



**K J Somaiya College of Arts and Commerce  
(Autonomous)**

## Annual Quality Assurance Report 2013-14

**Vidyanagar, Vidyavihar (East), Mumbai – 400 077**

<http://www.somaiya.edu/vidyavihar/>

## **The Annual Quality Assurance Report (AQAR) of the IQAC**

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

### **Part – A**

#### **I. Details of the Institution**

1.1 Name of the Institution

**K J Somaiya College of Arts & Commerce  
(Autonomous)**

1.2 Address Line 1

**Vidyanagar**

Address Line 2

**Vidyavihar East**

City/Town

**Mumbai**

State

**Maharashtra**

Pin Code

**400 077**

Institution e-mail address

**principal@kjsac.somaiya.edu**

Contact Nos.

**022-20122915**

Name of the Head of the Institution:

**Dr Mrs Sudha. Y. Vyas**

Tel. No. with STD Code:

**022-20122915**

Mobile:

**09867411341**

Name of the IQAC Co-ordinator:

**Dr Mrs Neeta Mahendra Khandpekar**

Mobile:

**0251-2232480**

IQAC e-mail address:

**neeta\_khandpekar@yahoo.com**

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

**1.4 NAAC Executive Committee No. & Date:**

*(For Example EC/32/A&A/143 dated 3-5-2004.*

*This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)*

**EC/53/RAR/04 dated 4 -9- 2014**

**1.5 Website address:**

**<http://www.somaiya.edu/vidyavihar/>**

**Web-link of the AQAR**

**<http://www.somaiya.edu/VidyaVihar/media/pdf/AQAR%20Report%202013-2014.pdf>**

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	<b>B</b>		<b>2003</b>	
2	2 <sup>nd</sup> Cycle	<b>A</b>	<b>3.27</b>	<b>2010</b>	
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

**1.7 Date of Establishment of IQAC :**

**DD/MM/YYYY**

**04-09-2004**

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

**2013-14**

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

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR\_13/08/13\_\_Online AQAR sent on 13<sup>th</sup> Aug.2013 (DD/MM/YYYY)

#### 1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☒ No ☐

Regulatory Agency approved Institution Yes ☐ No ☒

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

#### 1.11 Type of Faculty/Programme

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

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

Others (Specify)

**NIL**

1.12 Name of the Affiliating University (*for the Colleges*)

University of Mumbai

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/~~Central Govt.~~ / University

√

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

**Linguistic  
Minority**

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

09

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

02

2.4 No. of Management representatives

03

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and  
community representatives

02

2.7 No. of Employers/ Industrialists

NIL

2.8 No. of other External Experts

04

2.9 Total No. of members

24

2.10 No. of IQAC meetings held **TWO**

2.11 No. of meetings with various stakeholders: No. **02** Faculty ☒

Non-Teaching Staff ☐ Students ☐ Alumni ☐ Others ☐

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

If yes, mention the amount

**Rs. 3,00,000**

2.13 Seminars and Conferences (only quality related)

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

Total Nos. ☐ International ☐ National ☒ State ☐ Institution Level ☐

(ii) Themes

**Capacity-Building Philosophy of Swami Vivekananda: A Clarion call for the Youth**

2.14 Significant Activities and contributions made by IQAC

**A special notice board is maintained with theme "Together Everyone achieves More", Highlight the news related to Quality Enhancement**

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<b>Academic Programmes -15</b>	<b>Academic Programmes -15</b>
<b>Value Added Programmes-02</b>	<b>Value Added Programmes-02</b>
<b>Skill Oriented Programmes -09</b>	<b>Skill Oriented Programmes -09</b>
<b>Staff Development Programme -04</b>	<b>Staff Development Programme -04</b>
<b>Interdepartmental Co-op Programmes -04</b>	<b>Interdepartmental Co-op Programmes -04</b>

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

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

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

NIL

## Part – B

### **Criterion – I**

### **I. Curricular Aspects**

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	<b>03</b>			
PG	<b>02</b>			
UG	<b>06</b>		<b>04</b>	<b>02</b>
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>09</b>		<b>04</b>	<b>02</b>
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	√
Trimester	
Annual	

#### 1.3 Feedback from stakeholders\* (On all aspects)

Alumni ☐ Parents ☐ Employers ☐ Students ☒

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

*\*Please provide an analysis of the feedback in the Annexure*

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

**Yes, Second Year BA/ B.Com subjects revised**

1.5 Any new Department/Centre introduced during the year. If yes, give details.

**NIL**

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
<b>53</b>	<b>39</b>	<b>14</b>	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

**17**

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	<b>04</b>								

2.4 No. of Guest and Visiting faculty and Temporary faculty

**08**

**39**

**03**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	<b>09</b>	<b>60</b>	
Presented papers	<b>09</b>	<b>28</b>	
Resource Persons	<b>01</b>		<b>35</b>

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

**Power Point Presentations, Educational Films, Use of Maps, Industrial Visits, Visits to Heritage Sites and Visit to Prominent Libraries .**

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

**180**

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

**Masking and Coding**



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

<b>43</b>		
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2.10 Average percentage of attendance of students

<b>78%</b>
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2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
<b>TYBCom</b>	<b>978</b>	<b>551</b>	<b>865</b>	<b>59</b>	<b>2</b>	<b>95.29%</b>
<b>TYBA</b>	<b>218</b>	<b>3</b>	<b>27</b>	<b>92</b>	<b>54</b>	<b>79.36%</b>
<b>TYBFM</b>	<b>58</b>	<b>4</b>	<b>49</b>	<b>5</b>	<b>2</b>	<b>96.55%</b>
<b>TYBMS</b>	<b>121</b>	<b>14</b>	<b>94</b>	<b>-----</b>	<b>19</b>	<b>93.39%</b>
<b>TYBBI</b>	<b>117</b>	<b>7</b>	<b>103</b>	<b>-----</b>	<b>06</b>	<b>93.16%</b>
<b>TYBMM</b>	<b>57</b>	<b>24</b>	<b>21</b>	<b>-----</b>	<b>10</b>	<b>96.49%</b>
<b>MCOM –I</b>	<b>42</b>	<b>3</b>	<b>21</b>	<b>16</b>	<b>1</b>	<b>88.10%</b>
<b>MCOM-II</b>	<b>45</b>	<b>01</b>	<b>15</b>	<b>20</b>	<b>07</b>	<b>95.45%</b>

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

Through direct contact with the students

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	<b>01</b>
UGC – Faculty Improvement Programme	<b>02</b>
HRD programmes	
Orientation programmes	<b>04</b>
Faculty exchange programme	
Staff training conducted by the university	<b>09</b>
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others --- Soft skills	<b>06</b>

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	<b>40</b>	<b>20</b>		<b>09</b>
Technical Staff				

## Criterion – III

### 3. Research, Consultancy and Extension

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

**Research articles of teachers were displayed and important news paper clippings were distributed to the staff members.**

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>01</b>	Nil	—	—
Outlay in Rs. Lakhs	<b>2.06</b>	—	—	—

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	<b>02</b>	—	—	—
Outlay in Rs. Lakhs	<b>Rs. 65,000</b>	—	—	—

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b>11</b>	<b>13</b>	—
Non-Peer Review Journals			
e-Journals		<b>02</b>	
Conference proceedings			

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)	One year			
Any other(Specify)				
Total				

**NIL**

3.7 No. of books published i) With ISBN No. **10** Chapters in Edited Books **04**

ii) Without ISBN No. **02**

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy ☒ CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy **Nil**

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		<b>02</b>			
Sponsoring agencies		<b>UGC</b>			

3.12 No. of faculty served as experts, chairpersons or resource persons **35**

3.13 No. of collaborations International  National **05** Any other

3.14 No. of linkages created during this year **05**

3.15 Total budget for research for current year in lakhs :

From Funding agency **Rs. 2,25,000** From Management of University/College **Rs 4500**

Total **Rs. 2,25,000**

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
06	—	06	—	—	—	—

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

06

14

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

01

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

JRF

SRF

Project Fellows

Any other

01

3.21 No. of students Participated in NSS events:

University level

49

State level

01

National level

International level

3.22 No. of students participated in NCC events:

University level

State level

05

National level

International level

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level

State level

National level

International level

### 3.25 No. of Extension activities organized

University forum	<input type="text" value="—"/>	College forum	<input type="text" value="—"/>
NCC	<input type="text" value="—"/>	NSS	<input type="text" value="—"/>
Any other			<input type="text" value="08"/>

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

- **NSS Unit and Dharambharati Mission Organised Programme on remembering Swami Vivekananda**
- **Gandhi Jayanti Celebration (Fancy Dress and Essay Writing Competition for School students)**
- **Tera Survey Project Undertaken from 27<sup>th</sup> January to 4<sup>th</sup> February 2014 (Gujarat Trust Fund with Somaiya Trust)**
- **Staff and students participated in rural immersion programme**

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	<b>60 Acres</b>		—	
Class rooms	<b>25234 sq.feet</b>		—	
Laboratories (IT Lab)	<b>900 sq.feet</b>		—	
Seminar Halls	<b>02</b>		—	
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.			—	
Value of the equipment purchased during the year (Rs. in Lakhs)			—	
Others			—	

#### 4.2 Computerization of administration and library

Software of the Brain Storming Co. International Pvt.Ltd. used in student admission and student records

Administrative procedure – HR Software

Finalisation of Accounts – Tally Software

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	<b>15000 App.</b>		<b>1857</b>	<b>196032.5</b>	<b>16857</b>	
Reference Books	<b>52738</b>		<b>1821</b>	<b>595848.5</b>	<b>54559</b>	
e-Books	<b>NIL</b>					
Journals	<b>120</b>			<b>126795</b>	<b>120</b>	
e-Journals	<b>19</b>				<b>19</b>	
Digital Database	<b>EBSCO</b>	<b>200,000</b>	<b>EBSCO</b>	<b>43328</b>	<b>EBSCO</b>	
CD & Video	<b>CD-1140</b>	<b>409,636.90</b>	<b>CD-60</b>	<b>25743</b>	<b>CD-1200</b>	<b>435379.9</b>
Others (specify)	<b>VIDEO-86</b>	<b>6360</b>				

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	<b>55</b>	<b>1</b>	—	—	—	<b>21</b>	—	<b>14</b>
Added	—	—	—	—	—	—	—	—
Total	<b>91</b>	—	—	—	—	—	—	—

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

**Teachers Given Training to feed Internal Marks in Laptop**

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

—

ii) Campus Infrastructure and facilities

**Rs. 1, 38, 34, 543**

iii) Equipments

—

iv) Others

**Rs. 72,84,213**

**Total :**

**Rs. 2,11,18,756**

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

**Book Exhibition with language departments**

#### 5.2 Efforts made by the institution for tracking the progression

**Student feedback received on book exhibition**

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
<b>4575</b>	<b>107</b>	<b>8</b>	<b>---</b>

#### (b) No. of students outside the state

----

#### (c) No. of international students

**02**

No	%
<b>2252</b>	<b>48.02</b>

Men

Women

No	%
<b>2438</b>	<b>51.98</b>

Last Year						This Year (%)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>3394</b>	<b>429</b>	<b>17</b>	<b>264</b>	<b>03</b>	<b>4104</b>	<b>3371</b>	<b>280</b>	<b>17</b>	<b>290</b>	<b>03</b>	<b>3961</b>

Demand ratio **2**

Dropout % **0.5%**

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

**NIL**

No. of students beneficiaries



### 5.5 No. of students qualified in these examinations NIL

NET	----	SET/SLET	----	GATE	----	CAT	----
IAS/IPS etc	----	State PSC	----	UPSC	----	Others	02

### 5.6 Details of student counselling and career guidance

**Three Programmes were organised in Career Guidance**

No. of students benefitted

**200**

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
<b>12</b>	<b>1200</b>		<b>20</b>

### 5.8 Details of gender sensitization programmes

**Women's Development Cell conducted elocution competition**

**Joint programme by Marathi and Psychology Department on Health Care for Female Students - SEPT 2013**

### 5.9 Students Activities

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

State/ University level

**02**

National level

**05**

International level

—

No. of students participated in cultural events

State/ University level

**25**

National level

---

International level

---

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs)
Financial support from institution	<b>18</b>	<b>17,403</b>
Financial support from government	<b>364</b>	<b>2,42,2064</b>
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **NIL**

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### **Vision**

- To empower a cross-section of the society through Excellent Education based on a sound value system.

##### **Mission**

- To Impart qualitative and valuable service to all those who need it the most.
- To attain community and social development through Education.
- To aim at overall personality development of the students through curricular, co-curricular and extra-curricular activities.

#### 6.2 Does the Institution has a management Information System

**Yes, MIS is in place**

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

##### 6.3.1 Curriculum Development

**Board of Studies looks in to the framing of syllabi every year approved by Academic Council / Board.**

##### 6.3.2 Teaching and Learning

**New reference books are introduced to the students. Library stores books in Vernacular languages as well as e-Books in English Subject and e-Journals, EB-Database**

##### 6.3.3 Examination and Evaluation

**Credit Based Grading System (Semester Wise) is followed and grades are allotted as per marks scored**

##### 6.3.4 Research and Development

**Teachers and Students are encouraged to write research projects/ papers**

**TWO students completed HERAS Research Project.**

6.3.5 Library, ICT and physical infrastructure / instrumentation

**Library system in the whole campus is linked (LAN).  
Computers and internet facility is provided.**

6.3.6 Human Resource Management

**The non-teaching staff has shown upward mobility in enhancing their knowledge for example publication of poetry collections, admission in PG courses and completion of Library Science based**

6.3.7 Faculty and Staff recruitment

**University and State government rules are followed for faculty recruitment. Entrance exams are conducted for non-teaching staff**

6.3.8 Industry Interaction / Collaboration

**NIL**

6.3.9 Admission of Students

**Online admission as per the University rules for linguistic minority status Colleges**

6.4 Welfare schemes for

Teaching	Annual Book Scheme (80% amount given by college)	<b><u>FOR ALL</u></b>  First-Aid and Medical Assistance
Non teaching	Rs. 500 paid to all Permanent members as Assistance	
Students	Staff Concession. Tuition Waiver for students with 6 papers at TYBA with Gujarati Language. Scholarship for students opting 6 papers at TYBA in Sanskrit Language.	

6.5 Total corpus fund generated

**Rs. 2,80,30,110**

6.6 Whether annual financial audit has been done

Yes



No



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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative Accounts Audit done by	√	N.N.Desai & Company	√	Borkar & Majumdar Co.

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

For UG Programmes      Yes ☒ No ☐

For PG Programmes      Yes ☒ No ☐

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

**Semester System has been introduced**

**Masking and Coding of Answer sheets**

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

**Seminars and Workshops are held regularly in College**

6.11 Activities and support from the Alumni Association

**In month of January a major event named Gyan Yagna is conducted in our campus and full one day programme is conducted by Alumni Association**

6.12 Activities and support from the Parent – Teacher Association

**Regular Meetings are conducted and feedback is obtained**

6.13 Development programmes for support staff

**Sports Events for Support Staff**

**Felicitation of library attendant by non-teaching College Union**

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

**Annual Magazine of the College is made online to save paper.**  
**Every year celebrations take place on World Environment Day to create awareness.**  
**Ozone friendly Tulsi plants are grown near the library in pots**

## **Criterion – VII**

### **7. Innovations and Best Practices**

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

**College has achieved autonomous status.  
SWOT analysis is carried out by internal agency  
Books in library received from Lions Club**

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

**Most of the activities were carried out according to plan.**

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

Every function in our College begins with Campus Prayer

Combined Festivals are celebrated by teaching and non-teaching staff

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

7.4 Contribution to environmental awareness / protection

Skit Plays, Display Boards, Participation in awareness camps

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

Internal SWOT Analysis has been carried out

## 8. Plans of institution for next year

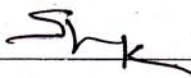
Applying for UGC Potential for Excellence Status

Name **Dr Mrs Neeta M Khandpekar**

Name **Dr Mrs Sudha Vyas**



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

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## **Annexure**

### **Academic Calendar for the Year 2013-14**

#### **Date / Event**

10-06-2013	Commencement of New Academic Year
12-06-2013	HOD's meeting in Principal's Chamber
21-06-2013	Renovated Kalidas Sabagraha ( inaugurated by Shri Samir Somaiya)
16-07-2013	NSS Advisory Committee meeting
21-07-2013	Talk on Career Guidance (organized by Psychology Dept)
22-07-2013	NSS- Programme on Narcotics
23-07-2013	Programme on Ragging (jointly by NSS Unit with forum against institutional ragging)
27-07-2013	Activities of film forum –Drusti inaugurated
28-07-2013	Marathi Prabodhan Inaugural Function
29-07-2013	Inauguration of Cultural Forum
03-08-2013	Workshop on street play (NSS Unit with Red Ribbon Club)
06-08-2013	Hiroshima Day by NSS Unit
08-08-2013	The Green Commerce of Carbon/ Climate Finance (talk by Priyadarshani Karve)
09-08-2013	Id ul Fitar (Holiday)
13-08-2013	AQAR of 2012-13 send to NAAC, Bangalore
15-08-2013	Flag Hoisting
16-08-2013	Sanskrit Sabha Inauguration
17-08-2013	Guajarati Sahitya Mandal Inauguration
19-08-2013	19 <sup>th</sup> -24 <sup>th</sup> August – Semester Tests Conducted
21-08-2013	NSS Unit and Dharam Bharati Mission Joint Programme – Remembering Swami Vivekananda
24-08-2013	Celebration of Gujarati Matrubhasha Din (birthday of Shri Narmad)
27-08-2013	Film on Lord Krishna by ISCON in Conference Room
06-09-2013	Social Health Education Committee and Sociology Departments Lecture Demo
09-09-2013	Ganesh Chaturthi (Holiday)

14-09-2013	Guest Talk by Dr Varsha on Kishor Vayeen Mulinche Arogya
19-09-2013	Parents- Teachers Meet (discussion on attendance/ defaulters)
20-09-2013	Founders Day Celebrated (Senior most Teaching and Non-Teaching Staff felicitated)
02-10-2013	Gandhi Jayanti Celebration
16-10-2013	Bakri Id (Holiday)
19-10-2013	HIV/AIDS Awareness and Sigma and Discrimination (Video Screening)
26-10-2013	IQAC Meet
30-10-2013	Diwali vacation begins (30 <sup>th</sup> October -24 <sup>th</sup> November)
25-11-2013	Staff Meeting (addressed by the Principal)
04-12-2013	Lecture on Gandhi Fellowship for TY students
06-12-2013	Program of English Athenaeum
07-12-2013	Seminar by Gujarati Department
12-12-2013	Mr Glen from Australia gave a talk on student motivation
14-12-2013	Book Exhibition organized by IQAC (day 1) in library premises
16-12-2013	Book Exhibition organized by IQAC (day 2) in library premises
16 -12-2013	Hooner Cultural Festival (Intra)
17-12-2013	Hooner(Inter)
18-12-2013	Hooner (inter)
19-12-2013	Annual Day Celebrations
24-12-2013	Christmas Vacation begins (24 <sup>th</sup> December 2013 -1 <sup>st</sup> January 2014)
10-01-2014	UGC Sponsored National Seminar jointly organized by Philosophy department, IQAC and Manthan (day 1)
11-01-2014	UGC Sponsored National Seminar jointly organized by Philosophy department, IQAC and Manthan (day 2)
14-01-2014	Kite Festival
15-01-2014	Bhasha Saptha (3 days)
18-01-2014	Economics Association Career Guidance and Consultancy workshop and Jallosh Competitions
19-02-2014	Shiv Jayanti (Holiday)
26-02-2014	Marathi Bhasha Din Celebrated
27-02-2014	Mahashivaratri (Holiday)
01-03-2014	Intenational Kavi Saamelan
03-03-2014	Second Semester Exam Begins

17-03-2014	Holi (Holiday)
08-04-2014	Ramnavmi (Holiday)
14-04-2014	Bharatratna Dr Ambedkar Jayanti
18-04-2013	Good Friday (Holiday)
01-05-2013	Summer Vacation begins

### Annexure (7.3)

#### **BEST PRACTICES OF THE INSTITUTION IN VARIOUS AREAS**

Our college which has Linguistic Minority Status has been re-accredited and awarded “A” grade with a CGPA score of 3.27 by NAAC in the month of September 2010. The Post-accreditation period presented challenges, new perspectives and great responsibilities. The college is taking concerted efforts with utmost focus, direction and clear vision to fulfil the Mission. Internal Quality Assurance Cell (IQAC) ensures continuous improvement of institutional performance, assured accountability to the stakeholders and evolved mechanism to plan purposefully, proceed positively and pursue persistently. Together everyone achieves more was our IQAC theme of 2013-14

On 11<sup>th</sup> and 12<sup>th</sup> August 2011 UGC Expert Committee for conferment of Fresh Autonomous Status had been to our college, and in October 2011 our college was awarded Autonomy. The Academic Autonomy is implemented from Academic Year 2013-14.

- i. We start every function in our college with our campus prayer
- ii. Since July 2011- Biometric system of attendance installed in our college for teaching and non-teaching staff.
- iii. Mega Medical Check up and Awareness camps organized in January every year in our Annual *Gyanyagna* event. This event is a month long event covering Spiritual, Cultural and Para-medical activities hosted since 25 years.
- iv. K.J. Somaiya College of Arts and Commerce Employees Co-operative Credit Society Ltd has ‘A’ Grade rating.
- v. Non teaching staff has shown upward mobility in enhancing their knowledge for e.g. publication of poetry collections, admission in M.Com course etc.
- vi. The College teaching and non teaching staffs shows spirit of unity by celebrating different festivals.
- vii. Our Library staff Mr. J.B. Singh has planted Tulsi plants in Library which is an **eco-friendly effort**.
- viii. Two Medals for Best Students in the name of Padma Bhushan Shri K.J. Somaiya and Smt. Sakarben Somaiya are given every year at Annual Prize Distribution Function.
- ix. Endowment Prizes are given every year.
- x. All academic subject-toppers are felicitated with medals and certificates.

- xi. Scholar Card given to meritorious students in Library, **Library Best Book Reader** Prize is also given.
- xii. Book Bank Scheme is Library in collaboration with Lions Club of Ghatkopar.
- xiii. Gymkhana Equipments donated by Lions Club of Ghatkopar.
- xiv. Book Scheme for Teaching and Non Teaching Staff.
- xv. The Staff and students whole-heartedly participate in all activities of Somaiya Vidyavihar
- xvi. Fee-concessions are given for children of teaching and non-teaching staff.
- xvii. Value-Education classes held. Gita Jayanti Competition held every year.
- xviii. The new renovated Kalidas Sabhagraha(earlier Prayer Hall) has been given to the community around Ghatkopar.
- xix. Teaching plans are prepared by the faculties before commencement of every academic year for effective completion of the Syllabi, a Diary is provided to every staff member.
- xx. Special IQAC Notice Board in the college highlights the achievements of students, teaching and Non-teaching staff, Days like National Girl Child Day 24<sup>th</sup> Jan, 22<sup>nd</sup> March World Water Day etc are also highlighted.
- xxi. On the occasion of Makar Sankrant a programme is organized every year on Kite Flying in our Campus ground wherein Senior Citizens participate enthusiastically.
- xxii. Modern tools of educational technology are being used to achieve higher standards and greater creativity.
- xxiii. Through street plays, student's presentation, participation in camps at Wardha, debate, elocution essay singing and other competitions, college magazine, etc, the students are given an opportunity to develop their skills and thereby their performance is also assessed by the teachers.
- xxiv. Fees Concession to Students offering Gujarati Subject in T.Y.B.A.
- xxv. A Lady Doctor available twice a week for health check up of Teaching, Non Teaching and Students, free of cost.