Likewise an external audit is also carried out in an elaborate way on quarterly basis. The institutional accounts are audited regularly by both Internal and statutory audits. So far there have been no major findings / objections. Minor errors of omissions and commissions when pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future. The institute regularly follows internal and external financial audit system.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

?1,49,916

File Description	Documents
Annual statements of accounts	[View File](#)
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	[View File](#)
Any additional information	**No File Uploaded**

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The funds provided to the institute are also deployed towards the welfare of teaching and non-teaching staff.

The teaching staff is encouraged to participate in myriad training programs such as Orientation Program, Refresher Course, Faculty Development Program and Short-Term Course etc. The institute harnesses sustainable strategies to organize workshops, seminars, and conferences for faculties for their professional development.

Every year, under teacher's welfare scheme, teachers are encouraged to maintain their personal library. The cost of this is borne through the staff welfare budget. In addition to this, all departments and associations are adequately financed to carry out their co-curricular and extracurricular activities for the entire academic year.

The non-teaching staff also undergoes training programs like G-suite and soft skills training. The cost for provision and maintenance of uniforms for non-teaching staff is also accounted under this budget.

The budget also accounts for various types of expenses related to the maintenance of the teaching-learning infrastructure cost of the institute, such as purchase of books, journals, e-books, and e-book

readers(kindle) for the library, purchase of routers for the
provision of wi-fi throughout the institute building, provision and
maintenance of laptops, projectors, printers, and office stationery.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Curriculum Development:

Curriculum development is taken care of by individual departments as
per specific requirements. Syllabus is reviewed and revised as per
the suggestions and recommendations given by the expert members of
the Subject Board. It is comprises of University Nominee, Subject
Experts, Industry Expert, Faculties of Department and Alumni.

Teaching and Learning:

Teachers use Traditional as well as Modern methods to inculcate
practical aspects of the subject and to make the students understand
the different concepts. Teachers use Traditional Methods like Black
Board, Group Discussions, Assignments and Projects, whereas modern
methods include PPT Presentations, Google Classrooms, Smart boards,
Role Plays, Management games, Visit to Industries etc. Remedial
Classes are organized for students of first year, second year, third
year Arts and Commerce students to help them prepare for the
semester end examinations. Though the medium of instruction is
English, teachers are requested to explain points in Marathi and or
in Hindi to help vernacular medium students understand important
concepts.

Examination and Evaluation:

The academic year 2016-17 saw a change in the examination pattern.
The internal evaluation for all subjects is done according to the
nature and scope of the subject as follows:

Internal Examination Pattern:

1 Management Related Subject -Management Games, Power point Presentations.

2 Accounts and costing -Written Examination or Project

3 Foundation Course -Project on Social Issues

4 Security Analysis Portfolio Management-Comparison of two companies of market on the basis of Technical and fundamental analysis

5 Mutual Fund Management Study of Fact Sheet on different mutual funds and Viva

6 Research Methodology Project on different topics and viva conducted by external industry experts.

7 Banking laws and corporate Laws, Role Play and Moot Court

Online Examination (Using Smart Phones or Android phones) is conducted through OFFEE Software developed by the alumni of the Somaiya college. 20 Marks are allotted to Internal Examination and 5 marks for attendance and overall conduct of the students.

Research:

Research has been considered as an important integral part of the academic endeavours in our college. Many Seminars and workshops are organized by the college to provide expert information on Research Methodology. The college promotes faculty participation in research by granting them leave, helping them in participation of Faculty Improvement programmes and arranging books required by them. All teachers are encouraged to participate and present research papers in International, National State Level Conferences. They are encouraged to take Major and Minor Research Projects. The Management of the Institute has a policy of felicitating the faculty members acquiring Ph.D. Degree at annual prize distribution ceremony. Students are continuously encouraged to undertake Research Projects related to their curriculum.

Library, ICT and Physical Infrastructure / Instrumentation:

The prime objective of Library as a learning resource is to acquire,

develop, maintain and provide a qualitative and quantitative collection of books, periodicals and other instructional material of electronic resources to support the academic program and educational goals of the college. All the modern ICT facilities are available in the college such as Language Lab and Research lab.

Human Resource Management:

The college has adopted mandatory Self-Appraisal Method to evaluate the performance of faculty in teaching, research and extension programmes. At the end of the academic year, every teacher is given an Academic Performance Indicator (API) form on the basis of UGC requirements. Teachers are required to give self-evaluation of academic, co-curricular and extracurricular work done during that academic year. The data of the papers presented at conferences, seminars, refreshers courses and orientation programmes attended is also maintained regularly.

Industry Interaction / Collaboration:

Experts are invited from various fields to deliver guest lectures and industrial visits are arranged. The career guidance and placement cell organize education visits to Reserve Bank of India, BSE/NSC Market, and SEBI. Career fares are frequently organized for placement of the students.

Admission of Students:

All the admissions are strictly as per the rules and regulations of university. Students seeking admissions are required to fill in the admission form of university as well as on college portals. Admissions are given strictly on Merit basis.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://kjsac.somaiya.edu.in/en/iqac-about

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The curriculum of under-graduate courses is reviewed and revised under progressive academic autonomy. In the academic year 2020-21 the TYBA and TY BCom curriculum is reviewed and revised in the third cycle of autonomy that was implemented with effect from the academic year 2021-22. Teaching staff is encouraged to take effective measures to implement blended learning. Several faculty members have completed online training programs/ short term courses/ FDP organised under PMMMNT and conducted by SWAYAM and ARPIT. A considerable number of faculty members have developed e-content on the topics that are considered relatively difficult by the learners

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

B. Any 3 of the above

File Description	Documents
Paste the web link of annual reports of the Institution	**Nil**
Upload e-copies of accreditations and certification	**No File Uploaded**
Upload details of quality assurance initiatives of the institution	<u>View File</u>
Upload any additional information	**No File Uploaded**

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

K. J. Somaiya college of Arts and Commerce undertakes various measures and activities to promote a equality for female gender. This helps to promote their growth as individual in their own right. Various programmes are organized to promote gender equality during 2020-21 these are mentioned below Sr. No. Title of the programme Date Organised by Participants   1 Basic self defence 08-Mar-21 Women Development Cell and NSS 92   2 Breast Cance awarness 06-Mar-21 Women Development Cell and NSS 27   3 Poster making competition 03-Mar-21 Women Development Cell 26   4 Webinar on Gender Sensitisation 27-Mar-21 NSS & Business Law Dept. 150   5 Online Essay writing Competition 05-Mar-21 Women Development Cell 26

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

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

C. Any 2 of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid Waste, Liquid Waste Management and E- Waste management

The main objective of the solid waste management system in the campus is to promote the conservation and environment management in the Institute Campus. The purpose of the current available system is to introduce and aware students regarding of environment and its sustainability. There are various kinds of waste management practices through collecting and disposing daily garbage which

includes used paper, card sheet, rubber, and plastic, used pen etc. Dustbins are located on various floors, every classroom, staffroom, admin offices, library etc. The institute has aware of the e-waste material. The e-waste material like mobile charger, hard disc, Wires and Cables Computer, laptops collected, repaired and recycled.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geotagged photographs of the facilities	View File
Any other relevant information	**No File Uploaded**

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

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
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
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

    B. Any 3 of the above

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions/awards**
5. **Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

    A. Any 4 or all of the above

reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	<u>View File</u>
Policy documents and brochures on the support to be provided	**No File Uploaded**
Details of the software procured for providing 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, socio-economic and other diversities (within a maximum of 200 words).

K J Somaiya College of Arts and Commerce conducts the institutional efforts/initiatives in providing inclusive environment for the students. The Purpose of conducting such activities/programmes is to inculcate the sense of peace, equality and harmony among students. A following table shows various activities to increase consciousness about tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. Sr. No. Title of the Activity Date and duration of the initiative Issues addressed Number of Participants   State Level Webinar 'Gendering Corona Crisis' 08-Jun-20 Health and Civic Awareness 300   Webinar on Social Movements in Maharashtra after 1980s 15th September 2020 102   1 One-Day Yoga Workshop on International Yoga Day 21st June, 2020 Health 50   2 ESSAY WRITING AND POSTER MAKING (ORGAN DONATION) 27 Sepetember 2020 Civic Awareness 25   3 Teachers Day Celebration 5th September 2020   100   4 Webinar: Heart Attacks (Jai Hind College) 13th October, 2020 Health 73   5 Webinar: Mental Health Issues 16th October, 2020 Health 37   6 Webinar: Plastic Management 19th October, 2020 Civic Awareness 59   7 Webinar: Corruption 2nd November, 2020 Civic Awareness 42   8 Clothes Donation 11-12-13 November, 2020 Civic Awareness, Help to crises 22   9 Webinar: Organ Donation- KJSSC 25th November, 2020 Civic Awareness 37   10 Blood Donation Camp (Dombivali 3rd December, 2020 Health 15   11 Blood Donation (Thane) 9th December, 2020 Health 8   12 Webinar: Organ Donation (University) 8th April, 2021 Health 32   13 Webinar: Healthy Lifestyle 8th April, 2021 Health 300   14 Plasma Donation Drive 21st April, 2021 To 30th April, 2021 Civic Awareness 30   15 URBAN WILDLIFE CONFLICTS AND CONSERVATION WEBINAR 21 MARCH, 2021 Civic Awareness 1000   16 WEBINAR ON CYBER SECURITY AWARENESS

3rd APRIL 2021 Cyber Security Awareness 813   17 Fight against
Corona Campaign 1st July 2021 Civic Awareness 25   18 Swachh
Bharat Abvhiyan 1st November 2020 to 15 November Civic Awareness
50   19 Introduction of Courses such as Religious Studies,
Gandhism offers insight toward cultural diversities and facilitaes
the development of tolerance.   Provide Web link to:
https://youtu.be/By-cYBTDuLs   ·   Supporting
documents on the information provided (as reflected in the
administrative and academic activities of the Institution)

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)

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

K J Somaiya College of Arts and Commerce provide holistic all-round
education to the students and sensitizing students on our
constitutional rights, values, duties, and responsibilities is one
of the primary educations given at the institute through various
means. Also, all students take a subject Environment studies in
their first year which gives them insight into environment acts,
wildlife protection act, forest act, global environmental concerns
etc. There are following programs are conducted to sensitization of
students and employees of the institution to constitutional
obligations: values, rights, duties, and responsibilities of
citizens   Sr. No.   Title of the
Activity   Date and duration of the initiative   Number of
participating students and staff   1
Independence Day Celebration   15th August, 2020   179 (15 NSS
Volunteers)   2   NSS Foundation And
Orientation Day   24th September, 2020   83
3   Bhajan Sandhya online programme was held to celebrate Gandhi
Jayanti   02-Oct-20   66   4   Mask
Distribution Activity   10-11-12th October, 2020   30
5   Republic Day Celebration   26th January, 2021   67
6   Constitution Day- Poster Making And Quiz Competition   26th
November, 2020   400 in Quiz Competition and 5 NSS Volunteers
7   WEBINAR ON E – WASTE MANAGEMENT   14-Jan-20   212
8   Centre for Gandhian Studies in collaboration with Gujarati
Sahitya Mandal organised online Presentation competition on Gandhian
theme on 3 October 2020. 13 students participated in the

competition. Centre for Gandhian studies organised online Essay, Poem and Poster competitions. 26 entries in English, Hindi, Gujarati and Marathi were received

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The 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 Annual awareness programmes on the Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

At K J Somaiya College of Arts and Commerce, every program starts with campus prayer and national anthem. The national anthem is also sung in all the functions. All national festivals are celebrated with great enthusiasm to inculcate a sense of patriotism in the students. The students also prepare videos and speeches to share their thoughts on these days. The NSS unit conducted a webinar on remembrance day of our great freedom fighter and social reformer, who gave the slogan of "Swaraj is my birthright and I shall have it"

Lokmanya Bal Gangadhar Tilak on his 100th death anniversary and also to pay a tribute to Tukaram Bhaurao Sathe, popularly known as Annabhau Sathe, on his 100th Birth anniversary, who was a social reformer, folk poet and writer. 45 students and faculties participated for this program.

Celebrated Vishwa Gujarati Matrubhasha Din on every 24th of August. Through which the Gujarati language, its Culture and Literature preserved and Student also know that by Dispora Literature they can serve their knowled wo rldwide.

Every year we Celebrate the National festival of Patangotsav (Kite Festival) on 14th January. In which we create a Mini Gujarat in our college campus. Participants of festival also come to know the culture of food and flying kite. Also they enjoy the same. In this festival student of every language and department also takes part. Department of Marathi celebrated Maharashtra Day with 37 participants (including students and teachers) making one minute video each on the language and culture of Maharashtra, and jointly these videos were made viral through WhatsApp on various groups Department of Marathi celebrate Marathi Bhasha Sanwardhan Pandharwada by organizing 5 different competitions for students. All these competitions were held online through Google Meet with focus on Marathi Language Skills- Speaking in Marathi Competition, Speaking in Marathi Dialect Competition, Poetry Writing Competition, Essay Writing Competition and Marathi PPT Competition. 27th February 2021 / Marathi Language Day Department of Marathi organized a Google Meet Live program titled 'Marathi Language: Expanding Horizons' with eminent speakers talking about specific language skills and career opportunities in it. Neha Khare (Radio related language skills and Careers), Saee Tambe (Audio Book related language skills and Careers) and joined from New York Gayatri Kashelkar-Hardikar (Blog writing and other writing skills and related Careers) 147 participants joined this session.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	[View File](#)
Geotagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best practice: 1 1.

1. Title of the practice – Gyan Yagna 2.

2. The context that required the initiation of the practice: Our founder Padma Bhushan Shri. Karamshi Jethabhai Somaiya, was pained to see the indifference of youth towards Sanskrit, sanskriti and samskara. Our scriptures are cradle of Indian culture and heritage, treasure of spirituality and great traditions. Young students should not only be made aware of our great scripture but also love and respect our Indian culture. With this motive, Padma Bhushan Shri. Karamshi Jethabhai Somaiya started Gyan Yagna - Spiritual sessions in the Somaiya Vidyavihar campus in 1989 and since then we have been following the tradition by organsing these sessions every year in the month of January.

3. Objectives of the practice: The prime objective for organising Gyan yagna is to provide spiritual and Para medical services to the society. We involve students in organising these events whereby giving platform for students to do social work and also to learn event management. Cultural programmes are also organised to develop interest in different arts among students.

4. The Practice: Every year great Saints and Sages are invited to speak on Sanskrit texts Veda, Upanishads Purana and Bhagvadgita etc. The Founder of Manana Ashram, Param pujya Shri Tejomayanand, his disciple Swamini Tanmayananda, Swami Chinmayananda, Parama pujya Shri Haribhai Kothari, Swami Avadhutanada maharaj,and many more have been the prominent speakers. As the programme became more popular, gradually two hours in the evening were kept for Cultural programmes like Folk music, folk dance and drama. Further, we had introduced two sessions in the morning where second session was allocated for

health. In this session renowned Doctors were invited to speak on health issues and their solutions. Yoga practices were organised. In the year 2021, due to pandemic all events were organised virtually using Zoom platform. Every day Gyan Yagna started with 1st morning session of Pravachan for 7:00 to 8:00 a.m. After providing food for mental health programme was followed by Yoga / Speech / medical camp. In the evening between 6:30 to 8:30 cultural programs were organised.

5. Obstacles faced if any and strategies adopted to overcome them : In 2021, pandemic hindered the physical organisation of this event. Considering the viability of the situation, this event was organised online. Although our college is well equipped with IT team, we could not help the attendees to resolve technical issues faced at their end. Every year this programme was organised from morning to evening for one month. But this year it was not feasible to have this program for the whole day so we had it in different slots every day. Most of the speakers were not technology savvy so we faced problem in the conduct of their sessions. As this program is open for all, we generally face issue of security.

6. Impact of the practice : In COVID pandemic, when we are surrounded by negative news everywhere, which increased our worries for the social and economic wellbeing of our society, there was a need to spread positivity to overcome all the fear. This event Gyanyagya has been able to create positivity amongst the participants. There arises a need to uplift the physical and mental health of everyone. Gyanyagya through its daily sessions, made an attempt to connect the participants with Indian culture.

7. Resources required: There are extensive resources like infrastructure, staff and student volunteers, required to pull out this event on a huge scale for a duration of one month. Management has always been keen to support this event in every possible way. In last 32 years, Gyanyagya have never stopped for the dearth of resources.

Best practice: 2

1. Title of the Practice: Drushti Film Forum

2. The context that required the initiation of the practice :

Established in 2007, Drushti Film Forum is a Film Society of the Somaiya Vidyavihar campus, initiated by K.J. Somaiya College of Arts and Commerce. Revised in 2013, so far, it has screened more than 250 films across the countries and themes. (A Film Society is a membership club where people can watch films which would otherwise not be shown in mainstream cinemas.) Drushti Film Forum was established in the academic year 2007-2008 and was inaugurated on 8th August 2007, at the hands of senior actress Suhasinee Muley.

3. Objectives of the practice : Drushti Film Forum, with regular weekly Screenings of World Cinema, serves as an effective tool to introduce the Art and Aesthetics of cinema to students. It aims to develop a larger world view in them as this art form introduces them to the realities in the world as well as the advance techniques of medium.

4. The Practice : Film is a modern Art form and can be effectively used to educate young minds. In western and European countries, Film is a part of regular curriculum in schools whereas at college and University levels, they have Film Studies departments for much specialized courses in Cinema. For Drushti Film Forum, Film is not merely an entertaining medium but a window to the world. Hence, we preferably screen films from all over the world, from different genres and unconventional subject content. It's their exposure to the World Cinema. Drushti Film Forum used to screen and discuss World Cinema in the college auditorium regularly on weekly basis except examinations and vacation period. Due to pandemic situation, we, for a time being, moved on to online screenings. YouTube link of movies is shared with students on every Friday and they are asked watch it by Sunday, while the film is discussed on every Monday. Along with screenings, we initiate academic discussions on cinema, provide them reference material, conduct film appreciation workshops, encourage them to be part of International Film Festivals.

5. Obstacles faced if any and strategies adopted to overcome them : Despite our sincere efforts, hardly 100 students regularly attend the screening. And very few students attend the online discussion. However the number of students participating is increasing every year, and efforts are being made to screen movies on topics that interest students.

6. Impact of the practice : So far, our four students, Raunak Raje (2010-11), Karan Jhala(2013-2014), Salim Shaikh (2014-2015), Saba Purkar (2015-2016), Omkar Kulkarni and Payal shah (2016-17) have been selected as Young Critics at MAMI International Film Festival

in Mumbai.

7. Resources required: A cabin space for dedicated work and meetings, Availability of Auditorium, Projector, Screen, Library budget for film related Books and a dedicated Library of Films for screenings and Studies.

8. About the Institution

i. Name of the Institution : K. J. Somaiya College Of Arts And Commerce

ii. Year of Accreditation : 2016

iii. Address : Ghatkopar - Mahul Rd, Vidyanagar,

iv. Grade awarded by NAAC : 'A' Vidya Vihar East, Ghatkopar East, Mumbai, Maharashtra 400077

v. E-Mail : principal.kjsac@somaiya.edu

vi. Contact person for further details

vii: website: https://kjsac.somaiya.edu.in/en

File Description	Documents
Best practices in the Institutional website	https://kjsac-sr.s3.ap-south-1.amazonaws.com/IQAC/Broucher+32+Gyanyagya+organized+on+Line.pdf
Any other relevant information	https://kjsac-sr.s3.ap-south-1.amazonaws.com/IQAC/Drushti+Film+Forum.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

1 Gyan Yagna is a thirty two year old practice that takes place in Somaiya campus. Gyan Yagna takes place for 30 days every year. It begins on the first day of the year and lasts till end of month of January.It has threefold goal - spiritual, paramedical and cultural. In modern busy life, while running behind material goals, we have no time to give for ourself. This race with time starts since early

studenthood. This leads to several problems at an early age. These problems are of physical as well as psychological nature. The practice of 'Gyan Yagna' addresses all such problems through various spiritual, paramedical and cultural activities with the aim of enriching overall experience of participants, ultimately aiming to lead them to self-realization. The K. J. Somaiya trust and Somaiya Sanskritivihar provide full financial support for the event. 2 The Drishti Film Forum of the college organises screening of movies from world cinema to inculcate interest in film appreciation among students to develop good viewers for films. It conducts film review competitions and film festivals in collaboration with the other departments of the college to study the film from a various perspectives. 3 Entrepreneurship Development Cell is functioning in the campus and the cell encourages the students to start start-ups. 4 The Center for Gandhian studies was established in 2006 under the scheme of Epoch Making Social Thinkers. The Centre organizes seminars, competitions & field visits and has a well-equipped library. 5 We start every function in our college with our campus prayer. 6 Scholars' Card is given to meritorious students in Library. To inculcate the habit of using library among students Library Best Book Reader Prize is given annually.

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The college constantly strives to fulfil its institutional vision – that of providing opportunities to students to pursue education which will culminate into a mind that researches and aims to achieve excellence. The College offers a wide variety of Under Graduate, Certificate courses and is also a Research centre for Ph.D. Programs. The pool of self-financing programs like PG programs in English, Marathi, Philosophy, History, Psychology (Industrial Psychology) &Sociology, BBI, BMM, BFM, BMS BIM & BAF has been introduced to cater the specific demands of the industry. The college introduces new curriculum after every three years. The college takes up regular revision of courses every year. The college on the basis of feedback of industry experts, students, alumni and faculty members assesses the existing curriculum and remove/delete /or add/include and update the components of curriculum from time to time. Every course designed upholds the values, interests, cultures of the society. The college involves industry, research bodies, subject experts, students, alumni and society in curriculum design and development to ensure relevancy and industry readiness of its programmes.The courses focus on national integration, cultural heritage, gender, environmental and other social issues. With the subject comibation of 520 courses, college offerd in BA program with specialisiation in 11 subjects at UG level, 6 MA programme at PG level and Advanced Accountancy in Mcom, along with regular BA, Bcom and other undergraduate programmes. Our college is also offering certification in Kautilya Arthshastra which train students in administration. The college has also introduced foreign language (Japanses & french) certificatr courses in order to develop linguistic skill to cater global need. In order to tackle stress issues of learners during pandemic, college has also introduced certificate course on Meditation. This course helps in improving mental health, increases concentration power & improves decision making skill among students. These courses provide a professional edge to the students enhancing their employability. Value Education course sensitizes the students to various social issues and encourages them to deliberate and

suggest ways to tackle them. Environmental Studies highlights the importance of environmentalconservation and sustainable development, a need urgently felt from the local to the international level. Personality Development and extension activities such as NCC, NSS,DLLE Students Service for the Differently Abled, Cultural Forum & EDC etc. grooms the students into responsible citizens for employment and life outside the institution. The postgraduate programmes are enriched with intense curriculum and rigorous training for advanced research.

International Needs -The Language courses impart communication skills in global languages such as English, Spanish, German , Japanese and French. Computer Applications in Bcom programme and soft skills training equips the students with employability skills required at the international level. Courses on Social health, Political Economy of Globalisation, Introduction to econometrics, Research methodology in social science etc. which have value at the international level for both higher education and employability are offered to the students at the undergraduate and postgraduate levels.Similarly Accountancy & commerce course focuses on equipping students to accept the challenges of globalisation in the fields of accounting, management, business, marketing and HR. Similarly course on Philosophy acquaint students with the different religious and secular approaches to the environment.Our college provides academic flexibility wherein studetns can also opt for courses like Athletics, Football, Badminton, Sqaush & taekwondo as a part of curriculum. Our campus is having well equipped sports infrastruture & trainers so we can train our students to represent our country at national & international level.

National Needs Courses such as Enivornemtnal studies, Ancient Indian Sciences in Sanskrit, Sports, Indian Economic Thought, Foundation course etc., promote national integration and address issues of concern at the national level. Extension activities such as NCC, NSS, etc., promote national consciousness and prepare the students to be responsible citizens. PG & UG courses lay foundation for students to build careers in administration, law, academia, media, corporate world and Defense services that subsequently contribute to the development and progress of the country. A sound foundation in the Lifespan Development course in Psychology will prepare Psychology professionals to deal with issues of larger population. Similarly a course on Accountancy can help to build up entrepreneurship , management, marketing,

organisational and human practices skills and pursue careers in the said domains. This course can help to pursue professional course like Chartered Accountant which is the most sought after career in India. Hindi and Sanskrit courses provide the necessary language skills and promote national culture.Also the program of journalism helps students to develop many communication skills through reporting, interviews, proof reading, editing, etc.

Regional Needs - BA English course fills in the gap of training students of vernacular media in English proficiency, which eventually leads to multi-fold job opportunities. Gujarati & Marathi courses also address regional needs. With the implementation of translation course, it enhance the skill of translation and also learn about different regional languages. Courses in History, Political Science, Economics and other disciplines highlights the regional issues & policies on the same.

Local Needs: The financial capital, Mumbai, with numerous multi-level organisations, requires workforce with expertise in English & Finance & accountancy, which undergraduates in English, Economics & commerce fulfill. Similarly other languages like Marathi, Hindi & Gujrati which has the addition of Lok-Sahitya (Folk Literature) and different linguistic Dialect, students can understand their responsibility as citizen to save folk heritage and culture.Similarly course on Philosophy helps to identify ethical issues that arise in contemporary society in the area of health, medical technology and sexuality. NSS, NCC & associations provides the students an opportunity for service learning and involve in extension activities. The extension activities help the local community through various awareness camps and programmes. Gujrati & Marathi are offered as courses in curriculum which promotes local language and culture. Marathi is also essential for employment in Maharshtra state government.

File Description	Documents
Upload additional information, if any	[View File](#)
Link for additional information	https://kjsac.somaiya.edu.in/en/syllabus

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

15

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	[View File](#)
Details of syllabus revision during the year	[View File](#)
Any additional information	**No File Uploaded**

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

29

File Description	Documents
Curriculum / Syllabus of such courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	[View File](#)
MoUs with relevant organizations for these courses, if any	**No File Uploaded**
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

78

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	[View File](#)
Any additional information	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

25

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	[View File](#)
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The curricula include courses that integrate cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics.

Professional Ethics: Courses such as Languages, Soft Skills, and certificate course on Kautilya Arthshastra inculcate leadership, communication, time management and other professional qualities in the students. A number of courses are offered which also impart domain specific professional ethics such as Industrial Psychology, Journalism, creative writing etc. To exemplify, Certificate courses on Varta Lekhan & How to read a film help in developing professionalism among students who wish to pursue career in Mass media. Sports as a part of curricular activtiy helps in building a Internships and project works are integral part of the curricula which foster professional ethics among the students.The language courses not only plays a pivotal role in enhancing linguistic competence but also is instrumental in inculcating core universal values like truthfulness, kindness, honesty, law, justice, patriotism, humanism etc.Students are sensitized about gender issues by its integration into the curricula.

Gender:As part of the Value Education course & curriculum of UG & PG course teaches the students concepts related to gender equality and discusses women's issues through texts and case studies. Women Development Cell, DLLE, NSS through their various activities like guest lectures, talk on health & hyigene, Laws to protect women rights helps in gender sensitization not only among female but also among male students. Gender budgeting as a part of our government policy is also discussed among students as a regular curriculum activity. Environment & Sustainability:

Environmental Studies course is offered to all the undergraduate students highlighting the major environmental issues faced by us and emphasizing the importance of sustainable development. Courses such as Growth & development in Economics, Sociology, Languages integrate environmental issues from an interdisciplinary perspective. TYBA syllabus of Sanskrit course is revised to creat awareness about environment and the effect of Pandemic on environment for e.g. Bhumi sukta as a topic in syllabus. Field visit conducted by self financing courses, Sociology, Economics & EVS helps in giving practical experience on enviornmental degradation & helps them to realise importance of sustainable development. Green audit is also conducted every year wherein students volunteers assist in data collection. Such activity gives them hands on training on data collection related to enviornment & realise importance of gree audit & green technology.

Human Values: Value Education offered as a mandatory course to all the undergraduates stresses on human values, ethics and societal issues. The curricula offers a wide variety of courses with emphasis on human values such as Human Rights, Philosophy of Human Rights, Media Ethics and Human Rights, Sensitization to Social Issues, Community Sensitization, Social service for Differently Abled. Extension activities conducted by NSS, NCC & DLLE helps in emphasising the importance of social work. Team work helps to imbibe human values like kindness, patriotism, love for nature etc. Along with regular program, certificate course on Meditation helps in self realisation & appreciating importance of Yoga for happy & healthy human life.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	No File Uploaded
Any additional information	No File Uploaded

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

06

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	View File

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

155

File Description	Documents
List of students enrolled	View File
Any additional information	View File

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

107

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	**No File Uploaded**

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni	**A. All 4 of the above**

File Description	Documents
Provide the URL for stakeholders' feedback report	https://kjsac.somaiya.edu.in/en/reports?report=SSS
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	View File

1.4.2 - The feedback system of the Institution comprises the following	**A. Feedback collected, analysed and action taken made available on the website**

File Description	Documents
Provide URL for stakeholders' feedback report	https://kjsac.somaiya.edu.in/en/reports?report=SSS
Any additional information	View File

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

5140

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

Academic year 2020-21 was started with a pandemic and lockdown. The teaching - learning process shifted to online mode. Teachers were using various platforms like zoom, MS-team, google meet for delivering the lecture depending on the student's strength and the availability of the network. There were training sessions arranged for the students to make them familiar with the online teaching - learning process. Teachers have also formed the whatsapp group and the telegram group to be in touch with the students. Teachers were also available on phone to help the slow learners. The remedial lecture were arranged for the students who find the difficulty in understanding the topics with the regular students and the students who couldn't in exam. College has created support system for these students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
31/05/2021	**5140**	**60**

File Description	Documents
Upload any additional information	View File

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:

Year 2020-21 was the year affected by the pandemic and lockdown. During this lockdown too lockdown all the departments took efforts to enhance online teaching learning experience. Teachers were using various platforms like MS teams; Google meets and zoom for conducting online classes as per the student's convenience and available bandwidth for the students. Teachers were in touch with the students through emails, WhatsApp groups and telegram groups and solving the issues related to syllabus as well as the stress generated due to pandemic. As field visits and industrial visits were not allowed during this year due to Covid-19 norms, teachers were using online tours of the places and the recorded videos of the same to make students understand the process . Conducted online PPT competitions, group discussions in break out rooms and the online tools to make teaching- learning process more interactive.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

Year 2020-21 was the complete online mode teaching learning process due to pandemic and lockdown and teachers took a lot of effort to make the online teaching learning process more interesting and interactive. Teachers were using ppt, white board, one note applications to teach students effectively. Accounts and Maths teachers had also used the digital slates to give the feel of blackboard writing to the students. Teachers had also recorded the lectures and uploaded them on YouTube channels so that students could watch them as per their convenient time and understand the concept. Many teachers used tools like Padlet, mentee meter and H5P to make the online teaching learning process more interactive and interesting. Study material from Shod Ganga and inflibinet were also used as these online facilities provided by the college. Online access to the college library was also provided to the students during the pandemic. The notes prepared by the teachers were uploaded on the google classrooms / the MS teams as per the student's convenience.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	**Nil**
Upload any additional information	**No File Uploaded**

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

60

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Academic Calendar is always prepared before the academic year starts and the teaching plan prepared as per the university guidelines given about the semesters start and end dates. As year 2020-21 started with the Covid-19 pandemic and there was no surety of starting the academic year, the academic calendar is prepared as per the guideline issued by the university and updated as per the guidelines. The programmes and teaching plans are made as per the guidelines issued by the university specially for the pandemic and almost all programmes were conducted and celebrated on online platforms. Officially Academic year started from 7th August 2020, but many programmes were already started and conducted by the various departments. The programmes conducted for the students for their mental health and to boost the fighting spirit against Pandemic.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

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

60

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	**No File Uploaded**

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

22

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	**No File Uploaded**

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

725

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	**No File Uploaded**

2.5 - Evaluation Process and Reforms

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

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	[View File](#)
Any additional information	**No File Uploaded**

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

246

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	[View File](#)
Upload any additional information	**No File Uploaded**

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Covid – 19 impacted many spheres of the life, and Education was one of the important area of the life. To overcome the challenges faced by the education, institution across the world made vast use of the technology.

1. **Google Classrooms were used for internal exam assessment for online project submission, PPT presentation, group discussions, and group presentation.**
2. **For external exam, MCQs based exam format was selected, and third party vendor was appointed for the same.**
3. **Students were given multiple choice to attempt the exams like Mobile, Personal Computer, Laptop and Tablet.**
4. **You Tube live streaming were also conducted on how to appear for online exams. Students were also made aware of the technical issue they might encounter and how to deal with those issue.**
5. **Mock test were also arranged before exams for student to get hands on experience of online exams.**
6. **Students were also assigned some faculties to whom students can contact in case of any technical problem.**
7. **Students with Learning Disabilities (LD) were given special**

attention. They were also given extra 15 min. to complete their exams.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

Programme Outcome

Bachelor of Commerce | B.Com

A Bachelor of Commerce, abbreviated as B.Com, is a three year undergraduate B.Com degree programme spread over six semesters imparted in regular mode at K.J. Somaiya College of Arts & Commerce (Autonomous). In the B.Com, learners are taught core subjects related to Commerce and Business Studies, Accounting, Auditing, Taxation and Business Economics. Besides, learners are given the option to choose from a few elective subjects to have cross-over learning.

B. Com is the best option and ideal for learners for pursuing a career in Commerce and Management, Accounting & Finance, Banking & Insurance etc. This Bachelor of Commerce degree is a foundation to P.G. Degree and Master's Programme, wherein the salary received by the candidate is generally the best in the industry.

Bachelor of Arts | B.A.

Our college has been offering the traditional three years Bachelor of Arts programme (B.A) from the time of its inception. This programme has been a popular, traditional choice for many students as it offered a variety of social science subjects (viz Psychology, Philosophy, Political Science, Sociology and History) and languages (viz. English, Hindi, Marathi, Gujarati and Sanskrit) for study.

In its contemporariness, the B.A course in K J Somaiya College of

Arts and Commerce in its Autonomous Status, has been fulfilling the basic requirements of employment industries like Print and Audio-Visual Media, Creative Arts, Performing Arts, Social Media, Management in Corporate and Banking Sectors, Mental Health Professionals, Library Sciences, Academia, Research and Higher Education, Public Service in State and Central Governments, Free-lancing in Journalism and in Entrepreneurship. Over the years, it has emerged as a very informed choice for students for its flexibility in choice of subjects and the combination of subjects offered at the Final year for specialization. With diversity in students admitted, subjects and languages offered, methodologies and pedagogies of teaching-learning, the six semesters of B.A course is a widely- accepted course, fulfilling unique need of every student.

Course Outcome

1. English

It is an Under-graduate, full time three-year course designed to develop intellectual and professional abilities of learners, in the realm of English and it's Literature. The objective of this course is to prepare students to use English proficiently, think critically and identify career paths in domains related to English and Literature in English. This program of six semesters is designed to introduce learners to various aspects and genres of English Literature. The teaching-learning process is within a pedagogical framework that is interesting and need- based.

The learner, intending on pursuing this undergraduate program, is promised a training in nuances of English, in its pragmatic and literary glory. This course provides a baseline for learners to launch careers in academics, media, advertising, writing and publishing.

1. Gujarati

It is an undergraduate full time 3-year course designed to develop their intellectual, personnel and professional abilities. The objective of this course is to prepare students to think critically and find new ways to improve in the world of Gujarati

literature.

This course is spread over 6 semesters. Each semester under this course makes sure that you are progressing step by step to meet the opportunities offered and face the challenges of the dynamic field of literature.

3.Economics

The Department of Economics was instituted in 1960. The department offers B.A. and B.COM, a three year duration semester based course. It has made a qualitative contribution in research activities and education in the field of economics since its initiation. Presently, Mrs. Jayshree Kotak is the Head of the Department, specializing in International Economics, Money Banking and Industry.

Departmental strength also consists of six assistant professors, among them four are the Doctor of Philosophy (Ph.D.) specialized in various areas of economics. Our department strives to reach a standard of excellence in teaching and research activities. Teaching faculties of the department allocate projects and guide on different economic related issues. Department offers six papers in TYBA including Econometrics and Mathematics which make the course more practical and skill oriented. Our department has a special cabin which helps students in group learning.

The Department offers Graduate Degree Courses:

- B.A.- Degree in Economics (Three year- Semester system)
- B.Com. Degree (Three year- Semester system)

4.Hindi

Bachelor Of Arts Programme in Hindi is an UG-Programme of three years, which comprises 6 semesters. It includes the History of Hindi Literature, Linguistics, Grammar, Media Studies and Post-Modern Discourses. Functional Hindi and writing Skills are also incorporated. The syllabi is designed to help students inculcate values and passion for Hindi Literature.

5.Marathi

B.A. in Marathi is an undergraduate program in Marathi Language and Literature with focus on Linguistic and Literary skills. It aims to provide students with a broad knowledge of the field of Marathi, including understanding and realizing importance of Marathi Language in day to day life, in our social environment as well as in terms of career avenues.

Additional important language skills include translation and creative writing. The program also emphasizes the ability to write well, to do solid and innovative assignments in a specialized field or fields, to learn effectively, and to make articulate presentations in the classroom and beyond.

6.Philosophy

The Bachelor of Arts in Philosophy is a three year course. The papers that are offered in Philosophy are one paper in FYBA, two papers in SYBA and three papers at TYBA. The entire course of three years offers to enhance the student's ability to think critically, analytically and rationally about philosophical issues.

B.A Philosophy also teaches the students how to look at a particular thing from different perspectives which instigate the development of a liberal mindset. After having obtained the bachelor's degree in Philosophy, the students realize an important thing - no viewpoint has an ultimate basis and is subject to the socio-political background.

7.Psychology

The Bachelor of Arts (BA) with Psychology is a 120 credits 3-years course. Students are made well versed with various subfields of Psychology. In a span of three years, with six semesters, emphasis is on preparing sound foundation of the course, develop research aptitude and equip them with necessary knowledge and skills to pursue Psychology in the future.

8.Political Science

This is an undergraduate full time 3 year degree course designed to develop pupil's intellectual, rational up to the mark professional abilities. The intent of this course is to train students to think critically and creatively to find new ways to address and improve developmental and policy concerns and contribute to Political Science as an important discipline of Social Sciences.

This course is spread over 6 semesters. Each successive semester attempts to ensure that you are progressing step by step to meet the opportunities offered in and face the challenges of the dynamic/vibrant and rapidly changing world and the field of Political Science.

9.Sanskrit

A Bachelor of Arts program in Sanskrit entails the intensive study of Vedic, classical, and Modern Sanskrit Literature. Besides, introduction to various branches of knowledge (Shastra-s) in Indian Knowledge Tradition is also incorporated in this Programme. The programme involves practical aspects of language application through modern Sanskrit theatre.

This course is spread over 6 semesters. Each semester under this course makes sure that students internalize the ability to decode Sanskrit language and various Shastra-s to meet present needs.

10.Sociology

The Department of Sociology was established in the year 1972 and was consolidated by the efforts of eminent teaching faculties over the years. The prime motto of the department is 'Nurturing Social Responsibility' among students and thereby contributing to a critically aware citizenry. Teaching is learner-centric with appropriate and effective pedagogy being used to suit the needs and interests of students.

11.History

Bachelor of Arts (History) Programme is a three-year, full-time programme spread across six semesters. It aims to familiarize the students with regional, national and international history.The

focus of the programme is on the history of personalities, events and ideas that defined the past and paved the way for the making of the present. It aims to develop amongst the learners' varied interests in historical events and processes. It attempts to introduce the students to multiple perspectives which can be embraced to understand historical ideas and events. It also provides training in historical methodology along with an exposure to allied disciplines like Archaeology, Cultural Studies and Tourism.

Master of Commerce | M.Com.

A Master's of Commerce in Advanced Accountancy, abbreviated as M.Com degree is a two years spread over four semesters post graduate master's degree imparted in regular mode at K. J. Somaiya College of Arts & Commerce (Autonomous). In, M.Com – Advanced Accountancy, focus is on corporate accounting, taxation and strategic finance.

However, to solve the needs of managerial cadres in business and industry, a course on strategic management and research methodology is taught to the learners. Master in Commerce (M.Com) in itself a specialised post graduate degree programme to prepare an individual for a career in Accounting and Finance in the corporate sector as well as a basic qualification to enter into the teaching profession. M.Com, serves as an essential prerequisite for pursuing a Doctorate studies, Ph.D degree, focusing on Niche areas, emerging accounting fields.

Master of Arts | M.A.

1. History

M.A. The History Programme aims to develop an understanding of events, personalities, ideologies, and trends in history and train the students in historical research. It is a two-year full-time programme spread over four semesters. The programme opens the world of regional, national, and international history. A student completing M.A. can take up M.Phil. and Ph.D.

2.Philosophy | M.A. Philosophy

MA Philosophy is a 2-year postgraduate programme divided over the four semesters. It is a majorly theoretical programme which imparts to students the knowledge of different philosophies around the world. A deep and critical study, this helps students to analyze the world better. The programme curriculum ranges from Indian philosophers to the Greek philosophers and also encompasses the western philosophers.

Philosophy, being a rational inquiry, sharpens our thinking, enriches our understanding and expands our intellectual horizons. To acquaint students with such a philosophical understanding the department of Philosophy offers programs of teaching and research in philosophy at M.A. level.

3. Psychology | M.A. Psychology

The Master of Arts (MA) in Psychology is 100 credits 2- years course. In the first year, the course is 24 credits per semester. There are four theory courses and one practical/field work.

In the second year, semester III includes five course work (four credits each) and one practical (10 credits) with a total of 30 credits. Semester IV has one interdisciplinary course (six credits), one ability enhancement course (six credits) and one project (10 credits). There is a balance of theory and practical orientation.

4. Marathi | M.A. Marathi

Spread across two years and four semesters, MA in Marathi has commenced from the academic year 2019-2020. M.A. in Marathi is an integrated two-year postgraduate programme in Marathi Language and literature with focus on critical thinking and contextual analysis.

It aims to provide students with a broad knowledge of the field of Marathi, including understanding and realizing the importance of Marathi Language in day-to-day life, in our social environment as well as in terms of career avenues. Additional important language skills include translation and creative writing. The

programme also emphasizes the ability to write well, to do solid and innovative assignments in a specialized field or fields, to learn effectively, and to make articulate presentations in the classroom and beyond.

5.Sociology | M.A. Sociology

The Master of Arts (M.A.) in Sociology is a 100 credits two-years full-time course. In the first year, the core course is 24 credits per semester. In the second year, semester III includes five elective courses and one project with a total of 30 credits.

Semester IV has one interdisciplinary course, one ability enhancement course and one project. The project-based course will be in the form of a dissertation based on a live project or a research assignment related to the discipline. The programme incorporates theoretical knowledge as well as field work components.

6. English | M.A. English

Master of Arts in English, a post-graduate degree program is of two years and divided over the four semesters. The focus of this program is to provide comprehensive knowledge and train the learner to research. Thus, this level of degree is necessary to begin work towards earning a Master in Philosophy (M. Phil.) and ultimately Doctor in Philosophy (Ph. D.).

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	Nil

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

Institution has established the OBE committee who had decided the

criteria to calculate CO, OP of the institution. Following are the details of the calculation.

1. **Target marks for BCom is 55% and BA Is 50% as decided in the meeting**
2. **Take average marks**
3. **Calculate No Student above average**
4. **% of students above average**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	**Nil**

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

1782

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

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://kjsac.somaiya.edu.in/en/reports?report=SSS

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

RESEARCH POLICY DOCUMENT

1. INTRODUCTION

Research is a prime area of the academic development and without research the knowledge will remain stagnant. The students and researcher scholars are required to have ethical and moral values in academic pursuits in order to produce a genuine research work. In the present ICT era, information is easily available online and can be used as source material. In this context, plagiarism has become a serious problem. As per the Rules to consider the Proposals for Award of M.Phil./ Ph.D. Degree In Consonance with University Grants Commission Regulations, 2016 (Minimum Standard and Procedure for Award of M.Phil./Ph.D Degree) notified vide its Notification dated 5th May, 2016 and the UGC Notification on University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 will remain statutory rules, the Plagiarism Policy of K J Somaiya College of Arts and Commerce, Mumbai (Autonomous) has been formulated with a view to ensure that the institute ensures zero-tolerance for plagiarism in the research work either carried by the faculty, researchers or students.

The UGC has issued guidelines on the above subject vide its gazette notification, of 23rd July 2018, to ensure that the academic and research work done, leading to the partial fulfilment for the award of degrees at Undergraduate, Masters and Research level, by a student, faculty or a researcher, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and/or any other similar work, showcases academic integrity and originality. The guidelines presented here highlight the steps that are essential to enforce Academic Integrity in the research work that is carried out at K J Somaiya College of Arts and Commerce, Vidyavihar (Autonomous), Mumbai.

1. APPLICATION AND COMMENCEMENT

The policy shall apply to all students, faculty, researchers and staff of K J Somaiya College of Arts and Commerce, Vidyavihar

(Autonomous), Mumbai. These regulations shall come into force with effect from the date of notification on the official College website.

1. OBJECTIVES

This research policy provides a broad framework to guide scholarly research with the following objectives:

1. To create and promote a culture of research among the faculty and staff of K J Somaiya College of Arts and Commerce, Vidyavihar (Autonomous) Mumbai.
2. To identify research areas and specify research topics of academic, practical and socially relevant significance
3. To organize seminars/conferences/workshops on research topics and training programmes in research methodology.
4. To ensure quality, integrity and ethics in research.
5. To publish research material in appropriate media and to make available such published information to the end users.
6. To facilitate the publication of reports submitted by the research scholars
7. To bring about an annual/periodic compendium of abstracts/papers presented by the staff and students in various seminars / conferences / workshops.
8. To serve as a facilitator providing professional guidance, technical support and recommendation for financial assistance.
9. To protect Intellectual Property (IP) generated as a result of research conducted at KJSAC.
10. To integrate research activities undertaken and create a rational, transparent and efficient system for management of all research processes

1. PROMOTION OF RESEARCH

The K J Somaiya College of Arts and Commerce, Vidyavihar Mumbai believes that researchers are free to choose the subject of their research, to seek support from any funding source for their research work, and to report their findings and conclusions.

However, research shall be available for scrutiny to the college and constructive criticism of peers. Research techniques used by

the researchers shall not violate established professional ethics, pertaining to the health, safety, privacy, and other personal rights of human beings or to the infliction of injury or pain on animals.

The College shall create conducive environment for research. Due to limited resources, the college may not support fully all research likely to be undertaken, but it shall allocate the space, facilities, partial funding, and other resources for research programmes based on the scholarly and educational merits of the proposed research. It shall also provide development opportunities to researchers for writing research proposals and reports, publications, patent filing, etc.

1. RESEARCH AT UNDERGRADUATE AND POSTGRADUATE LEVEL

K J Somaiya College of Arts and Commerce treats teaching and learning should always be amalgamated at each level. Thus, equal opportunities at the graduate and post-graduate level are given and help to promote creativity among the undergraduate and post-graduate students, some research component in the curricula, especially in the final or pre-final year of the bachelors programme and final year in the master's programme is implemented. Accordingly, in the final year of the bachelors programme the Minor Research Project and Major Research Project are inducted where the students under the guidance of the faculty work on the decided topic of the dissertation and submit the findings periodically. The final project is submitted to the institution and also the viva is conducted. Similarly, in the postgraduate programme, research was emphasised emphatically and students were trained for robust research skills. The college shall further reinforce research training in both undergraduate and postgraduate programmes in the future.

1. DOCTORAL RESEARCH

The steps towards the expansion of doctoral programmes are commenced both for full-time scholars and external scholars. Though, college is having limited finance and resources for conducting research and also in the development of the rich infrastructure for conducting research in different fields; therefore, it was decided to allow the research scholars and teachers to collaborate with different prominent National institutions where they have requisite research infrastructures and also have expertise to guide the scholars in different areas. The college shall further boost doctoral research and earmark

appropriate budget for scholarship and research facilities in different institutions. It shall also recognise the worthy R&D organisations for doctoral research and build bridges with them. The college shall continue to encourage faculty and research scholars to get funding for attending International conferences from external agencies as a matching share so that the quality in research paper can be maintained. It shall urge research scholars to publish and patent/obtain copyrights their research work.

1. MINOR RESEARCH PROJECTS

From the very beginning, the college has encouraged young faculty to conduct research. Thus, it has developed a mechanism to guide and facilitate the financial assistance to Minor Research Project. Minor Research Project will be verified and periodical assessment of the research will be conducted by the Research, Review and Recommendations Committee. The committee will help young faculty think about research, prepare the proposal, conduct research and write a research report. It also assists them in preparing proposals for major research projects. The college shall continue to encourage young faculty to take up minor research projects.

1. MAJOR RESEARCH PROJECTS

The college will identify a list of funding agencies. Faculty can submit Major Research Project proposals to these agencies. These proposals are scrutinised before submitting the same to a funding agency by Research, Review and Recommendations Committee. The college will try to provide all kinds of infrastructure facilities available for conducting a Major Research Project. The college plans to evolve a mechanism through which it shall monitor the progress of Major Research Projects funded by an external agency, maintain its accounts and submit the utilising certificate in time to the funding agency as per the requirement of the funding agency.

1. COLLABORATIVE RESEARCH PROJECTS

The Academic-Industry Interaction is the demand of the day. If we want to contribute to the society at large, the college has to closely work with industries and different organisations. The college has planned to encourage industry Sponsored Research Project, Interdisciplinary Research, Collaborative International Research, Training for Research and Publications, Publication of Papers and Journals and helping the researchers in copyrights

/Patent and IPR.

1. INCENTIVES FOR OUTSTANDING RESEARCH

The college would like to encourage quality research in different thrust areas. For this purpose, outstanding research contributions done by faculty, researcher, and research scholar shall be recognised. Therefore, the college has prepared a scheme for providing incentive to researchers and scholars. The incentives in terms of money, awards/prizes, more funding for the on-going research, issuing certificates and giving more weightage for the career advancement scheme, etc. will be part of the comprehensive research promotion policy.

1. RESEARCH RECOGNITION, REVIEW AND RECOMMENDATIONS COMMITTEE

Research Review Recommendations Committee is constituted for the purpose of reviewing the research proposals, minor and major research projects, seeking the seed funding for seminars, workshops, paper or book publicaitons and determine compliance with research policy. The members of the RRC-KJSAC will be consisting of research guides, dean-research and Extension and the Principal. The final approval will be made by the Principal.

1. Rules to consider the Proposals for Award of M.Phil./ Ph.D. Degree In Consonance with University Grants Commission Regulations, 2016 (Minimum Standard and Procedure for Award of M.Phil./Ph.D Degree) notified vide its Notification dated 5th May, 2016 and the UGC Notification on University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 will remain statutory rules as it is.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	**No File Uploaded**
Provide URL of policy document on promotion of research uploaded on the website	https://kjsac-sr.s3.ap-south-1.amazonaws.com/RESEARCH/Research+Policy+Documents+24-Jan-2022+20-37-24.pdf
Any additional information	**No File Uploaded**

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

NIL

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	**No File Uploaded**
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	**No File Uploaded**
List of teachers receiving grant and details of grant received	**No File Uploaded**
Any additional information	**No File Uploaded**

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	**No File Uploaded**
List of teachers and details of their international fellowship(s)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	**No File Uploaded**
List of projects and grant details	**No File Uploaded**
Any additional information	**No File Uploaded**

3.2.2 - Number of teachers having research projects during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	**Nil**
List of research projects during the year	**No File Uploaded**

3.2.3 - Number of teachers recognised as research guides

03

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	<u>View File</u>
Institutional data in Prescribed format	**No File Uploaded**

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

File Description	Documents
Supporting document from Funding Agencies	No File Uploaded
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Our Institution provides healthy atmosphere, infrastructure, resources, confidence for enhancement of the capacity and competencies of students and teachers in research and innovative activities. All innovative and extension activities are student centric. Various activities are conducted to nurture and nourish youth's minds. These activities help students to understand the various problems faced by the society.

The institution has various subject associations and cells through which students and faculty members are encouraged to undertake innovative activities which are helpful for creation and transfer of knowledge. Activities conducted by these associations and cells are helpful to develop leadership qualities, various skills, planning, budgeting, marketing and organizing. Activities conducted by language associations are helpful to enhance the skills of languages and creative thinking.

The college has an Entrepreneurship Development Cell (EDC) to promote an entrepreneurial mindset. Throughout the year workshops, seminars and guest lectures on Entrepreneurship are organized by EDC. Students are provided opportunities to directly interact with outstanding entrepreneurs excelling in their field. Expert lectures by industry personals are arranged for students. Individual departments also interact with industry to ascertain its needs to fill the gap in curriculum. Industrial, field and site visits are arranged for students regularly. Faculty members regularly interact with the industry to understand functional challenges through applied research or student projects

College has recognized Research Centres in the Departments of Commerce, Hindi and Gujarati.

Various departments of the college work to together inculcate the spirit and culture of research amongst faculty and students. This in turn helps to enhance interaction and cooperation between researchers for interdisciplinary and multidisciplinary work. Departments of the college also organize research promotion events like conferences, seminars, workshops, invited lectures, webinars.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

File Description	Documents
Report of the events	View File
List of workshops/seminars conducted during the year	View File
Any additional information	**No File Uploaded**

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software	**B. Any 3 of the above**

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	View File

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

0

File Description	Documents
URL to the research page on HEI website	https://kjsac.somaiya.edu.in/en/accomplishment
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	View File

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

34

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

04

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

File Description	Documents
Any additional information	**No File Uploaded**
Bibliometrics of the publications during the year	**No File Uploaded**

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

NIL

File Description	Documents
Bibiliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

NIL

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	**No File Uploaded**
List of consultants and revenue generated by them	**No File Uploaded**
Any additional information	**No File Uploaded**

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

NIL

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	**No File Uploaded**
List of training programmes, teachers and staff trained for undertaking consultancy	**No File Uploaded**
List of facilities and staff available for undertaking consultancy	**No File Uploaded**
Any additional information	**No File Uploaded**

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

K. J. Somaiya College of Arts and Commerce organizes and participates in various extension activities with a dual objective of not only sensitizing students about various social issues but also contribute to community and strengthen community participation. The NCC and NSS college units take part in various initiatives like organizing camps, Swachh Bharat initiatives, Plastic management campaigns, blood donation camps, awareness programs on Breast cancer, Heart attack, Mental health issues, Organ Donation etc.

Events like International Yoga Day, Independence Day, Republic

Day, National Youth Parliament Festival saw large participation of the students this year also. Blood donation camps in the College area regular feature (twice a year) whereby students and staff donate blood for the cause.

During the months of lockdown last year, volunteers of the NSS unit of our college made cloth masks at home and distributed it to people who needed them. These homemade masks were made from cotton cloth, t-shirts and some of our volunteers also made them by using sewing machines, thus exhibiting their creative skills. Our volunteers distributed a total of 150 masks in areas like Dombivali, Kalyan, Thane, and Navi Mumbai, also in places like Dibrugarh, Assam, Jharkhand and Chhattisgarh which are the native places of some of our volunteers.

In these difficult times wherein majority of the people are battling with Covid, the availability of plasma has become the need of the hour. Thus, the NSS unit of our college decided to extend our hand and contribute towards the society by conducting plasma donation drive so as to help as many people as possible. The NCC unit of our college also organized a campaign for "Improving fitness during Corona".

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

NIL

File Description	Documents
Number of awards for extension activities in during the year	No File Uploaded
e-copy of the award letters	No File Uploaded
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those

organised in collaboration with industry, community and NGOs)

24

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

824

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

90

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

04

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	View File
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

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 equipments, etc.

Institution has augmented adequate physical as well as technical amenities to facilitate a smooth teaching-learning process. Institution has managed to maintain a balance in physical and technical infrastructure. All the classrooms and the conference room were equipped with LCD, Speakers and Wi-Fi/LAN facility. One classroom is converted into a smart room with the use of smart board. There are 4 AV rooms with 1 amplifier, speaker and cordless mic. Institution has a well-equipped and well-maintained computer lab comprising 51 computers and a language lab comprising 10 computers with highly advanced audio-video communication software. College has a research lab for facilitating research. There is a Psychology Lab for Psychological experiments. Every teaching faculty has been provided with a laptop and Wi-Fi connectivity in college premises to aid in smooth conduct of online lectures which largely proved beneficial during the pandemic. Institution has provided photocopy, scan and print facility for staff as well as students in the library and in the college foyer.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

Institution has an impeccable Auditorium named 'Kalidas Sabhagruh' comprising 6 speakers 2 base 2 stage speakers, 4 hanging mic 1 podium and 2 cordless mic, 1 amplifier, 1 mixer, LCD, Wi-Fi connectivity with a seating capacity of 300. The auditorium is self-reliant with its own full-fledged music system required for conducting programmes. It has 2 green rooms backstage required by performers and organisers for their arrangements before any performance. The Institution has also facilitated a RAM for the disabled so that they can smoothly make up to the stage.

The Institution also has a well-equipped gymnasium for indoor games and physical fitness, consisting of Table Tennis, Carrom, Chess facility, with Football and Cricket kits for outdoor games and Treadmills and Dumbells for workouts. Apart from the college gymnasium, students of the institution can have access to all the sports facilities offered by the Somaiya Vidyavihar management across the campus viz., football ground, basketball court, cricket ground, cricket nets, Kabbadi, Kho-kho ground, Tennis court, Athletic track, Badminton court, Outdoor chess, Squash court, Volleyball court, multi-purpose surface, Kalaripayattu, Taekwondo, Table Tennis court and Gymnasium.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

31

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

12,189,860.10

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	No File Uploaded

4.2 - Library as a Learning Resource

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

K. J. Somaiya College of Arts and Commerce Library is the oldest and biggest library in the Vidyavihar campus. The total area of it is 10732-sq. ft. comprising of 418 chairs with 80 tables for studying. College library projects a splendid collection of 87000+ books, 758 e-books, 124 periodicals, 2 e-resources, 825 back volumes, 427 rare collections, 8 braille collections, 18 Theses, 1684 CDs, 31 audio cassettes, 59 video tapes, 136 maps and 18 newspapers. The book collection covers most of the areas of knowledge. Though the emphasis is on Indian publications there is a good collection of foreign publications too.

The approximate yearly budget varies from Rs. 6,00,000 to Rs. 7,00,000 including periodicals and journals. Nearly 2000 to 2500 books are added every year. Yearly 50 periodicals are subscribed, out of which four are foreign publications. Many journals are bound after completion of the volume. Past question papers and syllabi are available for reference. Library helps to get photocopies of syllabi to the students going for further studies in foreign countries. Library also maintains a special collection on Career Guidance, Gandhian Literature, material for competitive examinations and CA studies, and a collection of Biographies. It also has some rare books, which are not available in the market and now beyond copyright laws.

There are 4 counters in the library for current reading, home issue, staff issue and reference counter. Library is divided into 8 sections, viz., Acquisition, Periodical, Reference, Current Reading, Home issue, Staff and PG issue, Internet and Computers section and Book-bank. Library is offering free internet, photocopy and print facility to staff and students.

The Institution has a fully automated and user-friendly Library for the benefit of staff and students. The Somaiya Trust has proposed an in-House software programme 'BOOK WARM', which will help to link all libraries in the campus.. It has a complete catalogue on computers and Bar-coding has been done. Besides this circulation and statistical records are also maintained on computers. The program has provision for making and printing lists of books for various purposes.

Students can renew books themselves through online (KIOSK), provided the book is not

in demand/reserved. Students can reserve the books through Web OPAC which are not available in the library (issued to other members). System will notify the students through email, to return the book on or before the due date and.once the reserved book is back into the library, the system will send notification through an email to the students who reserve the book.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	View File

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

2,33,314

File Description	Documents
Audited statements of accounts	View File
Any additional information	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

03

File Description	Documents
Upload details of library usage by teachers and students	[View File](#)
Any additional information	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The Information Technology policy of the institution is a centralised policy set forth by the Somaiya Trust management for the entire Somaiya Vidyavihar campus. The IT policy is applicable to all faculty, staff and students across the campus. Data centre of Somaiya campus monitors data and Wi-Fi access through centralised user id and password allocation system. There is no auto login facility to devices and entering of id/password is required for each login daily. Anti-virus software and other required software's are installed by the data centre itself. Data centre takes care of repair and maintenance of devices. Cameras are installed at prominent places in the college as well as across the campus for security purposes.

Institution has a policy to take decisions regarding various purchases for updating Physical and IT infrastructure of the institution which are recommended to Somaiya Trust Management for their approval.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
5140	**73**

File Description	Documents
Upload any additional information	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	[View File](#)
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

10,683,492.10

File Description	Documents
Audited statements of accounts	[View File](#)
Upload any additional information	[View File](#)

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

Institution has a built-in mechanism well communicated through policy manuals for maintaining and utilizing physical, academic, support facilities, viz., for computer lab, library, sports, etc.

Library - Staff and students can login into My Account on Somaiya Vidyavihar Home Page on Library portal through the integrated ID SVV Net ID and Password which is already sent on their mobile and also on their email. Students can renew books themselves online, provided the book is not in demand/reserved before the due date. Undergraduate students can renew the book only once while postgraduate students can renew it twice. Any Member can borrow any one book for seven days from any library of Somaiya Campus. At the Current Reading Counter the textbooks, general books, question papers are provided for current reading only, against the Identity Card. It is necessary to take the Librarian's permission for borrowing books overnight. If the book is not returned in time the student is fined Rs. 2/- per day. Books and periodicals are issued to staff members of the college. Generally books, other than textbooks, are issued for one month and periodicals for seven days. The staff members can borrow not more than 20 books and not more than 2 periodicals at a time. P. G. students are issued two books at a time for home lending for 7 days and three books at a time to read within the library. Reference books marked "R" before class number and Rare Old books are not issued for home reading. All Newspapers are made available for Students & Staff members in the Reference Section. Silence must be maintained in the reading room and any kind of discussion is not permitted in the reading area. Students are not allowed to eat in the library. Guidelines for the use of the Library are informed to staff and students.

Sports - Sports facilities in the institution as well as across the campus are available for use to staff and students provided they produce their appropriate Somaiya ID Cards / Sports Facilities User Cards issued by the Somaiya Sports Academy. Written guidelines regarding rules and regulations to use sports facilities are available and duly informed. Necessary online bookings are essential to use Somaiya sports facilities. Access to all the sports facilities is free of cost for all current students. The student/ player must be in appropriate sports attire i.e. sports specific shoes, t-shirt, Shorts/ track pants. Users will be responsible for any damage to the property in the sports facilities, such as lockers, windows, flooring, furniture, etc. Photo taking with/without flash and video filming are NOT

allowed inside the sports facilities, except if an exclusive permission is taken from the Security and Sports academy. Food, beverages, pets are strictly not permitted into the sports facilities. Smoking and gambling of any sort is strictly prohibited in and around sports facilities.

Laboratory - Computer and Language lab can be used by staff and students subject to furnishing of Somaiya ID card. Lab facilities can be used only in the presence of Lab-in-charge or Lab assistant.

Research Centre - Institute ensures zero-tolerance for plagiarism in the research work either carried by the faculty, researchers or students. The policy shall apply to all students, faculty, researchers and staff of the institute. The research policy provides broad framework to guide scholarly research with the objectives like create and promote research culture, identify academically, practically and socially relevant research areas, organise programmes in research methodology, facilitate publication of research material, provide professional guidance, technical support, recommendation for financial assistance, ensure quality, integrity and ethics in research, protect Intellectual Property Right of research conducted by researchers.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

111

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

109

File Description	Documents
Upload any additional information	View File
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology	A. All of the above

File Description	Documents
Link to Institutional website	Nil
Details of capability development and schemes	View File
Any additional information	View File

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

457

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**
Upload any additional information	View File

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

49

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

83

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

05

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

16

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The Students' Council Committee of the College comprises of the Chairman (Principal), the Appointed Incharge (Coordinator) and Chairpersons of NSS, NCC and SPORTS. In addition to these teaching staff members, a group of students who are academically good and also good in co-curricular activities are selected as

members.

For this, the Chairpersons of NSS, NCC , SPORTS and CULTURAL FORUM are requested to nominate three good students in their respective activities preference wise, to be considered as members of the Students' Council. The Academic Toppers of the College from every subject are also considered.

Care is taken that at least one student from each class is selected i.e. : there will be at least one student from FYBA/SYBA/TYBA and FYBCOM /SYBCOM / TYBCOM and also MCOM-I /MCOM-II. This ensures that, every class is correctly represented. Also, as per requirement, two lady students and also student from backward class are to be included in the Students' Council. Thus, there is a perfect representation of academic excellence, excellence in co-curricular activities, all classes and all categories of students in the Students' Council.

Then, from these selected members, one student is elected as our General Secretary, who will also be our University Representative. For this, the necessary voting is to be done by filling the form of election and one member is to be duly elected as per procedure.

Due to Pandemic Covid-19, it was not possible to elect the candidate as by conducting the election for the year 20-21. For this, the necessary voting is required to be done by filling the form of election and one member is to be elected as per the procedure. For the year 2020-21, Students' Council Members are to be elected by using ballot papers and these elections are expected to be conducted in all colleges on the same day , where every student will cast five votes for electing their Class Representative/College President/ College Secretary/College Lady Representative and College Reserved Category Representative

All the required procedure was not possible to conduct in the Lockdown situation occurred due to COVID-19 Pandemic during the Academic year 2020-21. Even though formal students council could not be placed as we could not hold the elections but classwise students's CR and association leaders were appointed informally to coordinate all the curricular, co-curricular and extra curricular activities of the students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

5.3.3 - Number of sports and cultural events / competitions organised by the institution

45

File Description	Documents
Report of the event	View File
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Institution has registered Alumni Association. The Association aims at uniting and gathering past students. The association provides platform for ex-students to keep in touch with the college. It organizes a number of activities for the benefit and betterment of the present students. The Association conducts workshops, guest lectures and other educational and entertainment programmes. The ex-students through the association provide the support to the institution.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	**Nil**

5.4.2 - Alumni's financial contribution during the year	**E. <2 Lakhs**

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Describe the vision and mission of the institution with regard to governance, perspective plans and participation of the teachers in the decision-making bodies of the institution (within a maximum of 200 words).

Established in September, 1959, K J Somaiya College of Arts & Commerce is one of the premier institutions in the Somaiya Vidyavihar campus. College enjoys a linguistic minority status and is permanently affiliated to the University of Mumbai and recognized by UGC under 2(f) and 12(b) of U.G.C. Act. To empower a cross-section of the society through Excellent Education based on a sound value system is the vision of our institute.

The mission of our institute is:

1.   To impart qualitative and valuable service to all those who need it the most.

2.   To attain community and social development through education.

3.   To aim at overall personality development of students through curricular, co-curricular and extra-curricular activities.

To fulfil our mission of empowering students, the college lays great emphasis on the all-round development of all its pupils. While academic excellence is of course encouraged and rewarded, a variety of extra-curricular activities conducted by the institutions enable students to explore and bring out their talents and potential and develop an onward looking and confident personality. About 6,500 students of both the Junior and Senior College and about 150 Post Graduate and Research students participate in academic and other activities of the college every year under the guidance of a caring and supportive staff. The

faculty members are entrusted with a responsibility of working as a chairperson of committees or in the capacity of the members of those committees and facilitate the functioning of NSS, NCC, Cultural Forum and many such bodies working for the welfare of the students.

Committee / Cell / Co-ordinator

Roles & Responsibilities

Principal

Implementation and monitoring of academic and administrative system to cater to vision and mission of the institute

Examination committee/College Examination Officer

Internal & External Examination activities, examination planning, CAP, Results

NSS Coordinator

Research committee/Academic Research Coordinator

NSS activities of SPPU Academic and research activities of BCUD, SPPU

Training placement and career counselling cell

Training and Placement activities

Entrepreneurship Development Cell

EDC activities

Student welfare Committee

Planning, execution and supervision of activities of student association

Cultural and sports committee

Planning, execution and supervision of   cultural and sports activities

Student Grievances Redressal Committee

Attending and Redressal of students problems

Accounts

Management of finance and account activities

Library Committee

Management of learning resources

Ant-ragging Committee

Prevention and action against ragging cases

Department of Lifelong Learning & Extension

Extension activities

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional Information	https://kjsac.somaiya.edu.in/en/vision-mission

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Decentralization:

Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. Principal Level: The Governing Body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal in order to fulfill the vision and mission of the institute. Committee formulates common working procedures and entrusts the implementation with the faculty members.

Faculty Level:

Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities and encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. Principal is entrusted to implement academic and administrative system and monitor examination committee/College Examination Officer, internal and external Examination activities, examination planning, CAP, Results etc. Faculty members either in the capacity of the chairperson or the committee members represent the NSS unit of the college , Research committee, Training , placement and career counselling cell, Entrepreneurship Development Cell, Student welfare committee, Cultural and sports committee, Student grievances Redressal committee, Accountants, Library Committee, Ant-ragging committee and several other committees.

Student Level:

Students are empowered to play an active role as a coordinator of

Co-curricular and extracurricular activities, social service group coordinator.

Participative management:

The institute promotes a culture of participative management by involving the staff and students in various activities. Both students and faculties allowed giving suggestions resulting in the academic excellence.

Strategic Level:

The principal, academic co-coordinator and staff members are involved in defining the policies and procedures, framing guidelines and rules, regulations pertaining to admission, placement, discipline, grievance, counselling, training development, and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institute.

Functional Level: At functional level the faculty members participate in sharing the knowledge by discussing on the latest trends in technology during faculty meeting. Staff members are involved in preparation of annual budget of the institute. They also correspond with the University and UGC.

Operational level:

The principal of the institution is a member secretary of the GB. The GB gives suggestions and monitors the procurement, introduction of new programs and welfare activities. On behalf of the institution, he interacts and corresponds with, Govt. of Maharashtra, UGC, Affiliating University, etc. The budget is earmarked for staff members and students to participate in various programmes organized by the institute.

Levels of Participative Management:

Teaching Staff: Governing Body, IQAC, Grievances Redressal Cell, Women Grievance Redressal Cell, Anti-ragging Committee, Examination committee Placements and Industrial Visits.

Non - Teaching Staff : Local Managing Committee, Admission committee, Anti-ragging Committee

Students: Students Council, Grievances Redressal Cell, Students Editorial Board etc.

External Representation: In Examination Committee, Grievances Redressal Cell, Anti-ragging Committee and IQAC.

File Description	Documents
Upload strategic plan and deployment documents on the website	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for additional Information	https://kjsac-sr.s3.ap-south-1.amazonaws.com/About+us/perspective2019.pdf

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

In keeping with the Perspective Plan, the college organized and successfully conducted a series of Webinars based on each criterion of NAAC, Academic Autonomy: Dimensions and Directions, Significance of Website in NAAC and NAAC Accreditation Process and Documentations. A week-long FDP on Sustainable Teaching, Learning and Evaluation Methods in collaboration with Sydenham Faculty Development Centre under PMMMNTT in association with UGC Paramarsh Scheme was organised by the college from 10th August to 14th August 2020. Seven Day Quality Enrichment Program for Non-Teaching Staff under UGC Paramarsh Scheme was organised by the college from 24th May to 31st May 2020.

File Description	Documents
Strategic Plan and deployment documents on the website	<u>View File</u>
Paste link for additional information	<u>https://kjsac-sr.s3.ap-south-1.amazonaws.com/About+us/perspective2019.pdf</u>
Upload any additional information	**No File Uploaded**

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

The college has adopted a hierarchy in compliance with governing rules of university of Mumbai and Government of Maharashtra. The Management of the college plays a guiding role in issuing advice for administrative, development and students' welfare activities. A consideration of guidelines and recommendations has led to the following hierarchy of the institution.

File Description	Documents
Paste link to Organogram on the institution webpage	**Nil**
Upload any additional information	<u>View File</u>
Paste link for additional Information	**Nil**

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

File Description	Documents
ERP (Enterprise Resource Planning) Documen	**No File Uploaded**
Screen shots of user interfaces	**No File Uploaded**
Details of implementation of e-governance in areas of operation	**No File Uploaded**
Any additional information	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

Welfare Measures:

Teaching Staff:

Teaching staff is encouraged to participate in Conference, Seminars. Considering the CAS, faculty members are also encouraged to attend Orientation Course, Refresher Program, FDP, Short Term Courses and other Training Programs. Financial assistance is provided to the teaching staff for participating in Conference, Seminars and Orientation and Refresher Programs. Around 11 teaching staff members were granted permission to attend the FDP on Sustainable Teaching, Learning and Evaluation oraganised by the college from 10th August to 14th August 2020 in collaboration with Sydenham Faculty Development Centre under PMMMNTT in association with UGC Paramarsh Scheme.

Non-teaching Staff:

Financial Aid is provided on case-to-case basis. Scholarship is given for the 10th 12th pass out students of non-teaching staff. All the non-teaching staff members were encouraged to participate in the Seven Day Quality Enrichment Program for Non-Teaching Staff under UGC Paramarsh Scheme organised by the college from 24th May to 31st May 2021. Considering the pivotal role played by the supporting staff in the effective functioning of an academic institution, numersous quality-enhancing sessions on myriad G-Suite features and soft skills were oraganised. The sessions comprised a hands -on training on Microsoft Excel - highlighting impactful and time-saving functions and features that are useful for the office staff, Google Sheets, Google Slides, Google Forms, Autocrat, Google Drive, Google Keep, Google Docs, Gmail, Mail Merge, Google Calendar,. They were also given finer insights into the significance of Documentation and Office Management, introduction to NAAC and importance of Soft Skills.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

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

03

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)	<u>View File</u>

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

13

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	<u>View File</u>
Upload any additional information	**No File Uploaded**

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

53

File Description	Documents
Summary of the IQAC report	View File
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
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

The institute has a mechanism for internal and external audit. We have our own internal audit mechanism where internal audit is an on-going continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year. Qualified Internal Auditors from external resources have been appointed and a team of staff under them carries out a thorough scrutiny and verification of all vouchers of the transactions that done in each financial year. Likewise an external audit is also carried out in an elaborate way on quarterly basis. The institutional accounts are audited regularly by both Internal and statutory audits. So far there have been no major findings / objections. Minor errors of omissions and commissions when pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future. The institute regularly follows internal and external financial audit system.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

?1,49,916

File Description	Documents
Annual statements of accounts	View File
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

The funds provided to the institute are also deployed towards the welfare of teaching and non-teaching staff.

The teaching staff is encouraged to participate in myriad training programs such as Orientation Program, Refresher Course, Faculty Development Program and Short-Term Course etc. The institute harnesses sustainable strategies to organize workshops, seminars, and conferences for faculties for their professional development.

Every year, under teacher's welfare scheme, teachers are encouraged to maintain their personal library. The cost of this is borne through the staff welfare budget. In addition to this, all departments and associations are adequately financed to carry out their co-curricular and extracurricular activities for the entire academic year.

The non-teaching staff also undergoes training programs like G-suite and soft skills training. The cost for provision and maintenance of uniforms for non-teaching staff is also accounted under this budget.

The budget also accounts for various types of expenses related to the maintenance of the teaching-learning infrastructure cost of the institute, such as purchase of books, journals, e-books, and e-book readers(kindle) for the library, purchase of routers for the provision of wi-fi throughout the institute building, provision and maintenance of laptops, projectors, printers, and office stationery.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Curriculum Development:

Curriculum development is taken care of by individual departments as per specific requirements. Syllabus is reviewed and revised as per the suggestions and recommendations given by the expert members of the Subject Board. It is comprises of University Nominee, Subject Experts, Industry Expert, Faculties of Department and Alumni.

Teaching and Learning:

Teachers use Traditional as well as Modern methods to inculcate practical aspects of the subject and to make the students understand the different concepts. Teachers use Traditional Methods like Black Board, Group Discussions, Assignments and Projects, whereas modern methods include PPT Presentations, Google Classrooms, Smart boards, Role Plays, Management games, Visit to Industries etc. Remedial Classes are organized for students of first year, second year, third year Arts and Commerce students to help them prepare for the semester end examinations. Though the medium of instruction is English, teachers are requested to explain points in Marathi and or in Hindi to help vernacular medium students understand important concepts.

Examination and Evaluation:

The academic year 2016-17 saw a change in the examination pattern. The internal evaluation for all subjects is done according to the nature and scope of the subject as follows:

Internal Examination Pattern:

1 Management Related Subject -Management Games, Power point Presentations.

2 Accounts and costing -Written Examination or Project

3 Foundation Course -Project on Social Issues

4 Security Analysis Portfolio Management-Comparison of two companies of market on the basis of Technical and fundamental analysis

5 Mutual Fund Management Study of Fact Sheet on different mutual funds and Viva

6 Research Methodology Project on different topics and viva conducted by external industry experts.

7 Banking laws and corporate Laws, Role Play and Moot Court

Online Examination (Using Smart Phones or Android phones) is conducted through OFFEE Software developed by the alumni of the Somaiya college. 20 Marks are allotted to Internal Examination and 5 marks for attendance and overall conduct of the students.

Research:

Research has been considered as an important integral part of the academic endeavours in our college. Many Seminars and workshops are organized by the college to provide expert information on Research Methodology. The college promotes faculty participation in research by granting them leave, helping them in participation of Faculty Improvement programmes and arranging books required by them. All teachers are encouraged to participate and present research papers in International, National State Level Conferences. They are encouraged to take Major and Minor Research Projects. The Management of the Institute has a policy of felicitating the faculty members acquiring Ph.D. Degree at annual prize distribution ceremony. Students are continuously encouraged to undertake Research Projects related to their curriculum.

Library, ICT and Physical Infrastructure / Instrumentation:

The prime objective of Library as a learning resource is to acquire, develop, maintain and provide a qualitative and

quantitative collection of books, periodicals and other instructional material of electronic resources to support the academic program and educational goals of the college. All the modern ICT facilities are available in the college such as Language Lab and Research lab.

Human Resource Management:

The college has adopted mandatory Self-Appraisal Method to evaluate the performance of faculty in teaching, research and extension programmes. At the end of the academic year, every teacher is given an Academic Performance Indicator (API) form on the basis of UGC requirements. Teachers are required to give self-evaluation of academic, co-curricular and extracurricular work done during that academic year. The data of the papers presented at conferences, seminars, refreshers courses and orientation programmes attended is also maintained regularly.

Industry Interaction / Collaboration:

Experts are invited from various fields to deliver guest lectures and industrial visits are arranged. The career guidance and placement cell organize education visits to Reserve Bank of India, BSE/NSC Market, and SEBI. Career fares are frequently organized for placement of the students.

Admission of Students:

All the admissions are strictly as per the rules and regulations of university. Students seeking admissions are required to fill in the admission form of university as well as on college portals. Admissions are given strictly on Merit basis.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://kjsac.somaiya.edu.in/en/iqac-about

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The curriculum of under-graduate courses is reviewed and revised under progressive academic autonomy. In the academic year 2020-21 the TYBA and TY BCom curriculum is reviewed and revised in the third cycle of autonomy that was implemented with effect from the academic year 2021-22. Teaching staff is encouraged to take effective measures to implement blended learning. Several faculty members have completed online training programs/ short term courses/ FDP organised under PMMMNT and conducted by SWAYAM and ARPIT. A considerable number of faculty members have developed e-content on the topics that are considered relatively difficult by the learners

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

B. Any 3 of the above

File Description	Documents
Paste the web link of annual reports of the Institution	Nil
Upload e-copies of accreditations and certification	No File Uploaded
Upload details of quality assurance initiatives of the institution	[View File]()
Upload any additional information	No File Uploaded

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

K. J. Somaiya college of Arts and Commerce undertakes various measures and activities to promote a equality for female gender. This helps to promote their growth as individual in their own right. Various programmes are organized to promote gender equality during 2020-21 these are mentioned below Sr. No. Title of the programme Date Organised by Participants 1 Basic self defence 08-Mar-21 Women Development Cell and NSS 92 2 Breast Cance awarness 06-Mar-21 Women Development Cell and NSS 27 3 Poster making competition 03-Mar-21 Women Development Cell 26 4 Webinar on Gender Sensitisation 27-Mar-21 NSS & Business Law Dept. 150 5 Online Essay writing Competition 05-Mar-21 Women Development Cell 26

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	Nil

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

C. Any 2 of the above

File Description	Documents
Geotagged Photographs	[View File](#)
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid Waste, Liquid Waste Management and E- Waste management

The main objective of the solid waste management system in the campus is to promote the conservation and environment management in the Institute Campus. The purpose of the current available system is to introduce and aware students regarding of environment and its sustainability. There are various kinds of waste management practices through collecting and disposing daily

garbage which includes used paper, card sheet, rubber, and plastic, used pen etc. Dustbins are located on various floors, every classroom, staffroom, admin offices, library etc. The institute has aware of the e-waste material. The e-waste material like mobile charger, hard disc, Wires and Cables Computer, laptops collected, repaired and recycled.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	View File
Any other relevant information	No File Uploaded

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

A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
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:

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
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy 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**	**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	View File
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance,	**A. Any 4 or all of the above**

reader, scribe, soft copies of reading materials, screen reading, etc.

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing 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, socio-economic and other diversities (within a maximum of 200 words).

K J Somaiya College of Arts and Commerce conducts the institutional efforts/initiatives in providing inclusive environment for the students. The Purpose of conducting such activities/programmes is to inculcate the sense of peace, equality and harmony among students. A following table shows various activities to increase consciousness about tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. Sr. No. Title of the Activity Date and duration of the initiative Issues addressed Number of Participants State Level Webinar 'Gendering Corona Crisis' 08-Jun-20 Health and Civic Awareness 300 Webinar on Social Movements in Maharashtra after 1980s 15th September 2020 102 1 One-Day Yoga Workshop on International Yoga Day 21st June, 2020 Health 50 2 ESSAY WRITING AND POSTER MAKING (ORGAN DONATION) 27 Sepetember 2020 Civic Awareness 25 3 Teachers Day Celebration 5th September 2020 100 4 Webinar: Heart Attacks (Jai Hind College) 13th October, 2020 Health 73 5 Webinar: Mental Health Issues 16th October, 2020 Health 37 6 Webinar: Plastic Management 19th October, 2020 Civic Awareness 59 7 Webinar: Corruption 2nd November, 2020 Civic Awareness 42 8 Clothes Donation 11-12-13 November, 2020 Civic Awareness, Help to crises 22 9 Webinar: Organ Donation- KJSSC 25th November, 2020 Civic Awareness 37 10 Blood Donation Camp (Dombivali 3rd December, 2020 Health 15 11 Blood Donation (Thane) 9th December, 2020 Health 8 12 Webinar: Organ Donation (University) 8th April, 2021 Health 32 13 Webinar: Healthy

Lifestyle 8th April, 2021 Health 300   14 Plasma Donation Drive 21st April, 2021 To 30th April, 2021 Civic Awareness 30 15 URBAN WILDLIFE CONFLICTS AND CONSERVATION WEBINAR 21 MARCH, 2021 Civic Awareness 1000   16 WEBINAR ON CYBER SECURITY AWARENESS 3rd APRIL 2021 Cyber Security Awareness 813   17 Fight against Corona Campaign 1st July 2021 Civic Awareness 25 18 Swachh Bharat Abvhiyan 1st November 2020 to 15 November Civic Awareness 50   19 Introduction of Courses such as Religious Studies, Gandhism offers insight toward cultural diversities and facilitaes the development of tolerance. Provide Web link to: https://youtu.be/By-cYBTDuLs ·   Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)

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

K J Somaiya College of Arts and Commerce provide holistic all-round education to the students and sensitizing students on our constitutional rights, values, duties, and responsibilities is one of the primary educations given at the institute through various means. Also, all students take a subject Environment studies in their first year which gives them insight into environment acts, wildlife protection act, forest act, global environmental concerns etc. There are following programs are conducted to sensitization of students and employees of the institution to constitutional obligations: values, rights, duties, and responsibilities of citizens
Sr. No.   Title of the Activity   Date and duration of the initiative   Number of participating students and staff
1   Independence Day Celebration   15th August, 2020   179 (15 NSS Volunteers)   2   NSS Foundation And Orientation Day   24th September, 2020   83
3   Bhajan Sandhya online programme was held to celebrate Gandhi Jayanti   02-Oct-20   66   4   Mask Distribution Activity   10-11-12th October, 2020   30
5   Republic Day Celebration   26th January, 2021   67
6   Constitution Day- Poster Making And Quiz Competition   26th

November, 2020   400 in Quiz Competition and 5 NSS Volunteers
7   WEBINAR ON E – WASTE MANAGEMENT   14-Jan-20   212
8   Centre for Gandhian Studies in collaboration with Gujarati Sahitya Mandal organised online Presentation competition on Gandhian theme on 3 October 2020. 13 students participated in the competition. Centre for Gandhian studies organised online Essay, Poem and Poster competitions. 26 entries in English, Hindi, Gujarati and Marathi were received

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The 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 Annual awareness programmes on the Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

At K J Somaiya College of Arts and Commerce, every program starts with campus prayer and national anthem. The national anthem is also sung in all the functions. All national festivals are celebrated with great enthusiasm to inculcate a sense of patriotism in the students. The students also prepare videos and speeches to share their thoughts on these days. The NSS unit conducted a webinar on remembrance day of our great freedom fighter and social reformer, who gave the slogan of "Swaraj is my birthright and I shall have it" Lokmanya Bal Gangadhar Tilak on his 100th death anniversary and also to pay a tribute to Tukaram Bhaurao Sathe, popularly known as Annabhau Sathe, on his 100th Birth anniversary, who was a social reformer, folk poet and writer. 45 students and faculties participated for this program.

Celebrated Vishwa Gujarati Matrubhasha Din on every 24th of August. Through which the Gujarati language, its Culture and Literature preserved and Student also know that by Dispora Literature they can serve their knowled worldwide.

Every year we Celebrate the National festival of Patangotsav (Kite Festival) on 14th January. In which we create a Mini Gujarat in our college campus. Participants of festival also come to know the culture of food and flying kite. Also they enjoy the same. In this festival student of every language and department also takes part. Department of Marathi celebrated Maharashtra Day with 37 participants (including students and teachers) making one minute video each on the language and culture of Maharashtra, and jointly these videos were made viral through WhatsApp on various groups Department of Marathi celebrate Marathi Bhasha Sanwardhan Pandharwada by organizing 5 different competitions for students. All these competitions were held online through Google Meet with focus on Marathi Language Skills- Speaking in Marathi Competition, Speaking in Marathi Dialect Competition, Poetry Writing Competition, Essay Writing Competition and Marathi PPT Competition. 27th February 2021 / Marathi Language Day Department of Marathi organized a Google Meet Live program titled 'Marathi Language: Expanding Horizons' with eminent speakers talking about specific language skills and

career opportunities in it. Neha Khare (Radio related language skills and Careers), Saee Tambe (Audio Book related language skills and Careers) and joined from New York Gayatri Kashelkar-Hardikar (Blog writing and other writing skills and related Careers) 147 participants joined this session.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best practice: 1 1.

1. Title of the practice – Gyan Yagna 2.

2. The context that required the initiation of the practice: Our founder Padma Bhushan Shri. Karamshi Jethabhai Somaiya, was pained to see the indifference of youth towards Sanskrit, sanskriti and samskara. Our scriptures are cradle of Indian culture and heritage, treasure of spirituality and great traditions. Young students should not only be made aware of our great scripture but also love and respect our Indian culture. With this motive, Padma Bhushan Shri. Karamshi Jethabhai Somaiya started Gyan Yagna - Spiritual sessions in the Somaiya Vidyavihar campus in 1989 and since then we have been following the tradition by organsing these sessions every year in the month of January.

3. Objectives of the practice: The prime objective for organising Gyan yagna is to provide spiritual and Para medical services to the society. We involve students in organising these events whereby giving platform for students to do social work and also to learn event management. Cultural programmes are also organised to develop interest in different arts among students.

4. The Practice: Every year great Saints and Sages are invited to

speak on Sanskrit texts Veda, Upanishads Purana and Bhagvadgita etc. The Founder of Manana Ashram, Param pujya Shri Tejomayanand, his disciple Swamini Tanmayananda, Swami Chinmayananda, Parama pujya Shri Haribhai Kothari, Swami Avadhutanada maharaj,and many more have been the prominent speakers. As the programme became more popular, gradually two hours in the evening were kept for Cultural programmes like Folk music, folk dance and drama. Further, we had introduced two sessions in the morning where second session was allocated for health. In this session renowned Doctors were invited to speak on health issues and their solutions. Yoga practices were organised. In the year 2021, due to pandemic all events were organised virtually using Zoom platform. Every day Gyan Yagna started with 1st morning session of Pravachan for 7:00 to 8:00 a.m. After providing food for mental health programme was followed by Yoga / Speech / medical camp. In the evening between 6:30 to 8:30 cultural programs were organised.

5. Obstacles faced if any and strategies adopted to overcome them : In 2021, pandemic hindered the physical organisation of this event. Considering the viability of the situation, this event was organised online. Although our college is well equipped with IT team, we could not help the attendees to resolve technical issues faced at their end. Every year this programme was organised from morning to evening for one month. But this year it was not feasible to have this program for the whole day so we had it in different slots every day. Most of the speakers were not technology savvy so we faced problem in the conduct of their sessions. As this program is open for all, we generally face issue of security.

6. Impact of the practice : In COVID pandemic, when we are surrounded by negative news everywhere, which increased our worries for the social and economic wellbeing of our society, there was a need to spread positivity to overcome all the fear. This event Gyanyagya has been able to create positivity amongst the participants. There arises a need to uplift the physical and mental health of everyone. Gyanyagya through its daily sessions, made an attempt to connect the participants with Indian culture.

7. Resources required: There are extensive resources like infrastructure, staff and student volunteers, required to pull out this event on a huge scale for a duration of one month. Management has always been keen to support this event in every possible way. In last 32 years, Gyanyagya have never stopped for the dearth of resources.

Best practice: 2

1. Title of the Practice: Drushti Film Forum

2. The context that required the initiation of the practice : Established in 2007, Drushti Film Forum is a Film Society of the Somaiya Vidyavihar campus, initiated by K.J. Somaiya College of Arts and Commerce. Revised in 2013, so far, it has screened more than 250 films across the countries and themes. (A Film Society is a membership club where people can watch films which would otherwise not be shown in mainstream cinemas.) Drushti Film Forum was established in the academic year 2007-2008 and was inaugurated on 8th August 2007, at the hands of senior actress Suhasinee Muley.

3. Objectives of the practice : Drushti Film Forum, with regular weekly Screenings of World Cinema, serves as an effective tool to introduce the Art and Aesthetics of cinema to students. It aims to develop a larger world view in them as this art form introduces them to the realities in the world as well as the advance techniques of medium.

4. The Practice : Film is a modern Art form and can be effectively used to educate young minds. In western and European countries, Film is a part of regular curriculum in schools whereas at college and University levels, they have Film Studies departments for much specialized courses in Cinema. For Drushti Film Forum, Film is not merely an entertaining medium but a window to the world. Hence, we preferably screen films from all over the world, from different genres and unconventional subject content. It's their exposure to the World Cinema. Drushti Film Forum used to screen and discuss World Cinema in the college auditorium regularly on weekly basis except examinations and vacation period. Due to pandemic situation, we, for a time being, moved on to online screenings. YouTube link of movies is shared with students on every Friday and they are asked watch it by Sunday, while the film is discussed on every Monday. Along with screenings, we initiate academic discussions on cinema, provide them reference material, conduct film appreciation workshops, encourage them to be part of International Film Festivals.

5. Obstacles faced if any and strategies adopted to overcome them

: Despite our sincere efforts, hardly 100 students regularly attend the screening. And very few students attend the online discussion. However the number of students participating is increasing every year, and efforts are being made to screen movies on topics that interest students.

6. Impact of the practice : So far, our four students, Raunak Raje (2010-11), Karan Jhala(2013-2014), Salim Shaikh (2014-2015), Saba Purkar (2015-2016), Omkar Kulkarni and Payal shah (2016-17) have been selected as Young Critics at MAMI International Film Festival in Mumbai.

7. Resources required: A cabin space for dedicated work and meetings, Availability of Auditorium, Projector, Screen, Library budget for film related Books and a dedicated Library of Films for screenings and Studies.

8. About the Institution

i. Name of the Institution : K. J. Somaiya College Of Arts And Commerce

ii. Year of Accreditation : 2016

iii. Address : Ghatkopar - Mahul Rd, Vidyanagar,

iv. Grade awarded by NAAC : 'A' Vidya Vihar East, Ghatkopar East, Mumbai, Maharashtra 400077

v. E-Mail : principal.kjsac@somaiya.edu

vi. Contact person for further details

vii: website: https://kjsac.somaiya.edu.in/en

File Description	Documents
Best practices in the Institutional website	https://kjsac-sr.s3.ap-south-1.amazonaws.com/IQAC/Broucher+32+Gyanyagya+organized+on+Line.pdf
Any other relevant information	https://kjsac-sr.s3.ap-south-1.amazonaws.com/IQAC/Drushti+Film+Forum.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

1 Gyan Yagna is a thirty two year old practice that takes place in Somaiya campus. Gyan Yagna takes place for 30 days every year. It begins on the first day of the year and lasts till end of month of January.It has threefold goal - spiritual, paramedical and cultural. In modern busy life, while running behind material goals, we have no time to give for ourself. This race with time starts since early studenthood. This leads to several problems at an early age. These problems are of physical as well as psychological nature. The practice of 'Gyan Yagna' addresses all such problems through various spiritual, paramedical and cultural activities with the aim of enriching overall experience of participants, ultimately aiming to lead them to self-realization. The K. J. Somaiya trust and Somaiya Sanskritivihar provide full financial support for the event. 2 The Drishti Film Forum of the college organises screening of movies from world cinema to inculcate interest in film appreciation among students to develop good viewers for films. It conducts film review competitions and film festivals in collaboration with the other departments of the college to study the film from a various perspectives. 3 Entrepreneurship Development Cell is functioning in the campus and the cell encourages the students to start start-ups. 4 The Center for Gandhian studies was established in 2006 under the scheme of Epoch Making Social Thinkers. The Centre organizes seminars, competitions & field visits and has a well-equipped library. 5 We start every function in our college with our campus prayer. 6 Scholars' Card is given to meritorious students in Library. To inculcate the habit of using library among students Library Best Book Reader Prize is given annually.

File Description	Documents
Appropriate link in the institutional website	https://kjsac.somaiya.edu.in/en/institutional-distinctiveness
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of Action for Next year 2021-22

   1. Planning to Organise CAS promotion workshop for Teachers
   2. Planning to Conduct CAS meeting for the promotion of our

teachers due for stage I to II, stage II to stage III and stage III to stage III to IV

3. To hold IQAC annual General Meeting (AGM)

4. Motivate our teachers to apply for PG teaching and PhD guideship from University of Mumbai

5. Planning to Conduct Academic Audit, Green Audit, Energy Audit, Environment Audit and Gender Audit.

6. Motivate our teachers to utilize digital academic dairy in day-to-day teaching and other activities.

7. Preparation of Autonomy Report 2021.22

8. Motivating teachers to organise online seminars and workshops for students and teachers.

9. Promoting various activities under DFF and WDC, Women Study Center and Somaiya Center for Performing Art.

10. To motivate our teachers and students to apply for seed money for research. provided by the college authority.

11. Formation of NAAC Steering committee for College Accreditation and Assessment.