



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SEVA SADAN COLLEGE OF ARTS, SCIENCE AND COMMERCE

SEVA SADAN MARG, OPPOSITE CENTRAL HOSPITAL, ULHASNAGAR - 3
421003

www.ssasc.edu.in

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Seth Parsram Parumal, a visionary personality, established Seva Sadan Trust in 1950s to provide educational facilities to Sindhi migrants from Pakistan at the time of partition. Now the trust has seven educational institutions under its banner. Seva Sadan College of Arts, Science and Commerce is the youngest of all these institutions.

The College is Linguistic Minority- Sindhi. Seva Sadan College of Arts, Science and Commerce established as a Self-Financing Institution in the year 2009, affiliated to the University of Mumbai. We began as a commerce college from academic year 2009-2010 with B.Com and thereafter from academic year 2011-12, with BMS, B Com (Accounting & Finance), B. Com (Banking & Insurance) and B.Com (Financial Markets) were introduced.

College Development Committee is established as per rules and which has made a significant contribution to the College's overall development. The College location is within fifteen minutes' walkable distance from Ulhasnagar Railway station. Road and Railways route both available to reach to College. The College is recognized under Section 2(f) of UGC Act of 1956.

The College provides Scholarship to the needy students with internship and job placement opportunities. The infrastructure of the college is created with the learning community in mind, and both staff and students will find it comfortable.

The college provides Add-on Courses along with the UG programmes. For the purpose of counselling, grooming, and motivating students, the college also has an NSS Unit, Counselling Cell, Gymkhana & Sport Committee, Grievance Redressal Cell, Anti-raging Committee, Entrepreneurship Cell, Women Development Cell, OBC Cell and other Committees.

The energetic Principal is supported by a youthful, motivated team of teaching and support professionals at the college.

The College IQAC established on 8th March, 2017, it promotes a research culture among the faculty and students for it conducted six international conferences and two national level webinar on research apart from other Webinars on other knowledgeable and challenging issues, which is remarkable achievement for the College. The best Practices of the College was to organise three days Live Business to train the students as an Entrepreneurs for the purpose of fostering business skills.

Vision

Seva Sadan will become an institution of admirable in the field of education in order to fulfil the societal and professional requirements by developing future achievers and leaders.

Mission

To serve and stimulate society by inculcating in students intellectual, cultural and humane sensitivities along with technological and professional expertise.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Academic Activities and Structured Perspective Plan are well aligned.
2. Energetic and passionate Teaching and Support Staff.
3. College Campus located in the heart of the Ulhasnagar city.
4. The green Campus is friendly for students and staff.
5. Robust NSS Unit sensitizing students towards society as well as project on Department of Life Long Learning & Extension.
6. Several opportunities for experiential learning through live Union Budget, live Business, Educational tour and Seminars.
7. Student's centric extra and co-curricular activities.
8. Entrepreneurial skill training through Trade Exhibition and Sale.
9. Effective Placement Cell for the students.
10. Well ventilated spacious classrooms, enabled with Smart Boards.

Institutional Weakness

1. Lack of Research centre facilities.
2. Lack of rich, active and encouraging alumni.
3. Lack of Memorandum and Understanding [MOU] with national and international institutions.
4. No financial support from Government Agencies.
5. Inadequate facilities for Sports.
6. Lack of Memorandum and Understanding [MOU] with the Industries.

Institutional Opportunity

1. Increase the number of student admissions.
2. Strengthen the relationship between academia and industry
3. Equip every student with the skills of their choice.
4. Develop community training and service centres.
5. Organise more conferences, webinars and workshops.
6. Offer more number of programs at UG & PG level.
7. Start more number of skill development and vocational courses and certificates.

8. Strengthen collaboration and linkages with the industries.
9. Generate more resources through alumni and industries.
10. Explore opportunities for collaborative research.

Institutional Challenge

1. Lack of industrial contributions towards the research or sponsored programmes.
2. To influence local industries to give internship and placements.
3. Develop indoor and outdoor sports facilities.
4. Adopt the trends of rapidly changing university policies [National Education Policy 2020].
5. To create new courses and curriculum in the existing infrastructure.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College had made an academic calendar as per the guidance as per the Arrangement of term plan of University of Mumbai for smooth functioning of programs offered in the tune of its Vision, Mission and Objectives. The planned structure is framed for academic activities. Teachers prepare Lesson plan, observe timetable and maintain Lecture Log Book. The College monitors University curriculum delivery at various predefined stages. The plans are carefully drafted, delivery is monitored at definite hierarchy and records are maintained for continuous improvement for better change. The Principal & Departmental Incharge monitors curricular, co-curricular, extra-curricular, NSS and DLLE activities and discussions are held in monthly staff meetings. Various committees of teaching, supportive staff and students are formed for effective implementation and smooth conduct of curricular activities.

Teachers participate in Paper setting at UG Level, evaluation process of University Papers, design and development of Curriculum for Add-on / Certificate Courses. The College offers Five UG Program in which CBCS is implemented. It also offers three Add-on / Certificate courses from which some of the Students are benefitted. The College has maintained high quality standards whilst providing equal opportunities to male and female students. Gender issues are addressed through chapters & articles in the curriculum. It has WDC which organizes varied range of activities. The College shows its concern about the environment which is demonstrated through various activities. Human values and Professional ethics are inculcated by organizing range of innovative activities. College arranges remedial lectures to help the slow learners.

Varied ways of continual student evaluation such as Project work/ Field work which include experiential learning, presentations, quiz, discussions are used to enable participatory learning. Offline as well as Online Feedback on curriculum is collected from Students, teachers, alumni and employers. Further feedback on teaching is also collected and based on that Add on courses/Certificate courses are offered. Actions are implemented by way of improving students' centric activities, offering remedial Coaching, mentoring, counselling after the detailed analysis of the Feedback.

Teaching-learning and Evaluation

The College admitted students on the basis of rules and regulations of the State Government of Maharashtra.

The College has average enrolment of 72% in the last five years and also seats are filled against seats reserved for various categories. The College motivates advanced learners by providing library resources, organizing series of lectures and felicitation at Various Programs held at College. Guidance is offered for participation in intercollegiate events. Books are provided from the Library to the students for one week, also for reading at Library Reading Room. Library has Book Bank Scheme, wherein books are given to the needy students as per the Guidelines of the University of Mumbai for one academic year. Class wise Parents meetings are conducted periodically and parents are informed regarding the students' performance. Industrial Educational Tour are organised to get the real exposure of practical working of the industries.

Along with the Regular Course Curriculum, students are given an opportunity to learn Add-on /skill based certificate courses to boost their additional skills. Students are also given an opportunity to participate in National Service Scheme (NSS) as well as Department of Lifelong learning and Extension (DLLE) activities to update their team work and leadership skills.

Guest lectures, Seminars and Workshops are arranged and also Seva E-bulletin is published and shared in Class WhatsApp groups to impart latest knowledge. Teachers use ICT facility through Smart Board for better understanding and also during presentations of students. Mentoring and Counselling is also offered to students. Class Tests, Home Assignments, Projects are given by faculty members after the completion of important topics.

The College has structured mentoring system. General mentoring is offered thorough orientation, guest lectures. Class Incharge are also appointed who also offers mentoring to the Class students. The College has a transparent procedure to address the examination related grievances. Program, Course outcome and other activities related data are published on the College website. The syllabus is also discussed to the students during lectures. Fulfilment of Course outcome is monitored at various levels through Internal, External, Practical Examinations, Projects and Assignments submitted by the students.

Research, Innovations and Extension

The College has organized Six International Multidisciplinary Conferences since from the year 2018 to 2023 as well as Seminar, Webinars and Workshop. A total number of 320 research papers of research participants including our College faculty, published through the conference organised by the Seva Sadan College since last five years from 2018 to 2022 in the UGC CARE journals and also in peer reviewed Journal. Also a National Webinar was organised on National Education Policy 2020 in the year 2020 in collaboration with R K Talreja College of Arts, Science & Commerce and Seva Sadan's College of Education and SPP New Era Secondary High School & Junior College

NSS Unit of College organise various social activities including: Tree plantation drives, Blood donation drives, Health and hygiene check-ups, Anti plastic awareness programme, Poshan Pakhawada, Fit India.

Swachh Bharat Summer Internship Camp 2018: The Seven days camp initiated by Ministry of Human Resource Development, in association with the Swachh Bharat Mission (Garmin), Ministry of Drinking Water & Sanitation is organised by NSS Unit of our College at Chirad Village, Thane in the year 2018.

Gandhiyan Solar Yatra 2018: A workshop was organised on 2nd October 2018 under the Unnat Bharat Abhiyaan for the students to sensitize them towards **solar** energy. A Student **Solar** Ambassador workshop held for hands-on training to assemble **solar** study lamps at College Campus where 50 students were trained.

UNNAT BHARAT ABHIYAAN 2019: Our College organised Unnat Bharat Abhiyaan(UBA) a flagship program of Ministry of Education , GoI whereby Five villages were selected namely Chirad, Pali, Posari, Narvle and Shellar Pada for survey. Total 25 students were selected to do survey .The amount of Rs. 50000/- grants as seeds was received.

RED RIBBON CLUB 2019: In the year 2019 Rs. 4000/ received as a support money from Maharashtra State AIDS Control Society to organise AIDS awareness Programme where 15 students participated.

Gandhian Educational Visit 2019: Our college organised Gandhian Educational Visit at Sabarmati Ashram in 2019 For this visit 35 students were participated to learn Gandhian Philosophy and values.

Infrastructure and Learning Resources

The College has Ground Plus three storied building, situated in the heart of the Ulhasnagar city opposite to Central Hospital and near to the Central Police Station. The land is owned by the Seva Sadan trust. The College is providing best infrastructure to facilitate quality teaching and learning processes. The College has campus area of 1.3128 in acres and Built up Area of 1985.42 sq mts. The college is located at fifteen minutes walkable distance from Ulhasnagar railway station and is easily reachable by students, parents and staff.

Nineteen well ventilated classrooms, with adequate seating arrangement are made available for students as well as Gymkhana, Auditorium with Sound System, ICT facility and 200 seating Capacity, is useful for conducting student event and activities and also Playground.

There are two computer labs in the college premises, wherein one computer lab equipped with Smart Board and Wi-Fi facility and 30 computers is used for students whereas second computer lab equipped with 8 computers is used for teaching staff for the academic purpose and other computers are used for administrative purposes.

Five classrooms are equipped with a Smart board with necessary software, which helps teachers conduct sessions with live updates and recording of lectures.

In house printing and photocopying facilitates are provided with Canon Image Runner-2004N. College also has two dedicated leased line of BSNL with 40 Mbps and Jetway Broadband with 72 Mbps respectively.

Drinking water facility is provided with UV Aqua guard, water filters and coolers. Fire-fighting Safety systems with fire extinguishers are installed as per the safety guidelines. The College premise is well covered under the CCTV Surveillance system.A Power Backup of 80 KVA Diesel Generators is available to manage power cuts in the Seva Sadan Campus.

College Library is well equipped with Reference books, Textbooks, magazines and journals and free e-resources. A separate section of the library is available for teacher reading.

Student Support and Progression

The College plays an important role in shaping the future generation by teaching quality education along with developing their skills through conduct of Add-on and Skill based certificate courses and other related training.

The College has conducted Skill based training course namely Computer Applications , Data Collection and Presentation, Effective Corporate Communication, Computerized Accounting Tally , Digital Marketing for students to enhance and upgrade their knowledge. The Students were guided on various competitive exams and career prospects during last five years.

The College provides concession in fees for the meritorious and reserved category students through the Government Scholarship schemes and by the College. The Student Council of College serves as a potent and influential voice for all the students. Various committees such as NSS, WDC, DLLE, Placement, Cultural, Sports, conduct regular activities which help in overall personality development of students.

Placement Cell mentored by faculty conducts various training programs to make students job ready. In the last five years, 10.24% outgoing students were placed through College Placement cell and some students have opted for higher studies and also some adopted their family businesses.

Women Development Cell conducts programs, competitions and training programs which empower the girl students to be self-dependent and self-reliant. Activities on Self Defence, health awareness and entrepreneurship skills, have helped improve the confidence level and personality of the girl students.

The NSS students guided by the NSS Programme Officers and his team members to participate in District, University, and State, National level leadership training Camp and programmes in the last five years. Student also achieved prizes in intercollegiate cultural competitions of other colleges.

In the academic year 2019-20, the College organised National Youth Parliament Scheme under the Ministry of Parliamentary affairs, student participated in the NYPS Tarun Sabha parliament activities and functions. Activity Report for the same has been submitted to the ministry and received the appreciation letters for all the participants and the organisers for organising the event.

The College has an Internal Complaint Committee, Grievance & Redressal Cell, Anti-Ragging Committee to resolve the student's issues and challenges.

Governance, Leadership and Management

The College Management is dedicated and committed to justify the purpose and goal envisaged in the Vision and Mission statements through creating and executing the knowledge in the area of Commerce and Management.

Several committees are established for smooth functioning of academic, curricular and extracurricular activities. The College Development Committee carefully works on this framework which is reformed, discussed and reviewed periodically.

Authorities and responsibilities are delegated at various levels. Every Department has Departments Head, who takes the responsibility of day to day academic activity executing the plan and maintaining the Daily lecture log books. Each teachers has been given responsibility of Class Incharge to monitor students and lectures in day to day time. There are also Student Class Representatives selected among them in each class who act as a

representative between the Class Incharge and fellow students regarding lectures and activities.

The College has Students Council consist of President, Secretary and Class Representative as Members. The said Council discusses in organising and planning every activity conducted at College and Intercollegiate Level such as Cultural Events, Competitions and Sports.

The College is publishing E magazine named as '**Seva E Bulletin**' twice a month, for latest news as well as the College academic and other activities information's.

The Teaching and Non-teaching staff meetings are used as an effective solution to discuss academic and administrative work respectively. Teachers are encouraged for attending conferences and workshops and faculty development programs as well as Staffs are also deputed to attend such programs conducted by surrounding colleges

It has Self performance appraisal system for staff to inflect effective measures. The concurrent, internal and external audits are conducted to maintain accountability and transparency.

College has setup an IQAC which plans, executes and sets benchmark in various sections. It has successfully organized University, National and International Level conferences, seminars and workshops.

Institutional Values and Best Practices

The Students collected donations from the students and Faculty in the form of pen pencil, clothes, Sarees and Blankets, pouches & napkins and distributed among needy people and orphan children. This added the value among students and responsibility towards the Society.

NSS volunteers and students collected a total of Rs.50,000 donations from students, Staff, the Furniture and Gajanand Market for Kerala Flood relief fund in the year 2018 and donated the same amount at University of Mumbai. These values shape the minds of students and inculcate the sharing attitude among them.

One Remarkable achievement of our NSS volunteers, students and staff members organised vaccine drive on 28th October 2021 & 4th January 2022 as well as booster dose drive at College Campus in association with Ulhasnagar Municipal Corporation. Activities conducted by NSS, DLLE, WDC promote the values of giving, hygiene and health care.

Best practices

- **Live Trade Skill Training:** A three days live Exhibition and Sale organised in the College Campus with 30 to 40 stalls with the different hand made products as well as readymade items. The most profitable entrepreneur student was awarded with the Trophy and the Certificate. Young entrepreneurs need sales skills to raise capital for their businesses, sell goods and services to cover operating costs, and ultimately make a profit. The college improves the student's skills so that they are ready for the Practical life and also makes them competitive business minded.
- NSS students participated at State & National level leadership training Camp through the NSS Unit. This builds the confidence, open communication, positivity, creativity, and flexibility.
- Live Union Budget sessions organised in the College Campus for the students and the teachers to upgrade latest knowledge about the budget of Nation.

- Prime Minister's guidance pariksha pe charcha to motivate and develop the attitude among students to take Exams as a test of improvement, determining their strength and weakness, and also dealing with difficult issues in the morning with a fresh mind.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SEVA SADAN COLLEGE OF ARTS, SCIENCE AND COMMERCE
Address	Seva Sadan Marg, opposite Central Hospital, Ulhasnagar - 3
City	Ulhasnagar
State	Maharashtra
Pin	421003
Website	www.ssasc.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Gulabchand K. Gupta	251-2561020	9820620336	-	iqacss@gmail.com
IQAC / CIQA coordinator	Vanshika Ahuja	251-2561021	9322428096	-	ahujavanshika1313@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority Certificate.PDF
If Yes, Specify minority status	
Religious	
Linguistic	Linguistic
Any Other	

Establishment Details				
State	University name	Document		
Maharashtra	University of Mumbai	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	11-11-2022	View Document		
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Seva Sadan Marg, opposite Central Hospital, Ulhasnagar - 3	Urban	1.3128	1985.42

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Department Of Commerce	36	H.S.C	English	60	17
UG	BCom,Department Of Commerce	36	H.S.C	English	60	5
UG	BCom,Department Of Commerce	36	H.S.C	English	240	107
UG	BCom,Department Of Commerce	36	H.S.C	English	60	38
UG	BMS,Department Of Management Studies	36	H.S.C	English	60	42

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				22			
Recruited	0	0	0	0	0	0	0	0	2	20	0	22
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						0
Recruited	0		0		0	0
Yet to Recruit						0
Sanctioned by the Management/Society or Other Authorized Bodies						8
Recruited	1		5		0	6
Yet to Recruit						2

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	8	0	10
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	11	0	11
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	Others	Total
		0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	323	0	0	0	323
	Female	447	0	0	0	447
	Others	0	0	0	0	0
Certificate / Awareness	Male	14	0	0	0	14
	Female	7	0	0	0	7
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	3	7	5	8
	Female	11	11	13	13
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	1	0	0	0
	Others	0	0	0	0
OBC	Male	1	1	0	0
	Female	10	0	0	0
	Others	0	0	0	0
General	Male	412	455	445	425
	Female	556	587	636	598
	Others	0	0	0	0
Others	Male	3	6	0	0
	Female	1	5	0	0
	Others	0	0	0	0
Total		998	1072	1099	1044

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The institution presently offers a five specialised degrees namely Bachelor of Commerce, Bachelor of Commerce with specialisation in Banking and Insurance, Accounting and Finance & Financial Markets and Bachelor of Management Studies. As a result, students have the ability to pursue Commerce Degree with specialization and Management Degree and, ultimately, a career in the sector of their choosing. To prepare students for careers in trending sectors, to enhance and upgrade their knowledge and to make them job friendly, job-oriented Add on Courses/Certificate courses named Computer Applications , Data Collection and Presentation, Effective Corporate Communication, Computerized Accounting Tally , Digital Marketing were conducted for the students.
2. Academic bank of credits (ABC):	The university curriculum is a choice-based credit system for teaching, learning, and assessment. The final year result of degree of graduation is determined by the total number of credits achieved in 3 years period. The College will follow the ABC rules and regulations, whenever it will be adopted by the affiliating University as per guidelines of NEP, 2020.
3. Skill development:	The college has conducted various activities, workshops on Team and Time management, Leadership training Camp organised by NSS Cell. Skill Based training programmes on Data Collection and Presentation, Effective Corporate Communication, Computerized Accounting Tally, Digital Marketing which will help them in getting placed in companies and also enhance their career.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The College conducts activities through NSS Cell, Cultural Committee, Library Committee, and Minority Cell. The committee organise the Cultural (singing, one act play and traditional attire day) and Elocution Competitive events to promote Marathi, Sindhi languages.
5. Focus on Outcome based education (OBE):	The College organised the Career guidance lectures to make students aware about available career opportunities. Specialised courses and choice based courses help students pursue fields for their interest. Students are given opportunity to select skill based training as per their interest and are further provided assistance for placement students interested in higher studies are given training in competitive exams.

6. Distance education/online education:	During the Covid-19 pandemic, the college organised online lectures and online skill based programmes. The courses will be framed under purview of UGC and NEP 2020 and will be conducted through both offline and online modes.
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Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes Electoral Faculty Coordinator: Asst. Prof. Niraj Kumar Mishra Electoral Student Coordinator : (1) Ms. Sulakshana Shukla (Year 2017 & 2018) (2) Ms. Karthika Pillai (Year 2019) (3) Ms. Rupali Ravindra Rajawat (Year 2021 & 2022)
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Awareness Campaign Programme conducted on Voting , form has been filled for the first time voters , Guest lecture conducted by the Ulhasnagar Municipal Electoral Officers.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Electoral Awareness drives as well as survey in the campus for our College students and the surrounding area of Punjabi Colony.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	The college organised awareness programme for above 18 years students and electoral forms distributed to them in presence of the Electrol officers of the Municipality. Filled the Electoral form, accepted the Aadhaar card, ID card of the College and submitted the same to the Municipality Electoral office.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
956	1044	1099	1072	998

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 89

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
22	18	22	22	22

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
60.39	62.18	63.99	19.23	21.57

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The College adheres to its Academic Calendar for proper planning and execution of academic programs and other curricular activities in tune of its Mission, Vision and Objectives. The premeditated academic structure is framed thus as follows:

- In the beginning of academic year, academic calendar is framed in the light of the University Guidelines
- Program wise time table is prepared for each division.
- Course wise timetable is framed taking care to fit in theory, and project work of respective subjects
- Class teachers are appointed as a guardian for each class, who are made responsible for the academic, co-curricular and extra-curricular activities of the allotted class.
- Specialization and expertise of teachers is considered while distributing the courses. Teachers prepare Semester wise teaching plans and submit the same to the IQAC
- Each teacher maintains Log Book to keep track records of topics taught and other academic activities of assigned class

- The teaching in the classes is regularly monitored by respective Program In-charge
- Staff meeting presided by the College Principal is conducted wherein the review of the work and the planning of the upcoming weeks' schedule is discussed along with activities to be conducted.

- Review of implementation of curricular, co- curricular and extra co-curricular activities is taken and discussed

- The teaching strategies such as Lecture methods, participative learning, cooperative learning, inquiry based learning; experiential learning are adopted by the faculties

- For effective delivery in the classroom, Smart Board, Wi-Fi facilities and necessary assistance is made available for teachers and students

- Evaluation is done through class tests, assignments, tutorials and term end examinations .
- Orientation lectures are organized for the new entrants at the First year wherein Principal and Program In-charge address students for code of conduct and various facilities available at Campus. The Office Superintendent gives information about the scholarships available to the students and how to take benefit of these scholarships.

- Mentoring is offered by the class teachers to the students IQAC monitors teaching and learning process for quality sustenance. Industrial Visits are organized as part of experiential learning.

- Group discussions are held to make lectures more and more interactive.
- Interactive sessions like Group Discussions, Power Point Presentations, Debate is encouraged

- Teacher - Student Meeting, Parents Meeting are held for feedback

- In this way, the College monitors curriculum delivery at various predefined stages. The plans are carefully drafted, delivery is monitored at different hierarchy and records are maintained for continuous improvement for better change.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 5

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Other Upload Files

1

[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 4.74

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
25	75	25	60	60

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

- Professional Ethics

Professional ethics are taught in all the academic programs in the course/ chapters of “Ethics and Governance”

The College has code of conduct for the students and teachers. Formal attired Uniform is made compulsory for Professional Programs. All the teaching and supporting staff demonstrates integrity, impartiality and ethical behavior in the classroom and in their conduct. A teacher’s behavior demonstrates role models for the students.

- Gender Equality:

The College has always maintained high quality standards whilst providing equal opportunities to male and female students. Gender issues are addressed through chapters & articles in the courses offered. It is demonstrated by: - Offering Foundation Course in each program which covers the issues of gender sensitivity. Encouraging active participation of both the genders in various college activities like conferences, competitions, sports and academics.

The women development cell undertakes variety of programs for the upliftment, training, self-

establishment and counseling of girls Institution encourages girl students to enroll in NSS Unit and participate in its activities that include different drives, NSS camping that helps to develop discipline and inculcate leadership qualities among each and every student. Access to College Library and other facilities provided in the premises are made available equally for all the students

All the working committees of the college have equal participation (Gender wise) for appropriate decision making. Due care is taken while participation of girls in Industrial Visits and events held off the campus Uniforms in self-financing courses are designed without discrimination.

- Human Values:

The Foundation course subject in the First year syllabus offers teachings of Human values to the students. NSS conducts various activities and also visits are conducted to aware students about patriotism, justice, equality, honesty, tolerance, etc.

The co-curricular and extra-curricular activities are arranged to inculcate human values.

- Environment and Sustainability:

The College shows its concern about the environment which is demonstrated by various activities conducted throughout the year. Environmental Studies subject is offered to the students of B.Com, BAF and BMS programs Segregation of solid and liquid waste is undertaken and duly followed in the College premises Tree Plantation is carried out not only in the college campus but also in the surroundings areas and NSS Camp sites.

Skit/ Street plays at railway stations and surrounding residential areas are organized during various occasions. Switching off fans and lights while leaving the classroom is practiced by the students are made understand the importance of sensible use of Electricity. The surrounding trees are adopted by the NSS volunteers. Waste Management drives are organized periodically. The maintenance of all the water taps and Electrical connections is done on a regular basis .Generator facility is available for the smooth functioning of college.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 0

1.3.2.1 Number of students undertaking project work/field work / internships

File Description	Document
Institutional data in the prescribed format	View Document

1.4 Feedback System**1.4.1**

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: C. Feedback collected and analysed

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 80.29

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
309	335	420	414	449

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
480	480	480	480	480

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 19.46

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
10	21	18	30	30

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
112	112	112	112	112

File Description	Document
Institutional data in the prescribed format	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 43.45

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The College uses following various Student Centric Methods so that students actively participate in the learning process, for overall enhancement of their learning skills.

1. Industrial Visits: Students are taken to Educational and Industrial Tour so as to get the real exposure of practical working of the industries. We understand that only theoretical knowledge is not sufficient. For the actual learning of subjects. The Educational and Industrial Tour are organised such as : Industrial Visit to renowned Industrial houses outside state, full Day visit to particular industry in the nearby region and Day Visit to Cottage Industries Banks, NSE and BSE that expose students to the actual market.
2. Project work: Students are assigned individual and group projects and are asked to present it in the class. It builds presentation skills, team spirit and communication skills among students.
3. Home assignment: Students are given home assignment on weekly /monthly basis on the topics taught. This improves their learning skills and understanding of the subject.
4. Guest lectures: College conducts a series of guest lectures for the students on the topics which are vital for the students. The guest lectures are delivered by the experts invited from various fields.
5. Seminars/Webinars/workshops: College organises various intra as well as inter collegiate seminars and workshops for the students. Teachers encourage the students to take active participation in such workshops and seminars. Students are motivated by the class teachers to participate in Inter collegiate competitions held at other colleges.
6. Annual Fest : Students are encouraged to take active part in various events organized by the College such as Mehndi Competition, Bridal Makeup, T Shirt Painting and many other creative events. Funfair is organized, where students are allotted with Stalls to exhibit Entrepreneurship/ selling skills.
7. NSS Activities: College has a very vibrant NSS unit where volunteers take active part in organizing and managing events for the Social good. These events include tree plantation drives, blood donation drives, Plastic Ban Awareness, Cleanliness drive, etc. Students get to learn while contributing towards the society.
8. Oral Presentation with Audio-visual aids : Students are asked to prepare Power Point Presentation related with the objective of enhancing the presentation and communication skills.
9. Magazines in Library: College library has a Display rack in the Reading room with the Magazines like “Competition Success “ etc. which enhances the learning experience.
10. Three days live Sales and Exhibition business event have been organised to develop skills of entrepreneur.
11. Student’s council: Students representatives are involved in organizing each and every event that takes place in the College under the guidance of teachers.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years**Response:** 96.36**2.4.1.1 Number of sanctioned posts year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
22	22	22	22	22

File Description**Document**

Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)**2.4.2***Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)***Response:** 8.49**2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
02	02	02	01	02

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Student's performance and learning outcomes

- Website of the college which properly tells about the program outcomes, syllabus, stream description and information of all the streams are also provided that is available in the college.
- Circulars and Syllabus are also maintained in the departments which is been discussed in the college meetings.
- Orientation programme is also held for the first year students to create student's familiarity with the institution regulation and academic standards, acquaints the students with their classmates and to learn about the other institutional members that will help students succeed
- Students are provided with university syllabus, circulars, course textbooks, reference books from library, internet access in IT labs , Previous year question paper sets are also recorded in library which will enhance the confidence of the students .
- E bulletin is there which provides the information on the current affairs for the students and college activities can also be captured which enhances the knowledge of the students.
- Teacher communicates the outcome of the courses with the students for better understanding.
- NSS activities such as participation in various camps, Participation in national and state level which can inculcate leadership skills among students and to utilize their knowledge in finding practical solution to individual and community problems.
- Display of the posters are there to make students alert and to provide importance of education.

In our institution, every faculty member understands the concept of education and diligently tries to ensure the outcome are achieved. As we explain to the students about the syllabus and topic for their curriculum faculty members are also given proper knowledge about the syllabus. Almost all the teachers ensure that the tests are taken of every module so that the students are able to score good marks in their exams. Class tests ensure that the students have understood the topics thoroughly.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

The University of Mumbai is affiliated with the College. It provides programmes and courses that are prescribed by the Mumbai University. The University's different Boards of Studies have prescribed the POs and PSOs.

The College makes an effort to inform instructors, parents, and students in the following ways:

The Programme Outcomes, Programme Specific Outcomes, and Course Outcomes are all clearly stated on the College website. The University syllabus and learning outcomes for all courses are available to instructors and students in the relevant departments.

Teachers are assigned to attend BOS-organized seminars to discuss programme and course results.

The University's syllabus and circulars are kept up to date. The University curriculum and circulars are kept in the Departments and discussed in staff meetings.

To welcome first-year students, an orientation lecture is organised in which the Principal and Senior Teachers inform students about the value of education and the desired outcomes.

The class lecturers explain the Programme Outcome to the students during the introductory lectures and also launch conversations about lifetime goals and ambitions. Students are further encouraged when examples of successful alumni are shown. Course instructors explain the course syllabus and the course conclusion.

Textbooks and reference materials from the Library

University Circulars are distributed to students.

Internet connectivity is essential for guidance and assistance in the e-zone.

Previous batches' completed projects

Previous year's test questions

placement Committee Cell activities Report

Guest lectures are arranged by inviting teachers from surrounding well known colleges or eminent personalities from the Industry to establish Industry-academia relationship. Seva E-bulletin, a bi-monthly College Publication also portrays the program outcomes in various ways and also the activities conducted during the fortnight period. Newspapers and periodicals are made available in the library for upgrading of the students. NSS activities such as annual camps and participation in other state level camps ensure to inculcate leadership skills. Display of posters / quotes of eminent personality in the campus keep students alert and remind them with the purpose of education. Seva Sadan College's Live Three days Sale and Exhibition event extends helping hand to shape up business plans starting from Ideation phase of the business.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

- During admissions, the institution offers one –on –one counselling to students. After the interaction and counselling, the students are given a chance to make a choice of programmes

which would be learning advantage of the students.

- Students are asked to undertake the visits to different banks and financial institution in the city and to complete the assignments.
- The staff is very well versed with the syllabus, lectures, practical and program outcome.
- Semester end examination is conducted at every end of every semester. It is a written examination that tests the students.
- Practical examination is also conducted to understand the outcomes and ability to apply the theoretical knowledge into the actual practical state the marks are given to the students.
- Internal examination and tests are also conducted in the institution through written tests, project work, surveys and research projects that evaluate the students understanding the team work collaboration and management of resources.
- Students having difficult in learning are encouraged to clear the doubts with their respective subject teachers.
- University has prescribed the following Attainment level:- 1.
- Level I - O Grade (80% and above)
- 2.Level II – A+ Grade (70% to 79.99%)
- 3.Level III - A Grade (60% to 69.99%)
- 4.Level IV- B+ Grade (55% to 59.99%)
- 5.Level V- B Grade (50% to 54.99%)
- 6.Level VI- C Grade (45% to 49.99%)
- 7.Level VII- D Grade (40% to 44.99%)
- 8.Level VIII- F (Fail) (39.99% & Below

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 85.96

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
342	288	332	225	160

2.6.3.2 Number of final year students who appeared for the university examination year-wise

during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
356	314	362	280	255

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

2.7.1	
Online student satisfaction survey regarding teaching learning process	
Response: 2.89	
File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0.5

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0.5	0

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The College has organized six International Conferences and two national level webinars for the Enhancement of knowledge amongst the researchers, faculty members and students. The research Papers presented in the International Multidisciplinary conference of all the researchers in five years' time period are published in a UGC CARE Journals and peer reviewed journal having impact factor 7.36 .The students were also a part of above conference and the College received the research papers from other reputed colleges as well as from our own College teachers and students.

Above all Students are also encouraged to write the research work plagiarism free in the project work conducted in their last year of Graduation. Various reference books, magazines, journals and e-resources [during pandemic time] are made available in the College Library for easy access to the students as well as faculty members.

Library exhibition is organized every year and the students of colleges are invited to gain the knowledge of various books maintained in the College Library.

The College has organised thrice Trade programs namely 'Exhibition and Sale' and Seva Sadan Market as an initiative to inculcate the spirit of entrepreneurship where students showcased their skills by selling homemade food items, and also ready made products and gained profit. The programme conducted was an effort by the College to make students an entrepreneur and bring them together and to make best use of resources available for the growth and development of students.

The College regularly conducts Webinars / Seminars and Workshop on the topic Organ Donation, Global Warming, Research paper writing, Resume Writing Consumerism Women's Empowerment etc. The main motive is to enhance their knowledge apart from their curriculum. This will inculcate values among the students.

The International Conference gives exposure to teachers as well as the students. After Completing 6 International Conferences till date the College is able to create the research base among many states from where the College received numerous papers.

As a part of Annual Fest, College days, Fun fair is organized and various stalls are allotted to the students for promoting entrepreneurship. Students are encouraged to participate to showcase their talent.

Successful personalities are invited to guide students. These role models ignite hope and innovative Mind set amongst students.

College had MOU Company Secretary for promoting and training the students of Company Secretary.

The faculty members are motivated to participate in Seminars, Conferences Workshops organized by surrounding institutions. Teachers are allowed to participate in the research conclaves organized by the college with reduction in fees; Students are encouraged by the class teachers to participate in intercollegiate fests organized by the Surrounding colleges. The Institution supports such efforts taken by the faculty members.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 17

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	9	2	2	3

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards**3.3.1**

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.4

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	3	5	12	14

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.03

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	1	1	0	0

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and

sensitizing the students to social issues for their holistic development during the last five years.

Response:

The College has budgeted for Extension and Outreach initiatives. The College's NSS Unit initiates a variety of social service initiatives for the students' overall development. This is done with the goal of sensitising pupils to societal concerns and challenges, making them sensitive to the slogan "Not me but you," and thereby causing radical changes in their whole life style and attitude towards society.

Every year, the following extended activities are organised:

- Tree planting surrounding the college, adopted community, and NSS camp locations
- Cleanliness is promoted across the College campus and adjacent regions.
- Cleanliness is promoted through street performances.
- Camps for blood donation

Women Development Cell (WDC) organised a Webinar on October 17, 2020 on the topic "Safety of Women and Legal Procedures. The speaker and resource person for this session was Advocate Uday Sonawane who is a practicing Advocate and also a Professor. The webinar was attended by over 200 participants from different parts of the country and abroad.

Women Development Cell organised a Webinar on 8th March 2021 on the topic "Organ Donation in India". The webinar was attended by over 200 participants from different parts of the country. It was a very insightful and interactive session through PPT

The College's activities are carried out through the NSS Cell, Cultural Committee, Library Committee, and Minority Cell. To promote Marathi and Sindhi languages, the committee organizes cultural (singing, one-act play, and traditional clothing day) and elocution competitive activities.

The job Guidance Lectures was organized by the College to inform students about possible job choices. Students can explore subjects of interest through specialized courses and choice-based courses. Students are given the choice to choose skill-based training depending on their interests, and they are also assisted with placement. Students interested in higher education are offered instruction in competitive exams.

The College organized the National Youth Parliament Scheme under the Ministry of Parliamentary Affairs in the academic year 2019-20, and students participated in the NYPS Tarun Sabha parliament events and functions. The activity report for the same has been given to the ministry, and the gratitude letters for all participants and organizers for organizing the event have been received.

In 2018, NSS volunteers and students gathered a total of Rs.50,000 in donations from students, faculty, the furniture industry, and the Gajanand Market for the Kerala Flood Fund and contributed the same amount at the University of Mumbai. These ideals mould students' thoughts and instil a sharing attitude in them.

One notable accomplishment of our NSS volunteers, students, and staff members was the organization of a vaccination campaign on the 28th of October 2021 and the 4th of January 2022, as well as a booster dosage push at the College Campus in collaboration with the Ulhasnagar Municipal Corporation. NSS, DLLE, and WDC activities promote the ideals of giving, cleanliness, and health care.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

- Dr. Gulabchand Gupta was approved for empanelment as Inspecting Authorities of MAEF by the Minister of Minority Affairs and President from 6th of April 2017 for two years and then extended upto December 2022.
- The College and the NSS Programme Officer and students received most prestigious appreciation certificate for conducting youth parliament Session [Tarun Sabha] in May 2022.
- Mr. Niraj Kumar Arun Mishra actively participated in Director State Level Workshop as Rosea Programme Coordinator.
- Programme Officer Mr. Niraj Kumar Arun Mishra hosted National Integration Camp (NIC) of 210 participants from 22nd to 28th May 2022 at Vidyanagri Campus. The NSS Volunteers from all over India participated in the NIC Camp.
- Ms. Kori Chandni Mahesh, a student of our Seva Sadan College of Arts Science and Commerce has been awarded with Best Volunteer at District/ Zone Level Award 2019-2020 in the programme for National Service Scheme District Level Best Volunteer/ Programme Officer/ College NSS Unit Award for the year 2019-2020.
- Programme Officer Mr. Niraj Kumar Arun Mishra has been awarded a Certificate for participating in a three day Residential Master Trainers Training Programme on Capacity Building for Community Based Participatory Research (CBPR) under Unnat Bharat Abhiyan (2.0) from 20th to 22nd April 2022.
- NSS Volunteer Ms. Sulakshana Shukla has been selected for National Camp from 12th to 16th January in National Youth Festival” At Greater Noida and won the prize on Voice of India. She raised the issues of third gender for positions in government jobs. She has been awarded a certificate

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums

including NSS/NCC with involvement of community during the last five years.

Response: 231

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
38	39	45	60	49

File Description	Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 1

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The modern facilities required for the effective teaching - learning process is more than adequate and they exceed the minimum specified requirements by the various statutory bodies. Some of the major facilities which are being used for effective teaching - learning are furnished below :

- the class rooms and seminar halls are Wi-Fi enabled.
- Class room and seminar hall has a provision for smartness, including LCD projector.
- Student – computer ratio is 1 : 1 and the allotment ratio in the lab is 1 : 1
- One centralized computer centre is functioning from 09.00 am to 5.00pm to support academic and research needs
- Well-stacked library functioning from 09.00 am to 5.00pm.
- Department Library exists in all the schools and departments, for immediate reference by their staff, students and scholars.
- One Auditorium of capacity 200, for the conduct of conferences, seminar, workshops, Institution events etc.

Provision of adequate infrastructural facilities for teaching and learning has always been a priority area for the Institute. The institute abides by the norms provided by University of Mumbai to provide and enhance the infrastructure required to facilitate effective teaching and learning. The Institute has a total land area of **1.3128 acres** of land which is constructed with robust structures for various academic purposes.

The institute has planned and constructed the infrastructure which facilitates the curricular and co-curricular activities. All the departments are fully equipped with the necessary infrastructure to meet the ever increasing requirements which adequate class rooms, seminar halls, tutorial room and sufficient space for hosting all academic activities as shown below.

The Institute has 05 Departments as Commerce and management studies with **19 classroom.**

Class rooms: Each classroom is of adequate size and has enough lighting, air ventilation and good ambience. The institution has sufficient number of well-furnished, well ventilated, spacious classrooms for conducting theory classes. Five Class rooms are equipped with Smart Board to facilitate the teachers to adopt varied teaching methods and also for interactive learning experience.

Workshops: Our institution has **01 Central Computing Facility** for different departments. The institute is equipped with state of the art equipment's and machinery for the students to carry out Practical courses, projects and research works.

Tutorial rooms: 02 Tutorial rooms are available in institute to conduct tutorial classes to address the personal level doubts and queries of the students.

Seminar Hall: The Institute has 01 Seminar halls(Auditorium) with public addressing systems; LCD projectors, etc are available. Nearly 100 to 200 members can be accommodated in the seminar halls respectively. These halls are regularly used for conducting seminars of state and national level at the Institute

The specialized facilities and equipment for teaching learning and research etc. are available in each department.

Computing Equipments: Institute has sufficient Computing facilities In house printing and photocopying facilities are provided with Canon Image Runner-2004N. College also has two dedicated leased line of BSNL with 40 Mbps and Jetway Broadband with 72 Mbps respectively.

ERP software is being utilized for efficient management of all processes at the Institution.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 6.56

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0.294	2.95	0.516	8.68	2.48

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Library as a Learning Resource

- 1.The library is a central part of intellectual and educational life at Seva Sadan. Its mission is to provide collections and services that support the educational goals of the college. Library is working from 9 am to 5pm.*
- 2.Library Membership Card :*

All the Students of the Institution are eligible to get library membership Card.

Library users have to write their details in the card .

1. Faculty, staff of the Institution to get membership of the Library
2. Library Collection :In the library a collection of reference books, text books, general books, Magazine and journals .
3. Annual stock verification record report maintain in the library
4. All the Issue and Return Register for Staff and Students Maintain in the Library.
5. All the Internal and External Question paper Files Maintain in the Library .
6. All the library Notice File maintain in the Library
7. All the Library Activity File maintain in the Library
8. Journals record file maintain in the library
9. Staff and Students Reading Room Available in the Library
10. CD , Maps available in the library
11. Computer with internet facility to the Librarian available in the library

LIBRARY RULES :

1. USE OF BOOKS ;Readers are requested to use the books with care. They should not do any marking with pen or pencil in the books, nor should they fold pages, nor try to remove pages from books and magazines or take unissued material out of the library. For serious study a calm and peaceful atmosphere is necessary and we therefore, request the readers to help us maintain such an atmosphere in the Library. Students should refrain from causing disturbance to others or else they will be denied access to library facilities.
2. RE-ISSUE OF BOOKS ;The books must be returned to the library on the date marked on the date slip at the end of the book. As a rule, a book will not be re-issued on the day on which it is returned. It may be issued the next day, if there is no other claimant for it.
3. BOOKS FOR INTERNAL READING;A considerable number of textbooks and help books for various examinations are kept apart for internal reading in the Reference Section. Books from Reference Section must not be taken out 20 of the Library under any circumstances and should be returned on the same day before 5.00 p.m. In case the book is not returned on the same day a fine of Rs. 1/- shall be charged. If the book is not returned on the next day the default will be reported to the Principal.
4. BOOKS BANK ;The college library has books bank facility. Information and application date for books bank will be displayed on library notice board.
5. DAMAGES AND LOSS ;Every borrower is supposed to check the pages of the book before getting it issued. The last borrower shall be held responsible if the book is found damaged.

File Description	Document
Upload Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The Institute had focused consistently deployed best-in-class IT infrastructure and Applications development for Academic and Research support.

- 1.The campus has been enabled internet service with 1 GBPS bandwidth on 24x7 supports, providing anytime anywhere access to knowledge and learning resources, keeping in line with demand from students and faculty.
- 2.The internet bandwidth is enhanced from 100 Mbps to 1 Gbps over last eight years, so that the academic and research activities can be handled with better connectivity.
- 3.Over 09 LAN points were augmented across the campus computer and office spaces.
- 4.The campus backbone network was upgraded from 100 MBPS to 1GBPS backbone and Wi-Fi.
- 5.In our Data Centre the Servers and Networks are maintained and provide Computing facility with Network connectivity, across the Data centre and other buildings of Institute is outsourced

Over 40+ Desktops were deployed in the Computer labs across the Campus to giving Computing facility to the Students and Faculty for Hands on practical sessions.

For the Safety and Security of the students and staff, 45 CCTV Cameras have been installed at various prominent places inside and outside the college building. The data generated are stored for 30 days.

- 1.As there is power supply failure very often, all computers are attached to Uninterruptible Power Supply (UPS) device to protect the data.
- 2.Tally.net software installed in the office for regular accounting work.
- 3.The college installed high 4 GB Ram (2 GB DDR 3) in all computers and made them capable of taking more loads.
- 4.To maintain a continuous supply of electricity, 1 Invertor (office, Library, Staffroom & computer Lab) have been installed.
- 5.A photocopy machine has been installed. This machine is directly connected to the computer and copies are taken instantly without waste of time.
- 6.A Digital I-Card printing machine has been installed for printing the Identity Card of students and the staff.

File description	Additional document
Upload any additional information	https://www.ssasc.edu.in/Infrastructure.html

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 23.32

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 41

4.4 Maintenance of Campus Infrastructure**4.4.1**

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 6.56

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0.29	2.95	0.51	8.68	2.48

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 2.67

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
28	22	26	39	23

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 0

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: E. None of the above

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 2.15

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
8	8	5	5	3

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
342	288	332	225	160

File Description

Document

Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)

[View Document](#)

List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description**Document**

Institutional data in the prescribed format

[View Document](#)

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 1

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	1	0

File Description**Document**

Upload supporting document

[View Document](#)

list and links to e-copies of award letters and certificates

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 10.2

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
14	2	10	13	12

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.4 Alumni Engagement

5.4.1

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

Response:

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services Response: Being a young College started in the year 2009. Seva Sadan College of Arts, Science and Commerce sole objective of inculcating family culture amongst the ex-students and keeping them in touch with the institution for life time.

The first committee members of the association are

Sr No	Name	Designation
1.	Dr Gulabchand Gupta	President
1.	Dr Vanshika Ahuja	Assistant Professor
1.	Sona Dawra	Assistant Professor
1.	Aarti more	Assistant Professor
1.	Manisha Ailani	Assistant Professor

Alumni actively contribute to the following activities:-

1. Meetings of the Alumnus are held in the College on Independence and Republic Day respectively

2. Alumnus takes active part in organization of College Fair i.e. Annual Social and the Celebrations week.
3. Alumnus who are ex-NSS volunteers extend help in organizing NSS Residential Camps at Chirad Village.
4. Alumni take active part in organizing programs at Adopted Village.
5. The President of Alumni Dr Gulabchand Gupta delivers guest lectures.
6. Alumni is always ready to serve the institution by helping NSS Unit in following ways :
 - Organizing Blood Donation Camps
 - Distribution of Food and Sanitary Napkins at Ulhasnagar 3
 - Other extension and outreach activities
 - Cultural Program and Annual Social Meet.
7. Some alumni have maintained a good contact with teachers and also contribute their valuable inputs and suggestions
8. Some alumni members have donated books to the Library.

The alumina also took initiative in conducting placement for students association with students in association with **student's placement cell**.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The Governance of the institution is collaborative and Participative and ensures timely the activities and Practices of the institution must stand out and encompasses as per vision and Mission of the Institution

Vision and Mission of Seva Sadan College of Arts, Science and Commerce

The Governance and leadership is in accordance with Vision and mission of the Institution and it is visible in various institutional practices Such as decentralization and participation in the institutional governance

Vision Statement

“Seva Sadan will become an Institution of admirable in the field of Education in order to fulfill the societal and professional requirements by developing Future achievers and leaders”

To ensure that the Institution is efficiently managed and administered the college follows a time tested and it is successful as well as a competent managerial constitution consists of:

- The Management
- The Principal
- The Heads of the Departments
- The Faculty Members

Mission Statement

“To Serve and stimulate society by inculcating in Students intellectual, Cultural and Humane Sensitivities along with Technological and Professional expertise”

The Trust holds the executive and managing meeting with the principal to review the academic administration, research and development and consultancy services and/or any other agenda planned for the further prospects of the institution. This meeting is held every month in the college premises. Major and Vital policy decisions are taken in these meetings.

The principal conducts Monthly meetings with all the Heads of the departments regarding academic activities, following up lesson plans and on the academic calendar, students’ progress, placement and training details, industry interaction, NSS Officers etc. The principal ensures that in all these reviews the

decisions taken in the Meetings are effectively enforced.

The Principal also meet the members of the faculty of every department twice a month to convey the management's viewpoint and also to motivate the faculty members to continue putting in efforts to deliver improved contributions thus ensuring over all development in every aspects are align on the objectives of the Institution. The heads of the departments regularly conduct departmental meetings with all the members of their faculty to ensure that the various committees that have been constituted are functioning effectively to ensure maintenance as well as continuous improvement in the quality of the teaching-learning process.

Students participation in decision making

To inculcate the leadership qualities among the students as per the vision and mission, the students are involved in the decision making as well as the organization of various programmes by including them in various committees like IQAC, NSS, Cultural, Sports, Student council, placement cell and Nature's club. etc

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

Case: - Sales & Exhibition (Business Model) (2018-19 & 2019-20)

Introduction:

Decentralization & Participative Management being part of institutional practice, the best-case study to be considered was organizing the Sales & Exhibition Activity (Business Model) under IQAC Cell. The objective of this activity was to make students aware about the difficulties that are faced while doing business and to develop the entrepreneurship skills among students. The main purpose was to provide the opportunity to the students to showcase their business ideas so that their skills can be nurtured well.

Challenges

Difficulties faced while organizing Sales & Exhibition (Business Model)

- Making students participate in Sales & exhibition.
- Deciding the type of products to be sold.
- Managing the overall budget.
- Advertising the business model at local level.
- Managing the crowd and training students how to attend the customer
- Planning the schedule for entire day.

Strategies Adopted

- For promotion of Three Days Live Sales & Exhibition (Business Model) different platforms were used. Social media was used, E- Brochures were sent as an invitation to the principal of different colleges, to the parents of students, to local public of town.
- Stalls were given to every participating group along with tables, chairs and electricity connections, so that it can be easy for students who are using electric appliances.
- The entire work was distributed among Teaching and Non teaching staff, student volunteers under the supervision of Principal and the Committee.
- A proper schedule was prepared to simplify the flow of work.
- All the participants were informed to reach college before time for making proper set up and arrangements.
- Awards and rewards were given to the participants who performed well.

Case: - Youth Parliament

Another best practice conducted by college to upgrade the practical knowledge of students was organizing “Youth Parliament.” This was done to make students aware about working of parliament. In this activity students were asked to prepare role play and act like members of parliament. It was executed successfully.

Challenges

Difficulties faced while organizing Youth Parliament

- Participants were having very little knowledge about parliament
- Some difficulties were faced while doing set up to make the activity more realistic and practical
- Making students understand their roles and act accordingly.
- Deciding the topic of discussion during the activity.
- Covering all the points to make the execution of activity successful.

Decentralization

The responsibility of whole event was divided among the Participants including the teachers and students of the Committee. Students were assigned with Volunteer ship duty. A proper schedule was prepared clearly mentioning the flow of work and duties of each and every staff.

Participative Management

The whole event was organized with proper team work of teachers and students. Brochures were sent to other colleges as an invitation for visiting and making the event more successful.

File Description	Document
Upload Additional information	View Document

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: D. 1 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The institution has extended the following welfare measures for the benefit of the employees.

- The institution has conducted faculty development programme to make teaching learning process easier. The topic of faculty development was “Digitalization of teaching learning process”. Where teachers were trained on how to use technology in teaching learning process.
- The institution has also conducted faculty induction programmes under IQAC Cell where points like Discipline in class, Committee Work, Lectures, etc. are discussed with the teaching staff.
- Programmes like “How to write quality Research paper” are also arranged by the institute for the researchers to make their research work more effective.
- Smart boards are provided in classes to make teaching process more effective.
- Encouraging teachers for pursuing Ph.D. and giving them flexibility to enhance their academic qualifications.
- Yoga and meditation sessions are organized for teaching and non-teaching staff on the Yoga Day Celebration.
- Staff is encouraged to participate and publish their research papers at the Conferences held in College and also in other colleges.
- Preventive medical checkups, eye check-ups and blood test camps are arranged periodically.

- Thrice Covid vaccination Camps were organized for teaching and non-teaching staff and also for the general public.
- Sanitization facilities were provided to teachers.

File Description	Document
Upload Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 50.45

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	6	25	23	1

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	2	1	0

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization**6.4.1**

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Institution conducts internal and external financial audits regularly. Our institution remains very firm on maintaining 100% transparency in the area of Finance when it comes to incoming of funds and allocation of funds. For that matter conducts both internal and external audit regularly to avoid any misuse of funds.

In every financial year, an internal auditor is appointed by the Management to look after the each and every aspect financial transaction on consistent basis. The letter of appointment of the auditor indicates the objectives of such audit and the period of time. The auditor is expected to take the details of all financial transactions of the whole year This includes all cheque payments and cash payments, salary payments along with the amount received in the form of fees, fines, salary grants etc.

A statement of Income and Expenditure for each programme is prepared to show the opening balance, closing balance, Income received and Expenditure made. The Income is thoroughly verified by the audit team and it is confirmed by the same about the true nature of financial statements. Every year the Management prepares annual budget prior to the beginning of the financial year.

External Audit is conducted every year by a Certified Auditor (Chartered Accountant) Audit assistance visits the college twice or thrice in a year and physically verify all receipts, payments, vouchers, salary paid to the employees and other expenses. Every year by the end of April the auditor submits the statement of accounts and audit reports to the head of the institution.

Before the final Audit Statement, all queries raised by the Auditor were resolved with the necessary proof and documents.

File Description	Document
Upload Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The College had formed IQAC for planning, execution and institutionalization of quality assurance strategies.

Achievements of IQAC are as follows: -

- Benchmark has been set up for quality services.
- Academic activities are planned and monitored throughout the year
- Organization of Conferences, Seminars, workshops for improvement of academic standards.
- Maintaining records and documents of the events and programs.
- Encourage staff to register for Ph. D. Programs.
- Motivate students for participation in Projects, Assignments / Internship.
- Initiating Add-on Certificate courses.
- Promoting ICT enabled teaching and learning.

Two Initiatives are described below:-

Arrangement of Seminars & workshops:

The college is organizing the International conferences and workshops for development of teaching staff and for the fellow researchers. The meetings were conducted under IQAC to discuss the happenings of

the event. The action plan was drawn showing flow of event. The responsibility of overall event was allotted to teaching and Non-teaching staff.

Add- On Certificate Courses:

Various Add on certification courses are conducted by institute having different time duration. These courses are of students conducted to enhance the communication skills, IT knowledge. Teachers having specialization in these subjects are taking the lectures. For courses like “Computer Applications” & “Data Analysis and interpretation” computer lab is used where students are given hands on practice. These courses are certified.

Seminars, Conferences and Workshops:

- 2018 – Seminar on Use of Digital technology in Business, Financial services and Education systems, Challenges and Opportunities.
- 2018 – Role of Indian Administrative services in Nation Building
- 2019 - Seminar on Use of Digital technology in Business, Financial services and Education systems, Challenges and Opportunities.
- 2020 - Innovations in Business, Finance and Education using Digital Technology.
- 2021 - Emerging trends in Business, Education and Digital Technology.
- 2021 – Webinar on Global Warming
- 2021 – Webinar on National Education Policy 2020
- 2022 - Emerging Trends in Management, Education and Digital Technology

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: D. Any 1 of the above

File Description	Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

The Outcome

Considering the need for education to both boys and girls, the College became a co-educational institution. There are various policies of the College where the women have been entrusted more. The College had constituted WDC (Women Development Cell) and Grievance & Redressal cell for overall development of the women and to prevent any harassment including the sexual harassment at work place. WDC and the NSS unit of the College constantly worked for betterment of the women and organized several sensitization programs on different issues/themes in the last five academic years. The College through its other Committees/Cells also organized gender awareness/sensitization programs for both girls and boys. The College has strong rules constituted with the aim of preventing any discriminatory behaviour against the women in the College premises. Women security remained the priority of the College hence several initiatives have been taken in the past.

These Included:

1. Safety and Security (CCTV):

Installation of CCTVs cameras at every place including the classrooms, office and teaching staff room of the College.

2. Mentoring and Counselling Cell

The Mentoring and Counselling Cell of the College under the able guidance provided counselling on personal/academic problems and helped the girl's students in getting rid of and to live normally.

3. Provision of Common Room:

Girls & Boys Common Room has been made on the ground floor of the College's building, teaching staff room on the third floor. Girls students have asked to utilize the Common Room during their leisure time.

During conduct of curricular and co-curricular activities and other sensitisation programs, both girls and boys were provided equal opportunities to express and dignities of both were maintained

In annual fests the organiser gave equal weightages to both male and female participants. Mr. and Ms. Seva Sadan was organised every year for both boys and girls during the cultural fests. Also during Industrial visits, in order to fulfil the curricula requirements, both male and female staff members always accompanied the students.

In this way, College offers equal opportunity to all irrespective of the gender. In fact, College is more sensitive about girls and female staff which are exhibited by number of programs and initiatives undertaken by the College.

Following are the list of programs & activities for girls & Teaching staff of college.

- **Webinar on topic**

1. “Breast Cancer Awareness-The Importance of Preventive Care & Early Detection.”
2. “Organ Donation in India”.
3. “National Education Policy 2020.”
4. “Safety of Women & Legal Procedures”.
5. “Importance of Personal Hygiene”.
6. Guest Lecture on “Human Rights & Women Empowerment”.
7. Conducted National Wide Competitive Examination on “Laws related to Women.”
8. Faculty Development Programmes for Teachers from time to time

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: D.1 of the above

File Description	Document
Geo-tagged photographs/videos of the facilities.	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

Response: D. Any 1 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The college took several initiatives for promoting tolerance and harmony towards cultural, regional, linguistic and communal socio economic diversities. To achieve this, the college has Cultural Committee & Linguistic Minority Cell to promote different regional languages & culture. These committees' works for overall development of the students and staff.

The initiatives of the College are as follows:

The Annual Social Meet is celebrated with the Fashion show with social theme of:

- Unity in Diversity
- National Integration
- Save Girl Child
- Digital India Make in India

The NSS Unit conducts Skit and Street Play at various areas on the following issues:

- Save Girl Child
- Swachh Bharat Abhiyan
- **Plastic Free Campus**
- NSS volunteers had jointly made 19 minutes video portraying memories of the Residential Camp.

- Donation drives for the underprivileged.
- Visit to central hospital Ulhasnagar & old age homes.
- Street play on social issues & rallies for creating awareness on social issues were organised.
- Screening budget session.
- Conduct a session on “Youth Parliament” where MLA of city was a chief guest.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

Best Practices 1:

1. **Live Sale & Exhibition:** Decentralization & Participative Management being part of institutional practice, the best case study to be considered was organizing the **Sales & Exhibition Activity** (Business Model) under IQAC Cell.
2. The main objective & purpose was to provide the opportunity to the students to showcase their business ideas so that their skills can be nurtured well.
3. There were many difficulties faced while organising sales & exhibition (Business Model)

- Making students participate in Sales & exhibition.
- Advertising the business model at local level.
- Managing the overall budget.
- Deciding the type of products to be sold.
- Managing the crowd and training students how to attend the customer
- Planning the schedule for entire day.

4. A three day live exhibition & sale organised in the college campus with 25 to 30 stalls with the different hand made products as well as readymade items were available in the stalls. Young entrepreneurs need sales skills to raise capital for their business, sale goods & services to cover operating cost, and ultimately make a profit. The college improves the students skills so that they are ready for the practical life & also makes things competitive business minded.

There were many students who had participated in the exhibition, and done the business on a cost to cost basis. The most profitable student was awarded with the trophy & certificate. All the students who have participated in the event got the participation certificate.

The demand for stalls was very high but due to the limited availability of space, we have minimised the size of stalls & because of this maximum number of stalls were allotted to the students.

Best Practice 2:

Live Union Budget

Another best practice conducted by college for the betterment & the practical knowledge for the students is screening of budget session. It's an estimate of how much money you'll make and spend over a certain period of time, such as a month or year.

The main objective of screening the budget is to make students aware about how to manage their income & expenditure. Having a budget keeps your spending in check and makes sure that your savings are on track for the future.

A budget is simply a spending plan that takes into account estimated current and future income and expenses for a specified future time period, usually a year.

Conducting a live budget on screen for all students at one time is a big task. Due to technical glitch & power failure it would be difficult to conduct the successful session.

Budgeting can help you set long-term financial goals, keep you from overspending, help shut down risky spending habits, and more.

Students gained knowledge after attending screening of the budget session. They became aware about the prices of the goods & services which will fluctuate in the coming period & accordingly they will make purchases & savings.

Budgets are not very useful for families where the income is extremely low. A family with an unusually low income would spend most of their money on necessities. This is the reason why there might not be many opportunities for them to cut their expenses. The real problem in such cases is that the income should be increased, which cannot be addressed using the process of budgeting.

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1**Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words****Response:**

Seva Sadan College of Arts, Science and Commerce established in the year 2009. Seva Sadan Trust was established by the Philanthropist, Seth Parasaram Parumal from Sindh with a goal of empowering the girl students and working for the welfare of society at large. Seva Sadan's Trust a linguistic minority caters to imparting education to students of primary-secondary- higher secondary graduation -post graduation and PhD, truly adhering to the mission of the trust: "Our mission is to educate, enlighten and empower students in general and girls in particular there by developing their mental, physical and emotional dimensions in order to create better citizens and society. To this end we endeavor to mobilize the available resources which are necessary for higher education and add to existing one". The management with the spirit of Seva and a vision have always contributed towards upgradation of values among students, supporting education for the masses. As a minority institution the trust has the privilege to prefer and support the admission of Sindhi linguistic students and people belonging to Sindhi Community. Though our institute under their able leadership have extended their seva to everyone in Ulhasnagar, around Ulhasnagar and much beyond Ulhasnagar.

As per the linguistic minority norms the institute is bound to fill 50% seats of minority & remaining seats are allocated to other students. Yet the admission policy of our institute has been very liberal which allows every student applying for admission in different programs and help the underprivileged section of our society openheartedly. Using this privilege several students seek admission to our college under various categories, SC/ST/OBC/NT/VJNT/EBC apart from the students belonging to Sindhi minority community. Students are admitted as per the quotas prescribed by Government rule on merit basis. In our institution every year applications from the students belonging to reserved communities are received and admission are given to satisfy 100 % of the seats allotted on merit basis as per the reservation policy. These students after the admission are given guidance to fulfil the eligibility conditions.

In the recruitment of staff - teaching and non-teaching in our college, eligibility and quality is always prioritized instead of promoting recruitments based only on Sindhi linguistic minority. In the past to even the isolated post of Principal as Head of Institution has been shouldered by Principal from other linguistic community rather than compulsorily to be a Sindhi. All the selections were made looking at the administrative ability of the individuals suitable for the post of Principal. Since the partition the Ulhasnagar city has grown, progressed and developed fast due to the determined and strong aptitude of Sindhi's, that is evident today by the large number of business setup and small scale industries. Ulhasnagar city now is a center for various small and large-scale businesses and therefore accommodates large number of workers coming from various parts of the country- migratory workers. The workers are often less educated/uneducated and belong to socially and economically backward classes. Our students enrolled being the first time learners and belonging to economically backward class are not able to pay the fees in time even after giving the facility of paying fees in easy instalments. These students do not get any support from Government agencies. The students are given liberty to inform about their absence in advance so that work can not suffer.

The location of this college has benefitted many students staying in the vicinity of the college but also belonging to adjoining talukas. By dint of quality education, security, and empowerment skills

imparted, the parents prefer to educate their children through this Institution. The vision of the institution is to strive hard to attain greater heights of excellence in higher education, particularly for girl students. To attain this vision, the institution works on its mission of women empowerment which is also the need of our present society.

This institution by educating girl students helps them to inculcate human values and to undertake various social responsibilities to achieve excellence with quality in every sphere of life. The main objective of the institution is to impart higher education, to strengthen their social, political, economic, judicial, and other rights so that there will be no discrimination between men and women.

NSS volunteers and students collected a total of Rs.50,000 donations from students, Staff, the Furniture and Gajanand Market for Kerala Flood relief fund in the year 2018 and donated the same amount at University of Mumbai. These values shape the minds of students and inculcate the sharing attitude among them.

One Remarkable achievement of our NSS volunteers, students and staff members organised vaccine drive on 28th October 2021 & 4th January 2022 as well as booster dose drive at College Campus in association with Ulhasnagar Municipal Corporation. Activities conducted by NSS, DLLE, WDC promote the values of giving, hygiene and health care.

Live Trade Skill Training: A three days live Exhibition and Sale organised in the College Campus with 30 to 40 stalls with the different hand made products as well as readymade items. The most profitable entrepreneur student was awarded with the Trophy and the Certificate. Young entrepreneurs need sales skills to raise capital for their businesses, sell goods and services to cover operating costs, and ultimately make a profit. The college improves the student's skills so that they are ready for the Practical life and also makes them competitive business minded.

NSS students participated at State & National level leadership training Camp through the NSS Unit. This builds the confidence, open communication, positivity, creativity, and flexibility.

Live Union Budget sessions organised in the College Campus for the students and the teachers to upgrade latest knowledge about the budget of Nation.

Prime Minister's guidance pariksha pe charcha to motivate and develop the attitude among students to take Exams as a test of improvement, determining their strength and weakness, and also dealing with difficult issues in the morning with a fresh mind

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

- Dr. Gulabchand Gupta was approved for empanelment as Inspecting Authorities of MAEF by the Minister of Minority Affairs and President from 6th of April 2017 for two years and then extended upto December 2022.
- The College and the NSS Programme Officer and students received most prestigious appreciation certificate for conducting youth parliament Session [Tarun Sabha] in May 2022.
- Mr. Niraj Kumar Arun Mishra actively participated in Director State Level Workshop as Rosea Programme Coordinator.
- Programme Officer Mr. Niraj Kumar Arun Mishra hosted National Integration Camp (NIC) of 210 participants from 22nd to 28th May 2022 at Vidyanagri Campus. The NSS Volunteers from all over India participated in the NIC Camp.
- Ms. Kori Chandni Mahesh, a student of our Seva Sadan College of Arts Science and Commerce has been awarded with Best Volunteer at District/ Zone Level Award 2019-2020 in the programme for National Service Scheme District Level Best Volunteer/ Programme Officer/ College NSS Unit Award for the year 2019-2020.
- Programme Officer Mr. Niraj Kumar Arun Mishra has been awarded a Certificate for participating in a three day Residential Master Trainers Training Programme on Capacity Building for Community Based Participatory Research (CBPR) under Unnat Bharat Abhiyan (2.0) from 20th to 22nd April 2022.

Concluding Remarks :

Since the inception of this College, in Ulhasnagar area there were few colleges, so students were not getting admission due to less number of seats available. Our Seva Sadan College came as a boon in Ulhasnagar vicinity and our motto as per vision and mission is also achieved of imparting quality education at affordable cost, our College flourished and we made a goodwill under our Seva Sadan Trusts name, Our Management have Seven other institutions running successfully, even our Seva Sadan College having 5 Departments.

Our College is very strong at conducting activities, getting student's placed, after engaging in various types of activities students are able to gain confidence and are being motivated with a confident Public Speaker.

Our goal is on offering superior infrastructure and amenities on par with other institutions; our emphasis is on being useful and developing institution. Seva Sadan College, as an institution, attempts to affect a general change in the mentality and personality of its students.

The Placement Cell has achieved excellent outcomes in job and placement of students. The college strives and will continue to do its best to provide knowledge and skills so that the students are able to earn a life of dignity for themselves.