YEARLY STATUS REPORT - 2023-2024

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	PROF. (DR.) KISHAN PAWAR
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone No. of the Principal	02221023650
• Alternate phone No.	9769386377
• Mobile No. (Principal)	9769386377
• 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/AQAR+2022-23.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/IQAC/Academic+Calender+2023+-24.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**NA**	**2004**	**08/01/2004**	**07/01/2009**
Cycle 2	**A**	**3.27**	**2010**	**04/09/2010**	**03/09/2015**
Cycle 3	**A**	**3.33**	**2016**	**16/09/2016**	**15/09/2021**
Cycle 4	**A**	**3.04**	**2024**	**29/08/2024**	**28/08/2029**

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)

Quality enrichment through the introduction of certificates and diploma programs to enhance value addition as well as the skill enhancement.

Emphasis on the addition of values in learning through hordes of curricular, co-curricular, and extra-curricular activities by the various associations during the academic year.

Enrichment of teachers' quality by undertaking the CAS process.

Successfully Faced NAAC Peer Team in moth of Sept 2023

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
BOS for Curriculum Revision FYBA/FYBCOM Sem I and II under NEP 2020	Successfully Organized
Student Induction Programme for FYBA/FYBCOM students	Successfully Organized
OP/RC/STC/FDP	Participated and successfully completed
IQAC has initiated and conducted screening -com interviews for the placement of two Professors from the academic level 13A to 14 and one Assistant Professor from the academic 11 to 12 level.	Successfully Done
AQAR-KJSAC 2022-23	Successfully Submitted
Compilation of Autonomy Progress Report 2021-22	Successfully Completed
KJSAC has Plan to Submit NIFR ranking information on portal for college ranking.	Successfully Submitted
KJSAC in collaboration with GAP Planned to organised a One-day online international conference on Women.	Successfully Organised

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 AGM 2024-25	24/12/2024

14.Was the institutional data submitted to AISHE ?	**Yes**

- Year

Year	Date of Submission
2022-23	08/02/2024

15.Multidisciplinary / interdisciplinary

K.J. Somaiya College of Arts & Commerce, established in 1959-60, is a multidisciplinary institution that has been providing holistic education for decades. Our vision is to empower a diverse cross-section of society. Since becoming an autonomous institution in 2013-14, we have continued to evolve, offering two major streams: Arts and Commerce. In addition, subjects like "Mathematical & Statistical Techniques" and "Computer Systems & Applications" from the science stream are incorporated into the B.Com syllabus. To foster scientific temper, we have included topics from Psychology, History, and Economics in the Foundation Courses. Additionally, courses like Positive Psychology and Chanakya's Arthashastra are offered to students in STEM streams. The college also provides credit-based courses in environmental and value-based education. Students enjoy flexibility in choosing elective courses such as Sports and Foreign Languages in place of the FC. We have introduced a Bookkeeping course for B.A. students, while a certificate course in Tally is available to all students. Active community engagement is facilitated through NSS, NCC, and DLLE. The institution is also planning to identify multidisciplinary research areas to address society's most pressing challenges. A multilingual magazine is in the works, and various associations and forums, such as Language and Social Science Associations, promote a multidisciplinary approach. These associations offer students high-quality exposure. Additionally, a wide variety of subject combinations are available at FYBA, with options for three papers at TYBA, allowing students to explore a range of subjects.

16.Academic bank of credits (ABC):

The Academic Bank of Credit (ABC) plays a vital role in managing and transferring academic credits. Institutions must register with ABC and ensure their students' credits are deposited into individual ABC accounts. The ABC system enables the transfer and storage of credits between institutions, with institutions, not students, handling the process. Only authorized institutions can upload credits, ensuring integrity and authenticity. Key features of the ABC include maintaining the integrity and confidentiality of credits, enabling easy digital credit transfer and faster recognition. It also facilitates multiple entry and exit opportunities for students and allows credits to be stored for up to seven years. Additionally, the system enables credit transfer through a single window once approved

by both the source and destination institutions. Furthermore, the ABC improves transparency and supports flexible curriculum design. The registration process involves the accumulation of credits in a student's ABC account. If a student changes institutions, their credits transfer to the new institution. Once credits are redeemed for a qualification, they are permanently debited from the student's account. Credits are assigned by participating universities or institutions according to their respective qualifications or programs. Credits are awarded when students complete required learning activities and achieve defined outcomes, as evidenced by assessments. Students can accumulate credits toward qualifications or document personal achievements for lifelong learning purposes. This system promotes flexibility in education and supports recognition of prior learning and academic mobility. Awarded to individual students after they have completed the required learning activities and achieved the defined learning outcomes, as evidenced by appropriate assessment

17.Skill development:

The institution under autonomy has been designing Courses that will impart Soft Skills and develop Vocational Skills like Business Communication, Communication Skills in English, Computer Systems and Applications, and various translation-related courses. The College has established various bodies and cells like the Women Development Cell, Centre for Gandhian Studies, Women Study Centre, DLLE, Universal Human values Cell, and Code of Conduct through which humanistic, ethical, constitutional, and human Values are inculcated. Various skills-related courses that are in demand like Tallies, Share market, etc are introduced. Students get extra credit for successfully completing the course. We are planning in developing more vocational Courses in the upcoming years. Through field and industrial visits students are acquainted with various skills that are required in real-life work. We will involve our illustrious alumni from the industry to provide vocational skills. We will work on tie-ups with external agencies for online/distant mode Skill development. Various vocational ODL courses are offered by IGNOU in collaboration with us.

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

Various associations at our college, such as the Language and Cultural Associations, organize a wide range of activities that promote skill development. The Gujarati Department offers a Script Writing Workshop, while the Marathi Department conducts workshops focused on oratory and creative writing skills. The Departments of

Psychology, Economics, and Philosophy organize workshops aimed at enhancing research-related skills. Additionally, the EDC and DLLE host exhibitions that allow students to showcase their talents. Our institution is committed to teaching Indian languages and literature, offering courses in five languages: English, Hindi, Marathi, Gujarati, and Sanskrit. Our faculty is equipped to provide multilingual learning, with a bilingual approach integrated into teaching and learning processes. Both B.A. and M.A. programs are available in multiple Indian languages, and we offer Ph.D. programs in Gujarati and Hindi. Sanskrit is also taught as part of the curriculum. Indian traditional knowledge, arts, and culture are embedded in the curricula of various departments, including Sanskrit, History, Marathi, Hindi, Gujarati, Philosophy, and Sociology. In collaboration with the Somaiya Center for Dharma Studies, we promote the preservation of languages such as Pali, Prakrit, and Modi Lipi. The college also conducts Gyanyagna, a series of spiritual, cultural, and yoga activities, which includes spiritual discourses and philosophical discussions. The Gita Jayanti competition and Til-Gul celebrations are held annually, organized by Marathi Prabodhan. Additionally, the Somaiya Performing Arts (SPA) center organizes programs like 'RangParv' and collaborates with renowned artists.

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

We introduced Outcome-Based Education (OBE) starting from the academic year 2019-20, based on the model proposed by educational psychologist William G. Spady in 1988. OBE focuses on clearly defined course outcomes for every course. The attainment of these outcomes is assessed annually using calculations based on academic results. These findings are then considered when revising the curriculum to ensure continuous improvement and alignment with educational goals.

20.Distance education/online education:

The online tools like MS Teams, Zoom Platform, Google suits, are used constantly to supplement the traditional teaching and learning methods. India were used to cater to the online i.e. distance teaching and learning.

Extended Profile

1.Programme

1.1   **24**

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.Student

2.1   **4099**

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	[View File](#)

2.2   **1249**

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.3   **4054**

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

3.Academic

3.1   **421**

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

3.2   **57**

Number of full-time teachers during the year:

Extended Profile

1.Programme

1.1 Number of programmes offered during the year:	**24**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 Total number of students during the year:	**4099**

File Description	Documents
Institutional data in Prescribed format	View File

2.2 Number of outgoing / final year students during the year:	**1249**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3 Number of students who appeared for the examinations conducted by the institution during the year:	**4054**

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1 Number of courses in all programmes during the year:	**421**

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2 Number of full-time teachers during the year:	**57**

File Description	Documents
Institutional Data in Prescribed Format	<u>View File</u>

3.3 Number of sanctioned posts for the year:	**57**

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	**32**
4.3 Total number of computers on campus for academic purposes	**212**
4.4 Total expenditure, excluding salary, during the year (INR in Lakhs):	**53236642.26**

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 curricula across 24 academic programs, including BA, BCom, MA, MCom, and PhD, are designed in alignment with the National Education Policy (NEP) to meet local, regional, national, and global needs. These programs ensure students gain specialized knowledge in fields like Commerce, Economics, Hindi, Gujarati, English, and History, while developing skills to contribute meaningfully to society.

At the local level, the curriculum emphasizes preserving regional languages and cultures, with courses like Introduction to Gujarati Short Stories, Hindi Story & Novel, and Sanskrit Literature. These foster cultural pride, while subjects like History of Modern India and Indian Political System empower students to engage in local governance.

Regionally, the curriculum addresses economic and social challenges, with courses like Microeconomics, Macroeconomics, and Social Psychology, helping students tackle issues like poverty and unemployment. Courses on Indian Constitution and Business Management prepare them for regional governance and business roles.

Nationally, programs like History of Contemporary India, Indian Constitution, and Legal Drafting focus on national integration, social justice, and political governance, aligning with NEP's focus on holistic education.

Globally, courses like Indian Literature in English and Archaeological Studies connect local heritage to global contexts, while programs in Business Management and Translation Skills enhance international career prospects.

In addition to academics, extracurricular activities such as Athletics, Football, Badminton, Squash, Taekwondo, NCC, NSS, DLLE, Cultural Forum, EDC, and Personality Development courses promote holistic development, ensuring students are well-rounded and prepared for contemporary challenges as envisioned in NEP.

File Description	Documents
Upload additional information, if any	[View File]()
Link for additional information	https://kjsac-sr.s3.ap-south-1.amazonaws.com/IQAC/Policy+Documents/OBE%2BPOLICY.pdf

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

24

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	[View File](#)
Details of syllabus revision during the year	[View File](#)
Any additional information	[View File](#)

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

421

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

261

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

24

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
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 institution's curriculum integrates cross-cutting issues like Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Rights to create well-rounded individuals ready to contribute to society. These themes are seamlessly embedded across all 24 academic programs, aligning with the National Education Policy (NEP) to meet diverse local, regional, national, and global needs.

Professional Ethics are woven into subjects like Business Management and Legal Drafting, ensuring students are prepared to navigate ethical dilemmas in their professional lives. Gender studies are integrated into various programs, fostering awareness of gender equality through courses in Sociology and Political Science, and empowering students to engage with contemporary gender issues. Human Values are emphasized in courses on Indian Constitution, History, and Literature, encouraging respect for diversity, social justice, and community well-being.

Environmental sustainability is also a key focus, with curricula addressing ecological concerns through topics in Economics, History, and specialized courses related to environmental science and conservation. Similarly, Human Rights principles are incorporated in the study of contemporary India and social psychology, enabling students to understand and advocate for human rights at local, national, and global levels.

These integrations ensure that students not only acquire academic knowledge but also develop a sense of responsibility towards society, contributing to holistic development as envisioned by the NEP.

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	View File

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

05

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	**No File Uploaded**

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

412

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

104

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is	A. All 4 of the above

obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

File Description	Documents
Provide the URL for stakeholders' feedback report	https://drive.google.com/file/d/1EoxAMTQGfOUON-xPwQX4o088PwbSvC59/view?usp=sharing
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

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://drive.google.com/file/d/1EoxAMTQGfOUON-xPwQX4o088PwbSvC59/view?usp=sharing
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

1417

File Description	Documents
Any additional information	View File
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	View File
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.

Students' learning levels are assessed at the college through the following mechanism:

The college assesses students' learning levels through a streamlined induction program, mentor-mentee system, and various activities. The college provides a balanced approach to assessment, identifying students' diverse academic needs, socio-economic background, and talents. The mentor-mentee system is continuously monitored and updated. For Advanced Learner:

- Advanced learners are involved in various forums, exposing themselves to their potential talents and preparing for competitions. They participate in intercollegiate and collegiate cultural, curricular, and research competitions, as well as community-based research projects. They are also aided in preparing for competitive exams like TOEFL, GRE, SET/NET, and CA and CS.

- The college encourages advanced learners to opt for dual degree programs and fosters creativity through various departments. They also organize lecture series of subject experts and participate in curricular and extracurricular activities through various committees.

For Slow Learners:

- Slow learners are identified and given special attention through regular contact with mentors. Remedial classes are arranged, and course material is prepared in simplified and regional languages. A counsellor is appointed to facilitate effective contact with teachers. The college also has a counselling cell to cope up with personal issues.

- All slow learners and advanced learners are encouraged to

participate in all class and college activities to enhance their learning experience and reduce their hesitation.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kjsac.somaiya.edu.in/en/iqac/policy-documents

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
Nil	4099	57

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:

The college focuses on fostering a conducive learning atmosphere through student-centric methods such as experiential learning, participative learning, and problem-solving methodologies. The curriculum is designed with employability skills, lifelong learning skills, value additions, human values, and professional ethics.

Experiential learning:

- The curriculum prioritizes experiential learning through continuous evaluation, assignments, projects, survey-based projects, and internships.

- Teachers attend various events to enhance teaching and introduce innovative teaching pedagogies.

- Students participate in group discussions, debates, case studies, and field visits to expand their knowledge.

- Departments conduct academic activities, community-based projects, and field visits to various institutions. Students participate in paper presentations at conferences, participate in elocution competitions, and participate in industrial visits. Inter-departmental and inter-collegiate events help develop leadership and management skills.

- College associations organize innovative activities like mock parliaments and mock stock. Extension activities like community projects enhance social skills, understanding socio-economic scenarios, and research skills.

Participative learning:

Participative learning incorporates ICT tools and introduces new teaching methodologies to cater to participative learning. The college provides learning opportunities for students interested in honing entrepreneurial skills, such as exhibiting products and participating in seminars, conferences, workshops, and translation workshops. Problem-Solving Methods:

Problem-solving methods include real-time situations, assignments, projects, and internships. These methods help students identify problems, enhance cognitive thinking, and contribute to their overall learning experience.

File Description	Documents
Upload any additional information	[View File]()
Link for additional Information	https://kjsac-sr.s3.ap-south-1.amazonaws.com/IQAC/College+Annual+Report+2023-24.pdf

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

Use of ICT enabled tools became a mandatory rather forced part of teaching learning process during pandemic, but K. J. Somaiya College of Arts & Commerce had started upgrading infrastructure long before pandemic.

- The college provides personal laptops to teachers;

- Classrooms are equipped with overhead projectors and internet connections.

- It uses ICT-enabled pedagogy for effective teaching, along with traditional chalk-and-board methods.

- Teachers are given institutional email addresses for communication.

- SVV IT has purchased licenses for Google Suite and virtual platforms like Zoom, Google Classroom, and Microsoft Teams for online teaching.

- Offline interactive software, PPTs, video clippings, online quizzes, assignments, and tests are part of supplementary teaching in ICT-based pedagogy.

- Films with social, economic, and political relevance are used as teaching aids.

- The college library supports online reservations and renovations of books, with a KIOSK automatic machine and an INFLIBNET facility.

- Course syllabuses are uploaded to websites, and the economics department has started a blog called Somaiyanomics.

- Teachers use online platforms like Telegram and WhatsApp groups to update students and mentor students.

- Teachers record videos and provide online and live streaming guidance for exams.

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://kjsac.somaiya.edu.in/en/ict-tools/
Upload any additional information	View File

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

2.3.3.1 - Number of mentors

57

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

- University of Mumbai issues circular to make the affiliated institution adhere to the uniform academic calendar. Based on the guidelines, the institutional Academic calendar is prepared for the academic year on consultation with each dean, department heads, IQAC Team, Principal and non-teaching staff.

- The Controller of Examinations decides semester end and internal exam dates after confirming 90 teaching days for each semester. The dates / schedules are presented in the staff meeting and then displayed on the college website in advance.

Some Important dates incorporated in the academic calendar are as follows:

- Re-opening after summer vacation for Undergraduate Programs (senior classes).

- Commencement of all classes

- Student Induction Program.

- Last working day for the semester.

- List of holidays & Term breaks.

- The proposed curricular and co-curricular activities

- **NSS Activities Schedule**

- **NCC Activities Schedule**

- **Cultural Forum Activities Schedule**

- **Association Activities**

- **Commencement of End semester examinations.**

- **Commencement of classes for the even semester.**

- **Significant National / International days and festivals.**

- **The Academic Calendar is used to plan department events such as club activities, guest lectures, workshops, intercollegiate events, and study tours.**

Teaching Plan

- **College has prepared the comprehensive format for the teaching plan. The format with date, day, order, topic, options for teaching pedagogy and assessment methods helps teachers have a clear idea about their teaching strategies for the entire semester.**

- **Teachers create lesson plans according to the Academic Calendar, with Department Heads monitoring implementation.**

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

57

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

30

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	View File

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

30

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	View File

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

50.7

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

139

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	View File

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

K. J. Somaiya College of Arts and Commerce has developed a reliable examination system based on UGC guidelines and University of Mumbai circulars. The Examination Cell, headed by the Principal, conducts both internal and external exams in a fair and systematic manner. The system ensures uniformity and consistency in assessment, adopts flexibility, adaptability, and transparency. It also has state-of-the-art facilities for processing large data and generating pre-defined documents with minimal human interaction.

Reforms in Examination System:

The college uses a Semester Based, Credit, and Grading System for undergraduate and postgraduate programs, with continuous evaluations of learners. Passing is compulsory in both internal and external examinations. A learner must get at least 40% of the total marks in both the examinations to pass. Credits are calculated based on time spent and workload of a learner. The college follows an Absolute Grading System of Seven Points. The scheme includes internal and external assessments, with moderation

applied. Grievances are notified and scrutinized by the Controller of Examination or committee appointed by the Principal. From 2023-24, with the implementation of New Education Policy, college has adopted 60:40 examination pattern.

IT Integration:

An external agency is hired for result processing, with strict supervision from the examination committee. Examination notices, timetables, instructions, and results are uploaded on the college website and shared through WhatsApp groups. Methods like assignment submission, class tests, PPT presentations, and group discussions are reintroduced through virtual methods. Sometimes, internal examinations are also conducted with the help of online tools.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://kjsac.somaiya.edu.in/en/ict-tools/

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

KJSAC has moved from content-based to competency-based curriculum to Outcome Based Education (OBE) from the academic year 2019 – 2020 :

- Outcome-based education (OBE) is education in which an emphasis is placed on a clearly articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have, when they leave the learning system.

- It is sometimes also called performance-based education and is an attempt to measure educational effectiveness.

- The framework elaborated by Bloom and his collaborators consisted of six major categories: Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation is strictly followed and adopted in spirit and practice.

Strategy

- **Attainment of CO, PO and PSO are measured by using direct assessment method. Direct assessment method is based on the performance of students in the internal assessment and Semester End Examination.**

- **COs of each course are designed by the concerned subject teacher. COs are designed in such a way that all the levels of Blooms Taxonomy are covered in the entire COs.**

- **Question Papers i.e. internal as well as external in each course are designed in such a way that the entire course outcomes are covered in it.**

- **All the syllabi contain the COs of the respective subjects which are shared with the students. COs, POs and PSOs are displayed on the college website as well. Concerned teachers discuss the syllabus and the COs in the class in the first lecture of each term.**

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	View File
Link for additional Information	https://kjsac.somaiya.edu.in/en/iqac/policy-documents

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

The faculty measures student performance using various indicators throughout the academic year, including PO, PSO & CO. They record student performance through continuous evaluation, home assignments, internal tests, and quizzes. Key indicators of measuring attainment are: The college conducts an end-semester examination, andinternal assessments each subject. Regular tests, quizzes, and vivas are conducted to assess student performance. Evaluation of Course attainment and Program attainment The average student scores for each course are calculated for internal and external assessments. The number of students above the average is calculated for both exams. The CO attainment score for M.COM/B.Com

and M.A./B.A. is calculated using actual.From 2023-24, with the implementation of New Education Policy, college has adopted 60:40 examination pattern.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://kjsac.somaiya.edu.in/en/iqac/policy-documents

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

1249

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	[View File](#)
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/iqac/student-satisfaction-survey/

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

The Research Policy focuses on the following:

- **To create and promote a culture of research among the faculty and staff .**

- To identify research areas and specific research topics of academic, practical and socially relevant significance.

- To organize seminar/workshops/conferences on research topics and training programmes on Research methodology.

- To ensure quality, integrity and ethics in research.

- To publish research material.

Efforts of the college to promote Research:

- The college has always encouraged research and co-curricular pursuits of the staff and students.

- The college has a Research Review and Recommendation Committee which also acts as Research Ethics Committee.

- One of the endeavours of the college has been to inculcate research culture amongst students. Students are encouraged and guided by faculty members to present and publish research papers.

- Departments have best practice in research by offering Research Methodology as an optional paper.

- Departments of Commerce, Hindi, English, History and Gujarati are recognized as Research Centres.

Details on Facilities to promote research:

- In order to facilitate research the institution has linkage with Inflibnet and EBSCO.

- Internet facilities (wired and wi-fi) are provided.

- Inter-institutional library facilities are available in the campus for members of sister institutions.

- Each faculty memberhas been provided a laptop.

- The college library subscribes to various journals and books

which can be used by researchers.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	[View File](#)
Provide URL of policy document on promotion of research uploaded on the website	https://kjsac-sr.s3.ap-south-1.amazonaws.com/IQAC/Policy+Documents/RESEARCH++POLICY.pdf
Any additional information	[View File](#)

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	[View File](#)
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

02

File Description	Documents
e-copies of the award letters of the teachers	View File
List of teachers and details of their international fellowship(s)	View File
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)

18

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

3.2.2 - Number of teachers having research projects during the year

01

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	**Nil**
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

02

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	View File
Institutional data in Prescribed format	View File

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

01

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	Nil
Any additional information	View File

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.

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	View File
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

07

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	A. All 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	No File Uploaded

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

12

File Description	Documents
URL to the research page on HEI website	https://kjsac.somaiya.edu.in/en/research-overview/
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

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

47

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	View File

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

17

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

0

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

0

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)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
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

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
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, National Voters' Day Awareness Session , Plastic management campaigns, blood donation camps, Awareness programs on cancer, Heart attack, Drug issues etc.

Events likeTree Plantation Drive, International Yoga Day,

Independence Day, Republic Day saw large participation of the students this year also. Blood donation camps in the College area are a regular feature whereby students and staff donate blood for the cause.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kjsac.somaiya.edu.in/en/nss/

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

0

File Description	Documents
Number of awards for extension activities in during the year	View File
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)

114

File Description	Documents
Reports of the events organized	View File
Any additional information	View File

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

6086

File Description	Documents
Reports of the events	View File
Any additional information	View File

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

03

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	View File

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)

06

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.

32 classrooms out of which 29 classrooms with Wi-Fi / LAN facility, LCD, Speakers One classroom with a smart board.

One classroom to support e-content development.

4 AV classrooms with 1 amplifier, speaker and a cordless microphone.

Conference Room with digital smart board, modern sound system, wi-fi facility, multiple port facilities, a round table, smart TV, seating capacity of 120.

Auditorium with the latest technical arrangements and capacity of around 350.

Computer lab 51 computers, Projector and Wi-Fi connection.

Digital Language Lab operated on ODLL and 1+20 consoles of iTell Standard (S2) edition.

Psychology - laboratory cum classroom

Faculties provided a laptop and Wi-Fi connectivity

Library Resources:

- **Library is 10732-sq. ft. - 418 chairs & 80 tables.**

- **87000+ books, 758 e-books, 63,890 Titles, 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.**

- **Subscriber to N-List programme of INFLIBNET, access to 6000+ e-journals and 31,35,000+ e-books including e-ShodhSindhu, e-Shodhaganga**

- **4000+ e-journals and 100000+ e-books of Somaiya Digital Resources. Renewal of books online (KIOSK) and can reserve the books through Web OPAC.**

- **In-House software programme 'BOOK WORM'**

- **Facilities for researc**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://kjsac.somaiya.edu.in/en/infrastructure/

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

- Auditorium named as 'Kalidas Sabhagruh' comprising 6 speakers for audience, 2 base 2 stage speakers, 4 hanging mic, 1 podium and 2 cordless mic, 1 amplifier, 1 mixer, LCD, Wifi connectivity centralized air-conditioning with a seating capacity of 350, 2 green rooms a ramp facility for the physically challenged.

- Tagore Amphitheatre, Gargi Plaza, 5 Auditoria on sharing on campus

- College Gymnasium for indoor games and physical fitness, consisting of Table Tennis, Carrom, Chess facility, Treadmills, Dumbbells for workouts and storing facility for Football and Cricket kits for outdoor games.

- Access to all the following sports facilities in campus.

- 3 fully synthetic athletic tracks, 8 lane 400 meter, Olympic track with flood lights

- 1 international standard basketball court and 2 practice courts

- Badminton Court Squash

- 65m X 105m Football Ground surface made out of artificial turf, with floodlights to play even in bad light

- Volleyball Ground

- Roller Skating

- 40 m Cricket Ground with centre pitch and world class equipment, 3 cricket nets

- Dedicated piece of land, a mud ground for Kabbadi and Kho-kho

- Cushioned synthetic tennis court

- Multi-Purpose court for handball and throw-ball

- **2 wooden Squash courts**

- **25 Giant Chess set for Outdoor Chess**

- **Taekwondo Court**

- **Carrom and Chess Board**

- **Spacious Sports Complex 'Eklavya' with international standard Olympic size Swimming Pool**

- **A fully equipped gymnasium with Changing Rooms, Shower Rooms, Lockers**

- **Facility for Yoga**

File Description	Documents
Geotagged pictures	[View File](#)
Upload any additional information	[View File](#)
Paste link for additional information	https://kjsac.somaiya.edu.in/en/infrastructure/

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

32

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)

Rs. 25.72 Lakhs

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)

- **Annual budget ranges from Rs. 6,00,000 to Rs. 7,00,000.**

- **Past question papers and syllabi are available for reference.**

- **Photocopies of syllabi to the students going for further studies in foreign countries.**

- **Special collection on Career Guidance, Gandhian Literature, material for competitive examinations and CA studies, and a collection of Biographies.**

- **Rare books which are not available in the market and now beyond copyright laws.**

- **4 counters in the library for current reading, home issue, staff issue and reference counter.**

- **Divided into 8 sections - Acquisition, Periodical, Reference, Current Reading, Home issue, Staff and PG issue, Internet and Computers section and Book-bank.**

- **Free internet, photocopy and print facility**

- **Open for staff and students for 11 hours, 7.00 am to 6.00 pm, Monday to Saturday.**

- **Each book is Bar-coded**

- **Circulation and statistical records are also maintained on computers.**

- Library is 10732-sq. ft. - 418 chairs & 80 tables.

- 87000+ books, 758 e-books, 63,890 Titles, 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.

- Subscriber to N-List programme of INFLIBNET, access to 6000+ e-journals and 31,35,000+ e-books including e-ShodhSindhu, e-Shodhaganga

- 4000+ e-journals and 100000+ e-books of Somaiya Digital Resources. Renewal of books online (KIOSK) and can reserve the books through Web OPAC.

- In-House software programme 'BOOK WORM'

- Computers to staff and research students and free internet.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://kjsac.somaiya.edu.in/en/library/overview/

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)

Rs. 7.17 lakh

File Description	Documents
Audited statements of accounts	**No File Uploaded**
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

424

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

- **Centralised Information Technology policy applicable to all faculty, staff and students across campus**

- **Data centre of Somaiya campus monitors data and Wi-Fi access. Each device requires a login ID to register and operate. All computers require updated anti-virus software installed by SVV IT Cell. Interfere with operation of the anti-virus unless granted permission in prohibited. Use of USB sticks, memory cards or any other portable media devices and requires permission. User is required to contact administrator for suspicious electronic communication or suspect malware.**

- **Usage is monitored through software audit.**

- **High speed connections to the internet**

- **All computers, computer peripherals, telephone and mobile equipment, software and software licences are procured by SVV IT Cell and will remain as SVV property and administration, and security of IT system is the sole responsibility of the college.**

- **Purchase Committee meeting regularly to decide various purchases.**

IT Services used by staff and students includes SVV Network, internet, personal email IDs, G-Suite, Collegeworm, Bookworm, H.R & ESS, RFID Card Management System, College Websites, and many more. Microsoft School Campus Agreement For Education, Adobe Enterprise Term License Agreement For Education, Oracle Academy Program For Education, Matlab Total Academic Headcount License For Education.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://kjsac.somaiya.edu.in/en/iqac/policy-documents

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
4099	**212**

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	**A. All four of the above**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://kjsac.somaiya.edu.in/en/library/overview/
List of facilities for e-content development (Data Template)	[View File](#)

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)

Rs. 204.66 Lakh

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:

Library –

- **Login through My Account on Somaiya Vidyavihar Home Page to access library facilities online**

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 and sign the register

- The gymkhana in-charge is also responsible for the inventory and storage of sports equipment.

- For using sports facilities in Somaiya campus, 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.

Laboratory:

- Computer and Language lab can be used by staff and students any time except the lectures and practical sessions, subject to furnishing of Somaiya ID card.

- Teachers and students using computer Lab should adhere to the rules and regulations mentioned in the Lab manual.

Research Centre:

- Research centre can be used by the research guides and their students and by anyone else with prior permission from the competent authority.

- Everyone should adhere to the rules and guidelines mentioned in the Policy for Research Laboratory.

Classroom:

Classrooms are utilised not only for regular lectures and examinations, but also rented for the conduct of competitive examinations of national importance.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://kjsac.somaiya.edu.in/en/iqac/policy-documents

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

63

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

14

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	https://kjsac.somaiya.edu.in/en/capacity-development-programme/
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

370

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	**B. Any 3 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	View File
Upload any additional information	View File

5.2 - Student Progression

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

35

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

291

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

5

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

14

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 College's Students' Council Committee comprises the chairman (Principal), the appointed In-charge (Coordinator), and chairpersons of NSS, NCC, and SPORTS.. For this, the chairpersons of NSS, NCC, SPORTS, and CULTURAL FORUM are requested to nominate three good students in their respective activities to be considered members for forming the Students' Council. Care is taken that at least one student from each class is selected ie: and there will be at least one student from FYBA/SYBA/TYBA and FYBCOM/SYBCOM/TYBCOM and also MCOM-I /MCOM-II/ MA. This ensures that every class is correctly represented. In addition to these above-mentioned student members, the TOPPERS from the college from every subject are considered in the Students' Council. Also, as per the requirement, two lady students and students from backward classes have 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 has to be elected who will be our GENERAL SECRETARY and also the UNIVERSITY REPRESENTATIVE. For this, the necessary voting is done by filling the form of election, and one member is duly elected as per the procedure. The UNIVERSITY REPRESENTATIVE is supposed to attend meetings at the University and is a link between university and college regarding students activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://kjsac.somaiya.edu.in/en/student-council

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

11

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

Ex-Som, The Alumni Association of this college, although always functioning from the early days was formally established in the year 2010. The main objective is to create a forum where the alumni can give back to the college what they learned from hereand bring in their valued experience to be shared with the current students so that "knowledge multiples". The college motto has always been "Gyandev Tu Kaivalyam" meaning knowledge alone liberates. The alumni of this college have always been at the forefront of multiple activities for the college including 1) industry interaction lectures 2) guidance seminars on careerrelated topics 3) subject board members 4) member jury for college events 5) recruiters for companies 6) supporting poor students by way of fees. Some alumni are also now teaching in the college as professors/lecturers or working as non-teaching staff members with great distinction. Lately the immediate past as well as current Principal of the college is also an Alumni of this college!! Alumni Contribution to the Development of the Institution through Academic Support, Placement Support, and Non-FinancialContribution is very important for the development of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	https://kjsac.somaiya.edu.in/en/alumni-association/

5.4.2 - Alumni's financial contribution during the year	**D. 2 Lakhs - 5 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

K J Somaiya College of Arts & Commerce is one of the premier institutions in the Somaiya Vidyavihar campus which was established in September, 1959. 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 i 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.

A Variety of extra-curricular activities conducted by the institutions enables students to explore and bring out their talents and potential. About 6470 students of both the Junior and Senior College and about 343 Post Graduate and Research students participate in academic and other activities of the college every year. The faculty members are entrusted with the responsibility of working as a chairperson of committees or in the capacity of the members of different committees for the welfare of students.

File Description	Documents
Upload any additional information	View File
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

Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards a 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 and allowed to conduct various programs to showcase their abilities and are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities. 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 Counseling Cell, Entrepreneurship Development Cell, Student Welfare Committee, Cultural and Sports Committee, Library Committee, Anti-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

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	https://kjsac.somaiya.edu.in/en/iqac/policy-documents

6.2 - Strategy Development and Deployment

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

The college has made significant efforts to enhance its teaching and learning environment by incorporating Information and Communication Technology (ICT) into its pedagogy. The physical infrastructure has been updated to support this initiative, with each classroom equipped with necessary ICT tools. This modernized approach enables more dynamic and interactive learning experiences.

To support diverse student needs, the college has introduced policies to assist slow learners and bridge the gap between slow and advanced learners. A mentoring scheme has been established to provide personalized guidance, while remedial teaching in subjects like English, Economics, Mathematics, and Accounts is regularly conducted. Special sessions are organized for students struggling in exams, ensuring they receive targeted support.

A comprehensive feedback system is in place to evaluate teaching methods and foster continuous improvement. This system allows teachers to adopt ICT-based strategies, such as PowerPoint presentations, Google Classroom, MS Teams, webinars, and flipped classrooms. Last Year more than 16 teachers have participated in Faculty Development Programs (FDPs) and Refresher Courses.

Additionally, a detailed annual feedback report is prepared, alongside an Action Taken Report (ATR), which is reviewed by the College Development Committee and the Governing Body. This ensures continuous monitoring and improvement of teaching standards.

The college also emphasizes the importance of alumni engagement through its Alumni Association, Ex-Som, which plays a key role in enhancing students' competencies. Alumni contribute by organizing

industry interaction lectures, career guidance seminars, and
providing financial support to underprivileged students.

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/IQAC/Policy+Documents/PERSPECTIVE+PLAN+2019-24.pdf
Upload any additional information	View File

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 follows a structured hierarchy in accordance with the
rules of the University of Mumbai and the Government of
Maharashtra. The Management provides guidance on administrative,
developmental, and student welfare activities, with the Governing
Body overseeing the overall functioning. Comprising experienced
academic and industry representatives, the Governing Body
recommends initiatives for academic, administrative, and campus
development.

The Principal assisted by the Vice-Principal, Dean of Academic
Affairs, and Dean of Research and Development, leads the college
to realize the management's vision. The Principal also chairs the
Academic Council. Key academic and administrative activities are
managed by the Controller of Examinations, Examination Committee,
Heads of Departments, Deans, Student Council Coordinator, IQAC
Coordinator, faculty, non-teaching staff, and committee
chairpersons. Regular meetings ensure seamless coordination across
departments, with email communication provided for stakeholder
support.

The IQAC, consisting of internal and external members, drives
quality improvement and sustenance in administration, academics,
faculty development, and more, in line with NAAC guidelines. The
curriculum is designed by the Academic Deans and Curriculum
Development Cell, incorporating current trends. The Dean of
Research and Extension fosters a research-oriented mindset among
students. Department Heads manage curricular and extracurricular
activities, while Committee Coordinators and the Placement Cell
Coordinator organize workshops and placement drives to enhance

students' employability.

File Description	Documents
Paste link to Organogram on the institution webpage	https://kjsac.somaiya.edu.in/en/oraganogram/
Upload any additional information	View File
Paste link for additional Information	https://kjsac.somaiya.edu.in/en/iqac/policy-documents

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	View File
Details of implementation of e-governance in areas of operation	View File
Any additional information	View File

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

Teaching staff is encouraged to participate in Conferences, Seminars and Workshops. 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 16 teaching staff members were granted permission to attend the FDP, and Refresher Course in this academic year and were provided with the financial assistance for the same.

Non-teaching Staff:

Financial Aid is provided on a 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 various Quality Enrichment Programs organised by the government of Maharashtra and university of Mumbai from time to time. Considering the pivotal role played by the supporting staff in the effective functioning of an academic institution.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://kjsac.somaiya.edu.in/en/iqac/policy-documents

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

2

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

10

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	[View File](#)
Upload any additional information	[View File](#)

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.)

16

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 are done in each financial year.

Likewise an external audit is also carried out in an elaborate way on a 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 or 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 an internal and external financial audit system.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://kjsac-sr.s3.ap-south-1.amazonaws.com/IQAC/Policy+Documents/PERSPECTIVE+PLAN+2019-24.pdf

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)

Rs. 115500

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	View File

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

The funds provided to the institute are 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 the 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 staffs also undergo training programs like G-suite and soft skills training. The cost for provision and maintenance of uniforms for non-teaching staff is also accounted for 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 ebook 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	[View File](#)
Paste link for additional Information	https://kjsac.somaiya.edu.in/en/iqac/policy-documents

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 at K.J. Somaiya College of Arts and Commerce is managed by individual departments, with syllabus revisions based on input from a Subject Board consisting of university nominees, subject experts, industry professionals, faculty, and alumni. Teaching methods blend traditional approaches like blackboard lectures, group discussions, assignments, and projects with modern techniques such as PPT presentations, Google Classrooms, smart boards, role plays, management games, and industrial visits. Remedial classes are provided for first to third-year Arts and Commerce students to prepare for semester exams. While English is the primary medium of instruction, teachers also explain concepts in Marathi or Hindi to assist vernacular students.

The Induction Program, organized by the Internal Quality Assurance Cell (IQAC), helps new students adjust to college life, build connections, and understand the institution's culture. The program, conducted both online and offline, includes orientations on the college's vision, mission, scholarships, examination procedures, and student cells such as Placement, Admission, Women's, and Innovation Cells.

The college invests in infrastructure like a well-equipped library, ICT resources, a language lab, conference room, and Kalidas Sabhagruha to support student learning. Faculty performance is evaluated using a Self-Appraisal Method aligned with UGC standards. Regular industry-academia interactions, including guest lectures, industrial visits, and career fairs, are organized to enhance industry exposure, with placements facilitated through the Career Guidance and Placement Cell.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://kjsac.somaiya.edu.in/en/strategies #functions_iqac

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. The FYBA and FYBCom reviewed and revised curriculum is implemented with effect from the academic year 2023-24 under Autonomy. 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	[View File]()
Paste link for additional information	https://kjsac.somaiya.edu.in/en/strategies #functions_iqac

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

File Description	Documents
Paste the web link of annual reports of the Institution	https://kjsac.somaiya.edu.in/en/iqac/college-annual-report
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college is committed to ensuring a safe and secure environment for girl students.. K. J. Somaiya College of Arts and Commerce undertakes various measures and activities to promote equality for the female gender through curricular and co-curricular activities. The college maintains committees, including the Anti-Ragging Committee, Grievance Redressal Cell, Women Development Cell, and Discipline Committee, to monitor and resolve safety, security, and social issues. Students are given an orientation about complaint redressal mechanisms available in the College like the Women Development cell, Women Study Centre, and Discipline Committee etc.

Safety and Security: The institute has installed a CCTV camera in the institute for 24-hour surveillance to ensure vigilance.

Fire extinguishers are placed at every floor of the college building as per provisions of fire safety.

The Women Development cellis working in the college to address the problems and grievances of the students. Around 7 activities have been conducted by WDC and NSS to promote gender equity.

Complaints and Suggestion Boxesare placed in the Institute to resolve the grieved students/staff complaints and invite suggestions, if any.

Counselling:The college has a dedicated, trained counsellor

Shrirang Joshi, who visits the college every week and offers personal and group counselling to the students and staff.

Girls' Common Room:One spacious Girls' Common Room has been allotted to girl students on the ground floor for personal and resting purposes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional Information	https://docs.google.com/document/d/1rZ5DHW4tuaxb_yYhZFtaHtx58Az57Hjw/edit?usp=sharing&ouid=110555288695477446827&rtpof=true&sd=true

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)

In order to address the production of waste on campus, K J Somaiya College of Arts and Commerce has undertaken several initiatives. Solid Waste, Liquid Waste Management and E- Waste management.:

To collect solid waste, separate dustbins are kept at different places like every floor, every classroom, staffroom, admin office, and library to collect dry waste. This non-biodegradable waste is collected in one place, and every day, this non-biodegradable waste is picked up by Mumbai Municipal Corporation.

This biodegradable waste generated on the college premises and on the campus is disposed of through an Open composting process in a Bio-Composting Plant set up on the Somaiya Vidyavihar Campus. The composting then is used for gardening and as a nutrient-rich

Natural supplement to trees.

Liquid waste that is generated in the institute falls mainly into the category of Septic tank effluents from various sanitary blocks, water used for washing and cleaning utensils from the canteen. Wastewater generated from the sanitary facilities is disposed of into natural drain passes located at different places on the campus, and their effluents combined with canteen wastewater are used for gardening, watering trees etc. The excess wastewater will be directed into a natural drain passing near the college campus.

3. E-waste Management

E-waste is disposed of through vendor J K Traders. These vendors are centrally arranged on the Somaiya Vidyavihar campus by the Project Office.

Biomedical Waste Management: A sanitary napkin vending machine is one machine to provide safe, hygienic, and easy access to women.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geotagged photographs of the facilities	View File
Any other relevant information	View File

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	View File

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	View File
Any other relevant documents	View File

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	A. Any 4 or all of the above

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

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 reading materials, screen reading, etc.	A. Any 4 or all of the above

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	View File
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	View File

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 institutional efforts/initiatives to provide an inclusive environment for the students. The college conducts such activities/programs to inculcate a sense of peace, equality, and harmony among students.

The K J Somaiya College of Arts and Commerce provides an inclusive environment by celebrating important festivals, highlighting diverse cultures through various activities on national integration, promoting the arts, and reinforcing tradition.

The institute organizes many programs under NSS, NCC, and Cultural Forum committees to educate students and staff about the constitutional obligation of citizens' values, rights, duties, and responsibilities. 96 activities are conducted the inculcate a sense of peace, equality, and harmony among students during 2023-24.

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 provides holistic all-around education to the students by sensitizing students on our constitutional rights, values, duties, and responsibilities is one of the primary education given at the institute through various means. Also, all students take a subject of Environment study in their first year, which gives them insight into environmental acts, wildlife protection act, forest act, global environmental concerns etc. There are various activities/programs conducted to sensitize students and employees of the institution to constitutional obligations: values, rights, duties, and responsibilities of citizens; these activities are such as

Constitution Day is celebrated in the college on November 26 every year to commemorate the adoption of the Constitution of India. The day aims to mark the significance of the constitutional values among the citizens of India and also, to bring awareness of the importance of the Indian Constitution and its architect, Dr. BR Ambedkar.

Independence Day and Republic Day are celebratedevery year. The flag Hoisting Ceremony is followed by Patriotic cultural programs.

The guest lecture on Domestic Violence – Rights and Remedies that took place on 29th January 2023 was organized by the Women Development Cell. The Business Law Association arranged for a visit to the State Commission on 7th February, 2024.

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	[View File]
Any other relevant information	[View File]

7.1.10 - The institution has a prescribed code	**A. All of the above**

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

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	View File
Any other relevant information	View File

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

K. J. Somaiya College of Arts and Commerce celebrates many commemorative days so that the students are aware of nationally and internationally important days or events and create awareness about national and global problems.

International Yoga Day: On 21st June, our college celebrates this day by practising Yoga.

Independence Day and Republic Day are celebratedevery year. The flag Hoisting Ceremony is followed by Patriotic cultural programs.

Teacher's Day:Teacher's Day is celebrated on 5th September every year by a cultural forum to mark the birth anniversary of Dr. Sarvepalli Radhakrishnan and to acknowledge the efforts of the teachers in a student's life.

Hindi Bhasha Diwas: Hindi Department of our college celebrates 14th September every year as Hindi Bhasha Diwas to mark the adoption of Hindi as the Official Language of India.Gandhi

Jayantiis celebrated by the Centre for Gandhian Studies on 2nd October by organizing various competitions and programs.

International Women's Day:Women Development Cell and other departments celebrate Women's Day on 8th March every year, acknowledging the greatness of womanhood.

Our institution also celebrates other commemorative days like World population days, Vishwa Gujarati Matrubhasha Divas, Sanskrit Day, NSS Foundation Day, World Environment Day, Constitution Day, NCC Day, Hindi Diwas, World Gujarati Mother Tongue Day etc.

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

Gyan Yagnais a thirty-three-year-old practice that takes place in the Somaiya campus.Gyan Yagnatakes place for 30 days every year. It begins on the first day of the year and lasts till the end of January. It has a threefold goals – spiritual, paramedical, and cultural. In the modern busy life, while running behind material goals, we have no time to give to ourselves.This race with time starts in early studenthood. This leads to several problems at an early age. These problems are of a physical as well as psychological nature. The practice of 'Gyan Yagna' addresses all such problems through various spiritual, paramedical and cultural activities to enrich the 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.

File Description	Documents
Best practices in the Institutional website	https://kjsac.somaiya.edu.in/en/reports?report=TBP
Any other relevant information	https://docs.google.com/document/d/1JEL6tzHu6BqpO0pJuEVMy9FwvMmVAES0/edit?usp=sharing&ouid=110555288695477446827&rtpof=true&sd=true

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)

Gyan Yagnais a thirty-three-year-old practice that takes place in the Somaiya campus.Gyan Yagnatakes place for 30 days every year. It begins on the first day of the year and lasts till the end of January. It has a threefold goals – spiritual, paramedical, and cultural. In the modern busy life, while running behind material goals, we have no time to give to ourselves.This race with time starts in early studenthood. This leads to several problems at an early age. These problems are of a physical as well as psychological nature. The practice of 'Gyan Yagna' addresses all such problems through various spiritual, paramedical and cultural activities to enrich the 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.

TheDrishti Film Forumof the college organizes 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 various perspectives.

Entrepreneurship Development Cellis functioning in the campus and the cell encourages the students to start start-ups.

SportsandNCC Studiesare offered under OE.

The Center for Gandhian Studieswas established in 2006 under the scheme of Epoch- Making Social Thinkers. The Centre organizes seminars, competitions & field visits and has a well-equipped

library.

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 2024-25

1. Organised International conferences

2. Planning to Conduct CAS for the promotion of our teachers due for various stages

3.Motivate our teachers to apply for PG recognition and PhD guideship from University of Mumbai

4. Preparation of Autonomy Report 2024-25

5. Promoting various activities under Calcural Forum, DFF and WDC, Women Study, Center, and Somaiya Center for Performing Art.

6. To motivate our teachers and students to apply for seed money for researchprovided by the college authority.

7. Introduction of new skill based short term courses under NEP 2020.

8. Organization of workshops, seminars and academic talks.

9. Planning to install Solar Energy in the institution.

10. Implementation of National Education Policy at SYBA and SYBCOM level