



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	
	NCRD's Sterling College of Arts, Commerce & Science, Nerul
• Name of the Head of the institution	Dr. M. G. Gonda
• Designation	Principal
• Does the institution function from its own campus?	No
• Phone no./Alternate phone no.	02227705535
• Mobile no	9960471347
• Registered e-mail	senior_commerce@yahoo.co.in
• Alternate e-mail	maha_gonda@yahoo.co.in
• Address	plot No 93, sector 19, Nerul
• City/Town	Nerul (E), Navi Mumbai
• State/UT	Maharashtra
• Pin Code	400706
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Self-financing				
• Name of the Affiliating University	University of Mumbai				
• Name of the IQAC Coordinator	Dr. Sumathi Gopal				
• Phone No.	02227705535				
• Alternate phone No.	02227705535				
• Mobile	9892622912				
• IQAC e-mail address	senior_commerce@yahoo.co.in				
• Alternate Email address	adv.sumathigopal@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://sterlingcollegeofcommerce.com/files/pdf/naac-igac/AQAR%202019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sterlingcollegeofcommerce.com/files/pdf/naac-igac/academic%20calender%202020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.89	2015	14/09/2015	13/09/2020
6.Date of Establishment of IQAC			30/06/2015		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	04	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Certificate courses to improve employability skills of learners		
Given support to learners to organize intercollegiate events		
Learners (few) of PG program given opportunity to conduct remedial coaching to UG course		
Motivated and trained learners to participate in conference		
Learners and few teachers motivated to participate in intercollegiate research competition		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Screening test for FY classes for mapping academic standard	180 learners out of 250 attended screening test
Conduction of remedial coaching for academically weak learners	conducted remedial coaching for the learners who scored less than 50% marks in screening test (40 learners joined class)
Planned three internal test in first term (university guidelines one test)	Conducted three tests, many learners responded for only one test, university guidelines says one test is mandatory
Decided internal test mandatory for B. Com program (no internal test by university)	Many learners attended but approach was casual because marks of internal test were not considered for final result
Give opportunity to learners to organize events by them	Learners organized two events under the guidance of teachers, YSFF & FORZA, intercollegiate events
Additional coaching for failures in certain courses (Mathematics)	Conducted additional coaching by the learners of PG program for UG class
Motivate learners & teachers for research work	Participated in intercollegiate research competition, Avishkar 2020 (5 learners & 3 teachers) 15 learners and 8 teachers in conference

13. Whether the AQAR was placed before statutory body?	No
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- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	Nil

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
2021	25/01/2021

15.Multidisciplinary / interdisciplinary

Management of the institute is planning to develop the infrastructural facilities so as to accommodate multidisciplinary & Interdisciplinary programmes when the state universities accept and implement NEP. Training and orientation programmes on NEP for teaching & non-teaching staff will be organised to make them ready for multidisciplinary & Interdisciplinary programmes.

16.Academic bank of credits (ABC):

The Institute will develop the IT infrastructure and software facilities required for adopting Academic Bank of Credit(ABC) facility for the students, When guidelines in this regard will be received from the competent authority like affiliating university.

17.Skill development:

The institute has already been conducting certain programmes on skill development like Tally & GST, Digital Marketing in association with private institutes. Vocational programmes on skill development will be made part of the curriculum of regular degree program.

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

Some of the present courses like foundation course, Environmental studies are related with some social aspects of Indian society and these courses are integrated with the curriculum. However, the institute will make collaborations with some specialised institutes like Yoga centres, to teach Indian culture. Training sessions for staff will be scheduled at specialised training centres to train the teachers to integrate Indian Knowledge with the academic curriculum

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

Focus on Outcome-based Education (OBE): The institute has transformed the existing curriculum on OBE platform as per the NAAC guidelines. The PEOs, POs and Course Outcomes are designed for all courses/programs being taught in the Institute. The institute has developed the teaching plan as per the OBE requirements. The CO/PO attainments are calculated as per the requirements on OBE philosophy.

20.Distance education/online education:

The Covid-19 Pandemic and series of lockdowns have made the institute to switch to online education and online examination. The institute will create more sophisticated IT facilities for online education and will undertake training programs for teachers to develop good curriculum for online education, once clear guidelines are received from the affiliating university.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	152
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File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1287
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File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	297
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File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	364
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File Description	Documents
Data Template	View File

3.Academic

3.1	22
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	24
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	18
Total number of Classrooms and Seminar halls	

4.2	90
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	35
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The University periodically reframes the curriculum in accordance with the UGC norms. The University implemented the Choice Based Credit System (CBCS), with effect from 2016-17 prior to which Credit Based Semester and Grading System (CBSGS) was followed. Program coordinators along with IQAC committee ensure that the syllabus must be completed as per teaching plan and sufficient time is given to students for their preparation of examination. While implementing the curriculum the College has considered the needs of the students. teachers provide a host of additional resources like moot court for

Business Law course, asking the students to demonstrate through role play and skit on social issues like anti-drug for the courses like foundation course, while taking students beyond the curriculum. The teachers plan and design 10 to 20 percent of additional content beyond the curriculum for each subject so as to expose students to latest needs of the employment market.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/1.1.1_1641790545_7245.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

1. The institution adheres to academic calendar provided by the affiliating University for Conduction of continuous internal evaluation system. The academic calendar includes the dates of commencement and completion of syllabus, schedules of internal exams etc.

2. The affiliating university specifies the dates of term end examination. Tentative dates for viva-voce of project are also conveyed by the university.

3. The time tables for curriculum implementation are prepared by the institution and implemented accordingly. The teachers prepare teaching plans according to the academic calendar of the institution and guidelines of the University.

4. The schedule of external (term end) examination is fixed by the University and the same is displayed on notice board for students. In case of any change in the University schedule, some changes are made in internal evaluation as well. These changes are communicated to the students well in advance. The Institution adhere to the academic calendar for continuous internal evaluation (CIE) of the students

5. The students who miss their internal examinations, tutorials or assignments due to genuine reasons and those who could perform very

satisfactorily are permitted to re-appear for internal assessment.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/1.1.2_1641791167_7245.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

04

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

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

03

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

125

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Gender Equality: Gender equality and equal opportunity for women are necessary for balanced development of the society. The institution has been taking initiative to conduct certain activities on the theme of gender equity. Women development cell and Anti ragging cell are active in this regard. Women development cell has been organizing seminars and workshops for the students and staff. They include teaching about personal hygiene, gender equality self-grooming, personality development, self defense Environmental Awareness:

Environmental awareness is inculcated among the students through various activities. NSS volunteers along with the students of other college participate in tree plantation and cleanliness programs. Students organize and participate in processions like swacch Bharat

Abhiyan. Institution organizes various activities like tree plantation, public awareness during festival season with the help of students. E.g., making ecofriendly Ganesh idol etc.

Professional ethics: - Efforts are made by the institution to teach the students about Professional ethics through activities like industrial visit, field visit and internship. Importance for group work and imbining leadership is being taught by allowing and motivating the students to plan and organize certain activities independently under the guidance of teachers

Moral and ethical values: Moral and ethical values are integral part of education of the students. Our teachers put their best efforts to groom students and make them responsible citizen through celebrating days of Nation importance like Independence Day, Republic day, Gandhi Jayanti, Teacher`s day, Voters Awareness Day, International Yoga Day, Matrubhasa Divas, World Environment Day, Youth D

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

12

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships	
700	
File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	http://sterlingcollegeofcommerce.com/files/pdf/Feedback%20on%20syllabus%201.4.2.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	http://sterlingcollegeofcommerce.com/files/pdf/Feedback%20on%20syllabus%201.4.2.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	

2.1.1 - Enrolment Number Number of students admitted during the year**2.1.1.1 - Number of students admitted during the year**

476

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

187

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Step 1: Screening test:

1.A screening test is conducted for all the students of B.Com program at entry-level (admission) immediately after admissions are over. The basic purpose of the screening test is to assess and identify the learners who require additional coaching to bring academic improvement to them.

2.The Screening Test is made mandatory to the students B. Com program and the students of BMS and B. Com (accounting & Finance) who scored less than 60% marks in the higher secondary examination. The test is of 50 marks consisting of subjects like English, accounts, mathematics, and commerce.

3.The students who score less than 20 marks (40%) are considered slow learners and remedial coaching classes are arranged.

Step 2: Remedial coaching for slow learners: Remedial coaching classes are conducted in the subjects of English, mathematics, commerce, and accounts.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/2.2.1_1641363421_7245.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1287	21

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Learning through Extra-Curricular Activities: The Students participate in various extra-curricular activities organized by the college like Cultural, Sports, research and NSS Activities. Like New Year celebrations with cultural programs, Teacher's Day, Farewell Party for final year students, etc. The students are encouraged to participate in Inter-Collegiate Cultural and Sports Competitions.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sterlingcollegeofcommerce.com/files/pdf/2.3.1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In this rapidly changing world and expanding technology, educators must learn new techniques to improve teaching and learning

processes. To facilitate better teaching and learning, the College has introduced the use of technologies and learning techniques. Thus our teachers are trained to utilize ICT enabled tools. The e-learning environment is created in the classrooms with the help of LCD projectors, audio-video facilities, and various ICT tools. In addition to chalk and talk methods of teaching, the faculty members are using IT-enabled teaching tools to make the teaching learning process more effective.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

10

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

95.27

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

20.89

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

52

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Evaluation of learners is an integral part of teaching-learning process. The institution with regular interactions of IQAC, program coordinators and examination committee plans and works out for reforms in evaluation system. A various methods of internal assessments are conducted by the institution to assess student performance.

The college takes extra effort for slow and advanced learners where they are assessed by different methods.

The examination committee monitors and conducts internal examinations in the college.

All the teachers submit the question papers with model answers to the examination committee.

Unit tests/tutorials are conducted periodically. Pre-semester examinations are arranged before university examinations.

The assessment work is carried out by the concerned subject faculty in the institution.

The timetables for internal examination are displayed on the notice board as per the academic calendar

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://sterlingcollegeofcommerce.com/files/pdf/2.5.1.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

IQAC consistently works on student-centric initiatives. It interacts with the exam committee and the students. The Academic Calendar is displayed on the college notice board and the college website for all stakeholders. In the induction program, the principal briefs about the examination-evaluation system. The institution conducts tutorials, home assignments, tests, presentations, group discussions, etc. to assess the performance of learners. The exam committee plans and conducts internal exams for the institution. However, home assignments, project work, presentations, etc. are planned and conducted by the teachers of concerned subjects as per the convenience of learners.

Grievances regarding university examinations are forwarded to the university with necessary supporting documents related to the grievance. And follow up is made by the institution and if a learner has an urgency to get resolved the grievance, he/she is advised to approach the exam section of the university and necessary documents and authority letters are given to the learner from the institute.

File Description	Documents
Any additional information	View File
Link for additional information	https://sterlingcollegeofcommerce.com/files/pdf/2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

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

We have adopted outcome-based learning as per NAAC guidelines and have devised course outcomes and program outcomes. A faculty development program was organized to train the faculties in OBE methodology under which all faculties have devised their respective subjects CO and the criteria coordinators along with the department members have devised their respective program outcomes. All the POs and COs have been displayed on the college website. The Programme Outcomes and a few sample Course Outcomes have been listed here.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/2.6.1_1641538564_7245.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college evaluates the attainment of POs and COs by conventional as well as non-conventional means. In the conventional or the direct system, the results of the university examinations are analyzed coursewise by the departments and then reported to vice principals and the principal. In addition, departments also try to assess them by some other means of their own though they may not be measurable as in the conventional or direct method. Attainment of program outcomes, program specific outcomes and course outcomes are duly evaluated by the institution.

After measuring attainment of POs, PEOs, and COs, it has been observed that the strength of the students, as well as the passing percentage of the students, is increasing progressively. Besides, students' progression to the higher studies that is from Under Graduate to Post Graduate seems to be increasing consistently and rapidly in the last five years.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/2.6.2_1641538582_7245.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

364

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://sterlingcollegeofcommerce.com/annual-report.html

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.sterlingcollegeofcommerce.com/files/pdf/SSR%20Cycle%20Two%20-%202022.pdf>

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

70000

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://mu.ac.in/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Investing in scientific research and innovation are important ways to facilitate sustainable development. The Institution has created an ecosystem for innovation and transfer of knowledge through the activities of various committees/cells and departments. The college has established an Incubation Centre, Entrepreneurship Development Cell and R&D committee comprising of faculty members and students. The purpose is to mentor students to develop their innovative skills.

a. Incubation centre: The college has an on-premises incubation center which has facilities like library, computer lab etc. This acts as a platform for students to develop their innovative ideas into small scale business and to facilitate research activities by faculty & students.

b. The IQAC has established an Entrepreneurship Development Cell comprising of faculty members and students. This cell has been instrumental in mentoring students to come up with innovative business ideas, translating them into executable business plan and actively seek industry support to bring the business plan into action. The EDC also actively uses the alumni network of the institute to connect budding entrepreneurs from the college with industry leaders who help the students to firm up their business plans using the industry specific knowledge of the alumni.

c. Research and Development (R&D) Committee: A committee has been created with mandate to instil research and creative thinking among the students

File Description	Documents
Upload any additional information	View File
Paste link for additional information	chrome-extension://efaidnbmnnnibpcajpcglclef-indmkaj/https://sterlingcollegeofcommerce.com/files/pdf/3.2.1Additional%20information%20link.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

06

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

0

File Description	Documents
URL to the research page on HEI website	chrome-extension://efaidnbmninnibpcajpcglclef_indmkaj/https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/3.3.1_1641976344_7245.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

03

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

01

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

To create social awareness about the community, number of activities are run under different departments like Women development cell, NSS and Cultural committee. These committee members counsel the students to participate in social issues related activities. The institution is committed towards development with quality education at the centre of every endeavour with an objective to make students aware about social issues and contributing to serving the community not the individuals. The student led extension activities at the institution are aimed at holistic development through serving the society. There is an active guidance and participation from faculties of all departments and various committees such as NSS, WDC etc. to make this a success. As a result, we have built strong relationships with the neighbourhood community, organisations, academic institutions, local administration, and non-profit organizations.

File Description	Documents
Paste link for additional information	chrome-extension://efaidnbmninnibpcajpcglclef indmkaj/https://assessmentonline.naac.gov.in /storage/app/hei/SSR/106066/3.4.1_1641976643_7245.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

04

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

175

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

06

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

02

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution is committed to provide and upgrade the basic and essential infrastructural facilities as per the norms of UGC and Mumbai University for imparting Quality education.

Classroom:The institution has 18 classrooms and a computer lab for teaching and learning activities.All the classrooms are provided with proper seating arrangement and are equipped with teaching aids like White Board, LCD Projector and Desktop. The classrooms are designed with large size windows for better and efficient access to natural light and air for ventilation and are also provided with air-conditioners ,fans and tube lights.Other facilities for classroom use (available on request and advance booking) are the portable projectors, collar microphone, laptop, speakers and camera.

Computer Lab: A 150 square meter full-fledged Computer center with 35 computers and latest equipment's is established on the fourth floor of the institute. **Internet connectivity:** Leased line of 100 mbps plus 50 Mbps Broad band has been provided. Institute regularly upgraded the learning and IT facilities from time to time.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sterlingcollegeofcommerce.com/files/pdf/4.1.1B.pdf

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

The institute has adequate facilities for cultural activities, sports (Indoor and Outdoor games). Gymnasium, yoga etc. as under:

For Cultural activities: The institute has an Auditorium with a seating capacity of 400 audiences on seventh floor of the premises. This auditorium is used for various activities including cultural activities. It is equipped with necessary facilities like stage, proper lighting, changing room etc. Intercollegiate Cultural competitions like short film festival, FORZA are conducted each year. Annual degree distribution program is held each in the auditorium. The cultural events of annual social gathering are practiced in it and annual social gathering is organized on the ground. However, the events like annual traditional day, rose day and celebration of days like teachers day, women's day etc. are organized in the auditorium.

In addition to cultural activities, other activities like orientation programs for students ,Parents meeting, Conferences are organized in the auditorium. Eminent personalities like Dr. Adsul, Ex-vice, chancellor, SavitribaiPhule Pune University, Mr. Amru Ban were invited to deliver speecho to the students and these programs were conducted in the auditorium. Common yoga practice sessions are conducted on the occasion of international day in the auditorium.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	chrome-extension://efaidnbmninnibpcajpcglclef indmkaj/https://www.sterlingcollegeofcommerce.com/files/pdf/SSR%20Cycle%20Two-%20-%20%202022.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

12

File Description	Documents
Upload any additional information	View File
Paste link for additional information	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/4.1.3_1641884655_7245.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Library is partially automated with 'Libreria Software' Version 2.0.3715:28728, Developed and Powered by MKCL's (Maharashtra Knowledge Corporation Ltd.). MKCL, a public related company, was promoted by the department of Higher and Technical Education, Government of Maharashtra in the year 2001. It has various softwares and end to end training Program. Our Library has MKCL's Libreria Software It is integrated with all Modules and has a multi-user accessibility. It is extensively used for generating various reports.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	chrome-extension://efaidnbmnnnibpcajpcglclef-indmkaj/https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/4.2.1_1641810843_7245.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.12

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

40

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institute has regularly upgraded its IT facilities as per the needs and requirements in the last five years. The Institute has updated its IT facilities with increased number of computers, internet connection, bandwidth, laptops, LCD projectors, Xerox machines, scanners, printers, licensed software, server online admission process, , UPS batteries, windows operating system, college website, etc.

All facilities including hardware, software, internet, network and website have been updated through processes of purchase and maintenance. The college has recently upgraded the internet connection bandwidth to 100 MBPS.

The teaching and learning process is enhanced using ICT tools. The students, teachers and nonteaching staff are encouraged to use academic and administrative software.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	chrome-extension://efaidnbmninnibpcajpcglclef_indmkaj/https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/4.3.1_1641356678_7245.pdf

4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	
File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
28.6	
File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p>The institute has well defined guidelines and procedure for repairing and maintenance. All the physical, academic and support facilities are augmented and maintained through various college committees such as College Development Committee (CDC), IQAC, Library committee. Policy regarding Utilization and Maintenance of Infrastructure</p> <p>The institute has established a system and procedure for maintaining and utilization of physical, academic and support facilities. For maintenance of physical and other facilities, a systematic policy is adopted through making budgetary provision and subject to approval of College Development Committee (CDC) of the institute Scope of the policy:</p>	

The policy on utilization and maintenance of infrastructure is applicable to the stakeholders of the institute working in and using the institute Aims of policy: To assure optimal utilization of the infrastructural resources To determine the timely inspection and maintenance of the infrastructure To maintain working life of the infrastructural facilities through timely maintenance To assure smooth working of academic activities through proper maintenance policy To set rules on right use of equipment by the stakeholders and observe it's effective implementation

File Description	Documents
Upload any additional information	View File
Paste link for additional information	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/4.4.2_1641358011_7245.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

58

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the

institution / non- government agencies during the year

24

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://www.sterlingcollegeofcommerce.com/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

48

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

48

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

<p>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</p>	<p>A. All of the above</p>
--	-----------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

04

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

109

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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 year

5.3.1.1 - 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 year.

0

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The motto of the institution is to provide Quality Education'. So the institution has been giving considerable representation for student's involvement in various administrative co-curricular and extracurricular activities of the institution.

1.Student's representation and engagement in various administrative activities:

a) Student Council: The institution constitutes a student's council each year for their involvement in administration of the institution. The common issues of the students are being discussed in the meeting of students council and justifiable suggestions of the learners are considered while taking final decisions. Few selected learners are involved in the admission work during admission period, they guide the candidates and their parents regarding admission process.

b) College Development Committee: Institution has constituted a College Development Committee under the guidelines of Maharashtra public universities Act, 2016. Students are actively involved in participation and representation in extra and curricular activities.

c) Grievance Redressal Cell: The College has formed the College Grievance Redressal Cell (CGRC) as per the guidelines issued by the University of Mumbai. Students are advised to register their complaints/grievances. Students are actively involved in participation and representation in extra and curricular activities.

File Description	Documents
Paste link for additional information	chrome-extension://efaidnbmninnibpcapjpcglclefindmkaj/https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/5.3.2_1641802500_7245.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

03

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

1. There is a registered Alumni Association of the institute and that has been contributing and helping to the institute in organizing various activities throughout the year for development of the students

2. Registration of Alumni Association: The institute has also constituted a committee during the year 2019-20 to initiate registration of alumni association. However, the process of registration is completed during the year 2021-22 and got registered with Assistant Registrar of Societies, Thane, (Registration No. MAH/413/2021). The delay in the process was mainly due to series of

lockdowns

3. Alumni Association has been active in organizing intercollegiate cultural events like FORZA and Youth Short Film Festival (YSFF) each year. These events have been recognized by the institute as mega events and the students from different colleges of Navi Mumbai area have been taking part in these mega events and the participation level has been increasing year by year

4. Some of the alumnus take lead in identifying the leadership skills among the current students, they help in training them to plan and to organize the events in the institute which are useful to the students 5. Few members of the alumni association are fully dedicated towards organizing the activities and events of the institute and they encourage the current students of institute to take part in various activities.

File Description	Documents
Paste link for additional information	chrome-extension://efaidnbmninnibpcajpcglclef indmkaj/https://sterlingcollegeofcommerce.com/files/pdf/Alumni%20%20attendance%205.4.1%20link%20to%20be%20created.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution is governed through a college development committee (CDC) which is constituted as per the guidelines of the Maharashtra Public Universities Act 2016. The CDC is the intermediary between the institution and the parent (body) trust. Important decisions on academic and administrative aspects are taken in the meeting of CDC. Internal Quality Assurance Cell (IQAC) has been acting as think tank

on quality enhancement and development of the institution. IQAC has prepared a perspective plan of the institution for 10 years (2015-16 to 2024-25) and based on that perspective plan yearly activities are planned in each year before starting academic activities of the institution.

Four teachers are assigned as Programme co-ordinators to take responsibility of coordinating each Programme, namely B.com, B.com (Accounting & Finance), BMS and M.com (Advance Accounting). They are empowered to execute the academic activities as per yearly plan. Various committees are constituted each year for planning and executing co-curricular and extra-curricular activities for the students and staff throughout the year.

The institute empowers students to become successful in achieving life and career goals by practically learning and doing day to day activities. The institute also grooms students to become a global citizen for the modern world by giving them the opportunity to do internships programs and training them for the knowledge required.

File Description	Documents
Paste link for additional information	chrome-extension://efaidnbmninnibpcajpcglclef indmkaj/https://sterlingcollegeofcommerce.com/files/pdf/Strategic%20Plan%202015-2025.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

1.The institution has participative management. The institute provides opportunities to important stakeholders, staff, students and parents in the decision-making process. The Principal is the academic head, followed by Programme coordinators and class teachers (mentors). Programme coordinators are authorized to take decisions at their level on routine academic activities like adjustment of lectures, subject allotment to teachers etc.

2.Class teachers (mentors) are taking responsibility of attendance, defaulters, academic issues, personal issues of students of respective classes. Final decisions are taken on the basis of feedback/ recommendations from the class teachers, subject teachers, programme coordinators and student representatives.

3. Class Representatives (CR) are allowed to participate through meetings of the Student Council in the decision-making process on issues/ demands of students related to academic and Non-academic activities.

File Description	Documents
Paste link for additional information	chrome-extension://efaidnbnmnibpcajpcglclefindmkaj/https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/6.1.2_1641617316_7245.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has been students centric and various activities were deployed as per the strategic plan. In line with the strategic plan following activities has been implemented:

1. With reference to the strategic plan (2015-2025) Medium-term goal 2) (b), The institution has added one additional division of two undergraduate programs, namely B. com and B. Com (Accounting & Finance) during the year 2016-17 and one additional programs at postgraduate level, M. Com (Advance Accountancy) during the academic year 2016-17 by increasing the strength from 813 in 2016-17 to 1287 during the year 2020-21, around 58.67% percentage quantitative growth during five years

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/6.2.1_1641617942_7245.pdf
Upload any additional information	View File

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

National Centre for Rural Development (NCRD) is the parent body (trust) of the institution. The institution is affiliated to the University of Mumbai and hence it follows all the guidelines of the affiliating university and department of higher education, the government of Maharashtra. There was Local Managing Committee (LMC) constituted as per the provision of the University of Mumbai and it was changed to College Development Committee (CDC) as per the provision of Maharashtra Public University Act 2016.

NCRD is the apex body of the institution and all important decisions are got approved from the chairman of the apex body before execution of any decision. The apex body has been running 9 schools, one affiliated college, one MBA & MCA institute, Diploma in Pharmacy and Degree in Pharmacy. There is a chief administrative officer, appointed by the apex body (NCRD) as it's representative to administer the day to day activities of these educational institutions and it has an executive body for decision making

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/6.2.2_1641627325_7245.pdf
Link to Organogram of the institution webpage	https://sterlingcollegeofcommerce.com/files/pdf/6.2.2.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution takes care for the welfare of it's employees through various measures so as to promote them for better performance.

1.Job security: The institute follows a policy of job security to the teaching staff so that the staff is stable. There is no staff mobility due to the institution, it is there due to the personal problems of the individual staff.

2.Employer Contribution to PF: The institute contributes an equal amount to the provident fund of the employee.

3.Staff Insurance: The institute has a facility of health insurance policy for all the employees. 50 percent of the annual premium is contributed by the institute for health insurance.

4.Gratuity facility: The employee while either retiring or leaving a job due to personal reason gets the benefit of gratuity as per the management policy.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/6.3.1_1642063665_7245.pdf
Upload any additional information	View File

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

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

04

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

03

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

07

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance appraisal of Teaching Staff: Annual appraisal of teaching staff is done through two methods:

1. First method is a formal method in which a self-appraisal form of 6 pages is prepared and mailed to each staff at the end of each year and staff are required to fill the details in that form.

2. The appraisal form contains 5 parameters with certain weightage of marks.

3. The parameters are academic involvement, student development, institutional development, professional development and competency mapping.

4. Each staff has to give certain marks based on self-assessment.

5. After receiving filled appraisal forms by the office, the principal verifies the marks given by the individual staff and the principal gives marks in a separate column based on his observation.

6. A consolidated report is prepared by the principal based on the filled-in appraisal forms and the report is submitted to the representative of management.

7. Sometimes, if required, the principal calls an individual staff having a very low score as per his appraisal and that staff is given some inputs by the principal for improvement

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/6.3.5_1641632960_7245.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has a statutory mechanism for both internal and statutory audit. The parent body (NCRD) has appointed an internal auditor for the purpose of continuous audit of all institutions run by the trust and statutory audit is done by a separate audit firm

Internal Audit: There is a system of accounting in which continuous monitoring is done automatically. Petty cash expenses are spent at the institution level and at the end of each month all vouchers of petty cash expenses are audited by the internal auditor of the trust at head office and after that only next month petty cash is released from the head office.

Expenses beyond of Rs. 2000/ to be incurred are to be pre-sanctioned from the head office of the parent body

All other important and major expenses like payment of repairs and maintenance, salary, house-keeping, purchase of books etc. are paid from the head office based on completion of procedure like sending requisition to the head office, approval of requisition, placing of purchased order, certifying the bill and recommending to the head office for payment.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/6.4.1_1641634072_7245.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

.1.To introduce certificate/diploma courses for skill development. These courses will be offered to candidates of other than students of our institution. The fee will be charged for these courses and some part of fee will retain with the institution

2.Allowing outside agencies/organizations to conduct some activities for the learner institution, outside agency will charge fees to the learners participating in the activity and some part of such fee will remain with the institution

3.Conduction of coaching classes for entrance exams like MBA, the candidates who register for the coaching will be charged some fee. Coaching will be done by in-house staff who will be paid some honorarium and the balance amount will retain with the institution

4.Training programs for the staff (FDP) other colleges, will be conducted and the participants will pay registration fees and some part of this fee will remain with the institution.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/6.4.3_1642064494_7245.pdf
Upload any additional information	View File

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

As soon as the IQAC was established in the institution in the month of September, 2015, the process of quality enhancement and sustenance began through different strategies. The IQAC has been consistently working on to magnify the quality culture in its all spheres of the activities of the institution by channelized efforts towards promoting holistic research & academic, excellence. The IQAC monitors the implementation of vision and mission of the institution. IQAC prepares perspective plan of development for the institution and executes through various committees constituted by the institution. The quality assurance processes, with regard to academics, administrative, are the integral part of the institutional policy. And IQAC has been trying to institutionalize number of quality assurance strategies such as research work, enhancement of entrepreneurial qualities amongst the students, gender equality, strengthening extension activities etc. This is also to support different industries at various platforms like Industrial training (internship), arrangement of different Programs for enhancing the organising ability.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/6.5.1_1641635488_7245.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Teaching-learning process:

1.Demand Ratio: The demand ratio for various programmes during last 5 years has been continuously increasing.

1.Additional Division & New Programme: The institute has added additional division for B.COM and B.COM (Accounting & Finance) one each programme during the year 2016-17.A new programme at PG Level (MCOM-Advance Accounting) was introduced in the year 2016-17.

2.Teaching Pedagogy: the IQAC of the college has been promoting modern techniques of pedagogy. Accordingly, teachers are adopting, power point presentation, you tube, video clips on curriculum, case study etc.

3.Bridging the academic gap: Academic gap is identified through a screening test for first year students and through result of last year exams for second and final year students. Slow learners from first year classes are motivated to join remedial coaching for important subjects like accounts, mathematics & economics to make their comfortable in understanding basics of the subjects.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/106066/6.5.2_1642065018_7245.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sterlingcollegeofcommerce.com/agar.html
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution considers the importance of gender equity and sensitization programs were conducted in the campus and the initiatives were taken for upgrading the facilities for women. For the purpose of the same, such activities/programs are grouped as per three categories:-

1.The institution has system of assigning each teacher (mentor) as a class teacher for class. The learners of the respective class were informed and motivated to discuss with the class teacher about their issues and get resolved and if required the class teacher was asking the intervention of principal in resolving issues of learners.

1.Research and survey project on subject-Foundation course to study gender sensitization issues, environmental issues and others to find the solutions is assigned to the learners by respective course teacher.

File Description	Documents
Annual gender sensitization action plan	https://sterlingcollegeofcommerce.com/files/pdf/7.1.1-B.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sterlingcollegeofcommerce.com/files/pdf/7.1.1-B.pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

.The institution has outsourced the work of collection and management of solid waste to M/s V. P facility services within the campus and cleaning the campus areas. The parent trust has made agreement with the agency for all the institutions, including sterling college, run by NCRD. The staff of outsourced agency looks after the work and report to the parent trust time to time. There is a centralized management system for solid waste management and house-keeping. The institution can keep a watch on the quality of work done by this agency towards solid waste management.

1.However the student's council and NSS committee has taken initiatives from time to time to involve cleaning the premises, class rooms and institute campus on occasional basis towards achieving the objectives of 'SWACHH BHARAT ABHIYAAN' of the Government of India initiatives.

1.The NSS committee has took initiative to set up one Solid Waste

PIT in the premises in association with 'Stri Mukti Sanghatana' Mumbai, an NGO working on environmental issues. A project collection and recycle the solid waste in the form if either wet or dry to convert the same into greenfertilizer which used as manure for plants in the institution campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	B. Any 3 of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Most of the learners of the institution are from local areas and come from economically middle class and lower class families. Around 10 percent of the learners are from slum areas and or local village. The admission policy in the institution is carried out as per government rules and the reservation quota norms. The institution has been regularly organizing different activities for inculcating the values of tolerance, harmony towards cultural diversities. To promote healthcare and harmony amongst children, youngsters, adults and senior citizens the institution has been organizing MINITHON Race Competition in association with NMMC (Navi Mumbai Municipal Corporation) and Parent Body (NCRD) in Nerul, Navi Mumbai.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

To promote the sense of duties and responsibilities towards the society, among the learners, various programs are being planned and executed. The programs were organized jointly by the learners and the staff through a series of meetings and discussions.

The institution celebrates each year various national days like Independence day, Republic day and Maharashtra day (State level. All

the staff and learners participate in such celebrations. There is also celebrations of birth anniversaries of national leaders like Mahatma Gandhi and the activities like 'Swachhata Abhinyan' (Cleanliness Drive) and rallies on national integrity are organized by the learners.

To promote the sense of duties, a circular is made for the learners and staff to switch off fans, lights and air conditioning machines when not required. Certain group of learners are given responsibility to observe the same and promote this message among learners to understand the sense of responsibility towards the institution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://sterlingcollegeofcommerce.com/files/pdf/7.1.9-B.pdf
Any other relevant information	https://sterlingcollegeofcommerce.com/files/pdf/7.1.9-B.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Institution pays tribute to all the national heroes on their Birth and death anniversaries. The events like lectures of experts, rally were organized on those occasions.

The institute organizes festivals such as 'Guru Pournima', 'Dandiya celebration', 'Rakhi celebration' Janmastmi celebration, 'Ganesh chaturthi', etc. in which learners and staff take part. It organizes days/festivals like 'Independence Day', 'Republic Day', 'International Peace Day', 'Hindi Divash', 'Human Rights Day', 'Constitutional Day', 'NSS Foundation Day', by involving NSS and Non NSS learners. The concerned committee keeps the records of events conducted with sufficient evidences like photographs and videos.

The learners take initiatives for organizing intercollegiate Fest and Short Film festivals. The Institute organizes the program such as International Women's Day celebration and invites the college girl learners and lady faculties to be part of the same.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1. Title of the Practice "Learners' Leadership Enhancement Program"

2. Objectives of the Practice The objectives can be stated as:- To motivate the learners in bringing creative ideas for conducting certain events To develop skills on planning, organizing and controlling the events. (developing Managerial & Leadership skills) To create an environment in which the learners can have optimum use of institutional resources To create branding of the institution through learners driven activities/fest To identify learner's leadership and management qualities To develop a sense of team work among learners

3. The Context Following are the challenging issues in designing and implementing the practice: Different groups of learners bring multiple proposals for the event. Selecting one out of them and convincing the other groups becomes a challenge. The institution has limited budget for such practice, implementing the practice with limited budget and fund generation through sponsorship for deficit budget has been challenging The learners in the organizing committee of the event expect academic leniency from institute

File Description	Documents
Best practices in the Institutional website	https://sterlingcollegeofcommerce.com/files/pdf/7.2.1%20&%207.2.2-Institute%20Best%20Practices.pdf
Any other relevant information	https://sterlingcollegeofcommerce.com/files/pdf/7.2.1%20&%207.2.2-Best%20Practices%20Attachments.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution had taken certain initiatives during last 5 years through which developing mental equilibrium could be possible. The initiatives and practices were like teaching-learning and conducting brain storming activities such as quiz competitions, Elocution competitions; problem solving techniques, Power point presentation competitions, Food stall (entrepreneurship skill) competitions etc., The institution felt that mental equilibrium is one of the key elements of success for a learner. The responsibility in this regard lies with the course teachers who are dealing with the learners on day to day basis and program coordinators who make proper plans and implement the same for developing sound minds of learners. On frequent intervals the same is required to be analyzed with respect to the expected outcome and in case of variances, controlling measures are required to be taken. This process will help to develop mental equilibrium among learners and the same will develop abilities to enjoy the life and achieve the goals set.

The institution with an intention of cultivating the feeling of positivity among learners which will help to boost sound mind, conducted certain mental and physical activities through learners initiated committees such as NSS, Skill Development, problem solving

and Cultural.

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

7.3.2 - Plan of action for the next academic year

Sterling college has been active in quality enhancement activities from first cycle of accreditation. It has introduced one PG program, added one division each at UG program and increased number of students by 50% during the second cycle audit period. It has been preparing the changes in New Education Policy 2020. The college has planned become multi-faculty and interdisciplinary college and has a vision to become one of the best colleges in educational hub of Navi Mumbai area of Maharashtra. The parent trust has been managing the institutes of technology & pharmacy education and it has sufficient space and infrastructure hence it may go for a private or cluster or deemed university in near future. The parent trust is planning to promote sports education since it has its own big ground where outdoor sports can be conducted.