



SIES

College of Arts,
Science & Commerce
(Autonomous)

RISE WITH EDUCATION

AFFILIATED TO UNIVERSITY OF MUMBAI - NAAC REACCREDITED - 'A' GRADE

NAAC SSR – CYCLE 4 : 2018-2023

Metric No. 6: 6.2.2

The screenshots of user interfaces of each module stating the Implementation of e-governance in areas of operation as mentioned below:

Sr. No.	Quality Assurance initiatives	Page numbers
1.	Administration including complaint management	1 - 4
2.	Finance and Accounts	5
3.	Students Admission and Support	6 - 9
4.	Examinations	10 - 13

This is to certify that the attached documents have been verified and found to be true.

Principal



College Seal

Criterion VI - Governance, Leadership and Management

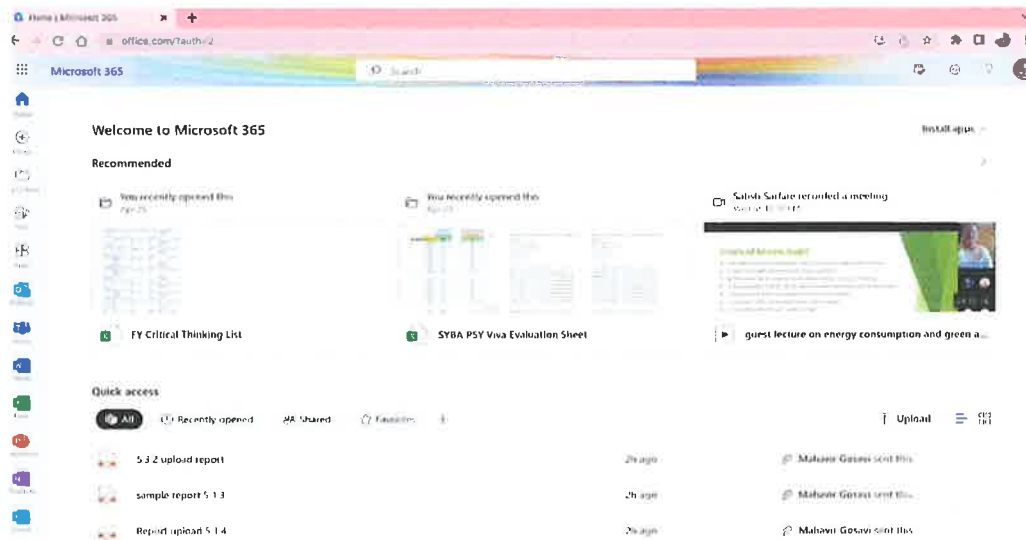
6.2.2 The Implementation of E-governance in areas of operation

The Institution implemented its e-governance based on the IT Policy and followed the standard procedure as per the guidelines mentioned in it.

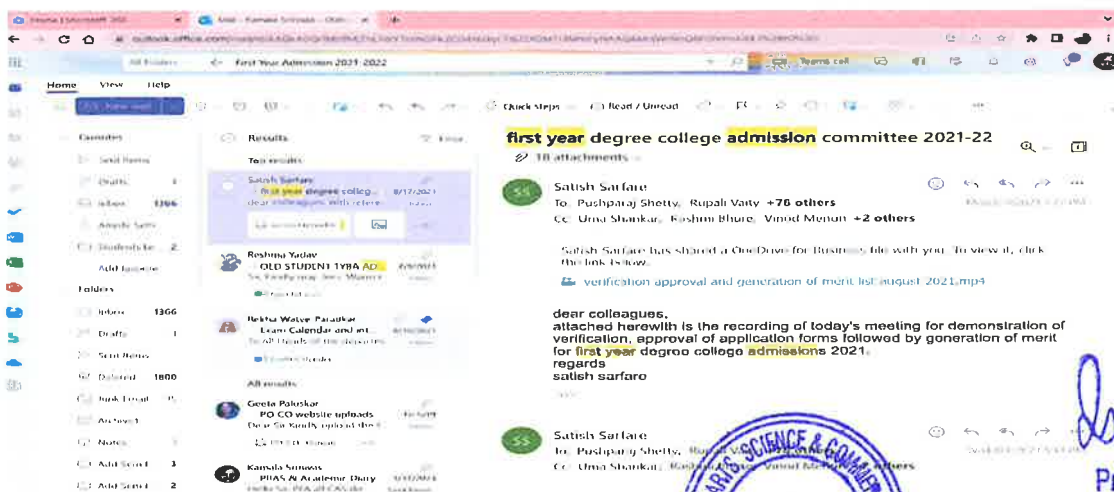
<https://siesascs.edu.in/admin/uploads/8b120ac7915f719c7cb40cd2fabc1fdbIT%20Policy.pdf>

1. ADMINISTRATION including complaint management

a) Microsoft Outlook Interface

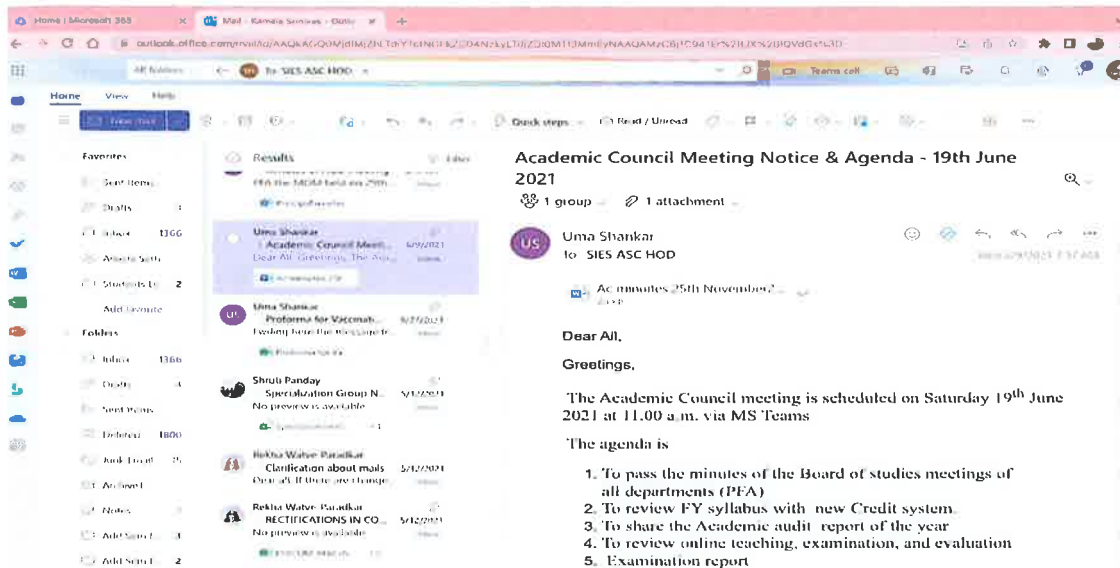


b) Principal's email to HOD Mail group



[Signature]
Principal
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Sion (West), Mumbai - 400 022.

c) Faculty Receiving email regarding admissions with SOP



SIES College of Arts, Science and Commerce (Autonomous), Sion (West), Mumbai

Room chart for faculty for accepting admission form from Open Category Students on college premises

First Merit List – First Year Degree Admission - Academic Year 2021-2022

Course	Floor and Room Number
FYBCom	Ground floor – 2
FYBMS and FYBMS (Capital Markets)	Ground floor – 3
FYBA	First floor – 8
FYBAMMC and FYBSc - Biotechnology	First floor – 9
FYBSc (General)	First floor – 10
FYBSc – Information Technology and Computer Science	First floor – 11
Waiting Room for Parents	Ground floor – 4

Dates for first year open category admission – 18/8/21, 20/8/21, 21/8/21, 23/8/21, 24/8/21, 25/8/21

Timings for first year open category admission – 11.00 am to 2.00 pm



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9th August 2021

Check List for Verification of Application Form for First Year Degree Admission 2021

1	College Code 183 in UOM form	
2	College name in UOM form	
3	Course name in UOM form	
4	Marks and Marks out off with the marksheet	
5	Stream	
6	Name as per HSC Marksheet	
7	Minority form according to Mother tongue	
8	Do not disapprove any form	
9	Discrepancy if any. SMS to be sent simultaneously once the form is verified.	
	IN House & Minority	Open & Other
10	INHOUSE & MINORITY FORM registration will be closed at 1.00 p.m on 10.08 2021	Open & Other Category registration will be closed at 1.00 p.m on 14.08 2021
11	On the basis of point 10 above, form verification, including one for whom we have sent SMS should be completed by 11.08.2021 - 12.00 noon	Form verification, including one for whom we have sent SMS should be completed by 15.08.2021 - 12.00 noon
12	Verification and approval of student name should be completed by 11.08.2021 - 4.00 p.m. Including the one for whom we have sent SMS.	Verification and approval of student name should be completed by 16.08.2021 - 11.00 a.m. Including the one for whom we have sent SMS.
13	Merit List generation for MINORITY and In House Category.	Merit List generation
14	Display of Merit List of Minority & in House Category 12.08.2021 - 4.00 p.m.	Display of Merit List 17.08.2021- 11.00 a.m.
15	Payment of Fees for above 13.08.2021 to 14.08.2021	Payment of Fees for above 18.08.2021 to 25.08.2021

SIES College of Arts, Science and Commerce (Autonomous), Sion (West), Mumbai

Standard Operating Procedure to be followed by the faculty for acceptance admission form from

Open Category Students on college premises

- Faculty is provided with a printed merit list having University Application form number and name of the student specific for the course (FYBA/FYBSc etc) for Open Category Students.
- Faculty checks the University Form number and students name on the printed merit list and compares it with the University Application form given by the student (Note that University Application Form has the University logo in the left corner)
- Faculty checks the name of the college on the University Application Form and the College code (183)
- Faculty checks the HSC mark statement printout/photocopy (need not be attested)
- Faculty encircles the University Form number on the printed merit list and puts his/her initials and date against the student's name.
- After verification of the application form and HSC mark statement printout, the faculty endorses the University application form given by student by putting his/her initials and date on the application form.
- Faculty gives the student the following two options for payment of fees as per the fee structure given in the table:-

Course	Fee Structure
FYBSc (General)	Rs. 5025/-
FYBA	Rs. 5225/-
FYBcom	Rs. 8765/-
FYBANDMC	Rs. 21313/-
FYBMS	Rs. 26353/-
FYBMS (Capital Markets)	Rs. 26353/-
FYBSc - Biotechnology	Rs. 26475/-
FYBSc- Information technology	Rs. 22831/-
FYBSc - Computer Science	Rs. 29675/-

Option A): The student can pay online by using the following details:-

Savings Account Name: SIES College of Arts, Science and Commerce
 Bank Name: Bank of Baroda
 Branch: Sion
 Account No: 64360100011478
 IFSC code: BARB0SIONXX (Fifth character is ZERO)
 OR

Option B): The student can pay by Demand Draft in favour of 'SIES College of Arts, Science and Commerce'.

- Once the student chooses the above options, then the faculty gives the student a blank form of temporary fee receipt, this form of temporary fee receipt has two portions which the student is asked to fill with all the necessary details including transaction or demand draft details. Thereafter, the faculty gives to the student one portion of temporary fee receipt endorsed with college round stamp as an acknowledgement; note that the other portion of temporary fee receipt is retained by the faculty.
- Finally, the faculty keeps the following documents accepted from the student:
 - Temporary fee receipt portion retained by the faculty
 - Demand draft given by the student (in case of payment by demand draft)
 - University Application form of the student (required/mandatory)
 - HSC mark statement printout (required/mandatory)
 - College online application form filled from your portal is not mandatory - in case a student has a printout, attach it to the above, however, do not insist on the same, since, note that a student may have filled college online google form, therefore, we will rely on University Application form, HSC mark statement verification and College merit list for confirming eligibility of admission.

6.2.2. Institution's implementation of e-governance



[Handwritten Signature]
 Principal

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Standard format for sending SMS messages for discrepancy

Note to the faculty who will send the SMS:

- a) The matter highlighted in yellow – correct course needs to be mentioned by the faculty while typing the sms.
- b) The matter highlighted in green – select the appropriate option of the document which has been missed out by the applicant.

University form of another college

Your application to SIES ASC SION WEST (COURSE) has a discrepancy as you have attached the University form of another college. Please log in again and upload the form of our college code 183 and resubmit again within 6 hours or before last date / time for submission by clicking on Edit Documents (blue colour) shown at bottom left of application form, whichever is earlier, South Indian Education Society.

University form of another course

Your application to SIES ASC SION WEST (COURSE) has a discrepancy as you have attached University form of (COURSE). Please log in again and upload form of (COURSE) college code 183 and resubmit again within 6 hours or last date / time for submission by clicking on Edit Documents (blue colour) shown at bottom left of application form, whichever is earlier, South Indian Education Society.

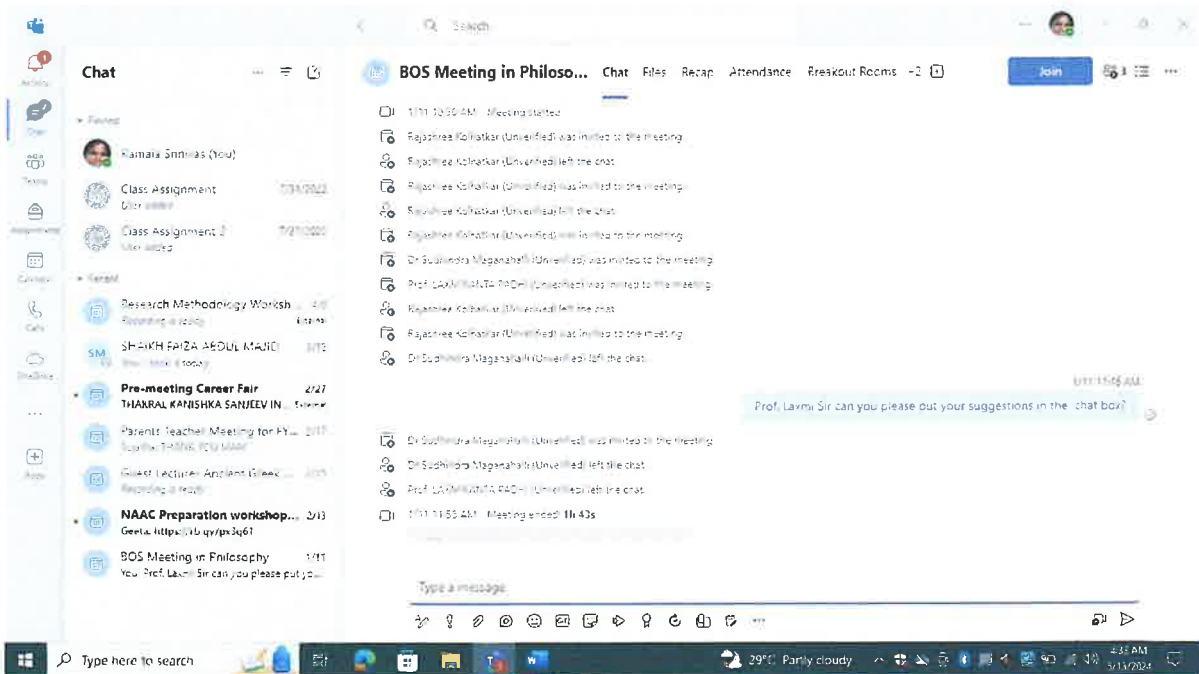
Non readable documents

Your application to SIES ASC SION WEST (COURSE) has a discrepancy as image of University form is not readable. Please log in again and upload clear image and resubmit again within 6 hours or before last date / time for submission by clicking on Edit Documents (blue colour) shown at bottom left of application form, whichever is earlier, South Indian Education Society.

Missing document

Your application to SIES ASC SION WEST (COURSE) has a discrepancy as (University enrolment form / JSE mark sheet / Minority form, if applicable) document is not attached. Please log in again to upload and resubmit again within 6 hours or before last date / time for submission by clicking on Edit Documents (blue colour) shown at bottom left of application form, whichever is earlier, South Indian Education Society.

d) Administration complaint management takes place on Microsoft Teams



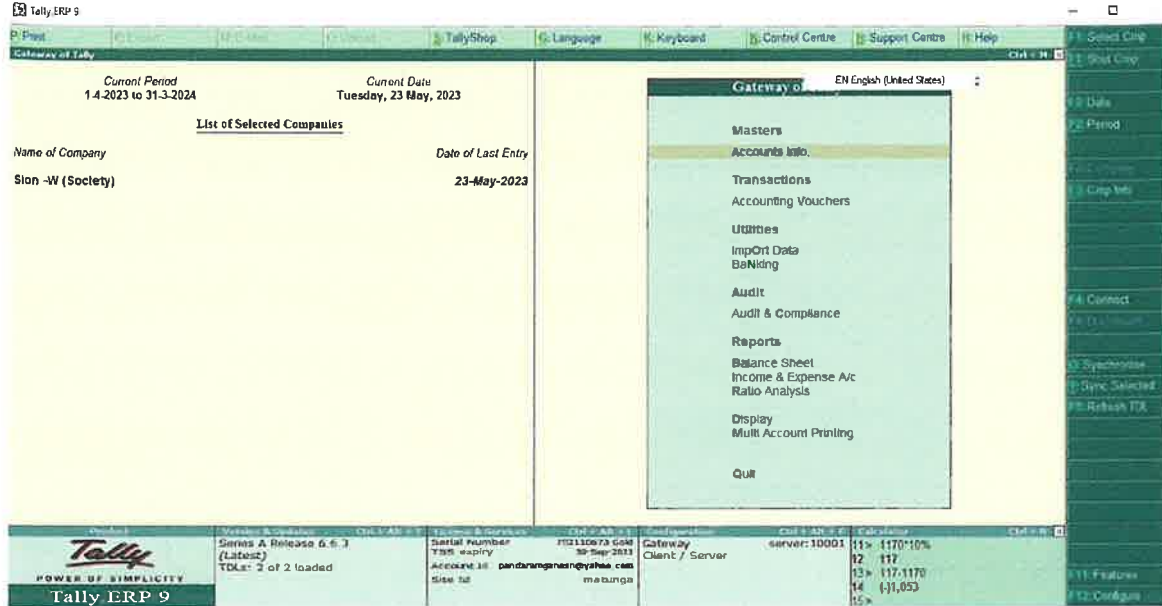
6.2.2. Institution's implementation of e-governance



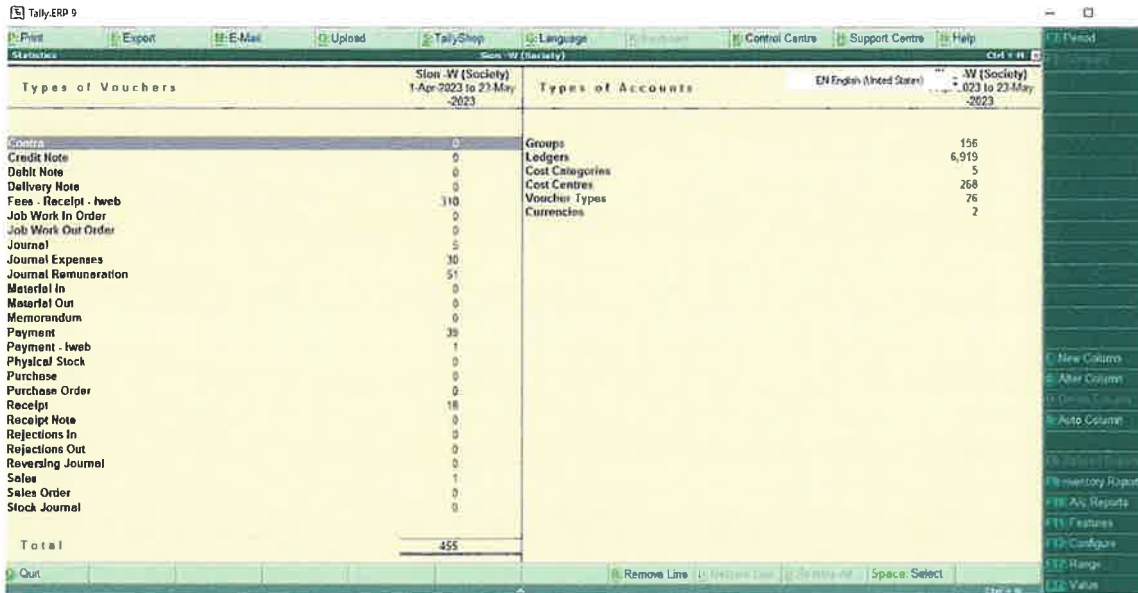
[Handwritten Signature]
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2. FINANCE AND ACCOUNTS

Tally ERP



The screenshot shows the Tally ERP 9 Gateway menu. The main window displays the current period (1.4.2023 to 31.3.2024) and the current date (Tuesday, 23 May, 2023). A 'List of Selected Companies' table is visible, showing 'Sion -W (Society)' with a date of last entry of '23-May-2023'. The Gateway menu is open, listing various options such as Masters, Accounts Info, Transactions, Accounting Vouchers, Utilities, Imp/Out Data, Balancing, Audit, Audit & Compliance, Reports, Balance Sheet, Income & Expense A/c, Ratio Analysis, Display, Multi Account Printing, and Quit. The bottom status bar shows the Tally logo and version 9, along with system information like 'Series A Release 6.6.3 (Latest)' and 'TDLs: 2 of 2 loaded'.



The screenshot displays two side-by-side tables in Tally ERP 9. The left table, titled 'Types of Vouchers', lists various voucher types and their counts for the period '1-Apr-2023 to 23-May-2023'. The right table, titled 'Types of Accounts', lists account types and their counts for the period '023 to 23-May-2023'. The total count for vouchers is 455, and for accounts, it is 156.

Types of Vouchers	Sion -W (Society) 1-Apr-2023 to 23-May-2023	Types of Accounts	EN English (United States) - W (Society) 023 to 23-May-2023
Contra	0	Groups	156
Credit Note	0	Ledgers	6,919
Debit Note	0	Cost Categories	5
Delivery Note	0	Cost Centres	268
Fee - Receipt - hweb	310	Voucher Types	76
Job Work In Order	0	Currencies	2
Job Work Out Order	0		
Journal	5		
Journal Expenses	30		
Journal Remuneration	51		
Material In	0		
Material Out	0		
Memorandum	0		
Payment	39		
Payment - hweb	1		
Physical Stock	0		
Purchase	0		
Purchase Order	0		
Receipt	18		
Receipt Note	0		
Rejections In	0		
Rejections Out	0		
Reversing Journal	0		
Sale	1		
Sales Order	0		
Stock Journal	0		
Total	455		

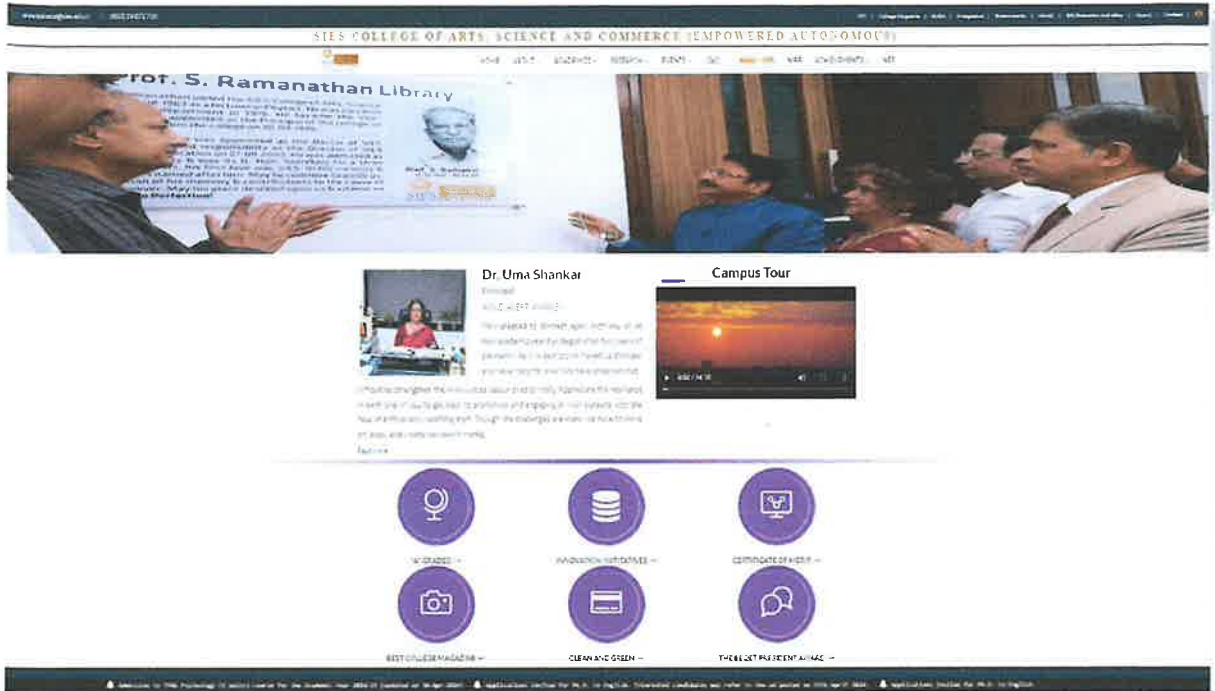


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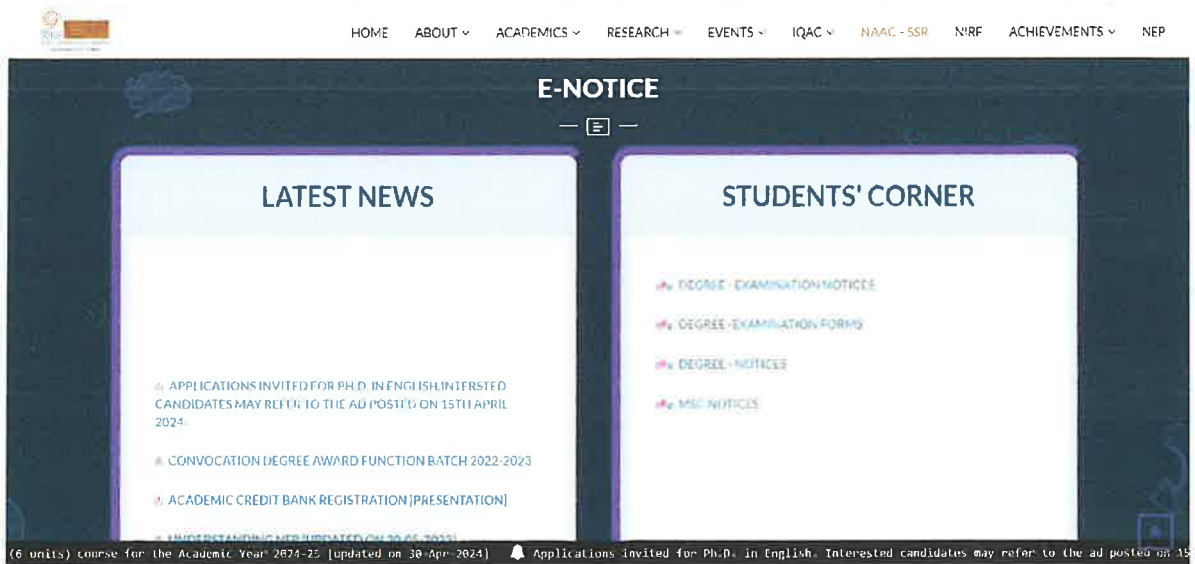
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3. STUDENTS' ADMISSION AND SUPPORT

a) College Website home page



b) Students' Corner on the website home page with all notice updates



6.2.2. Institution's implementation of e-governance



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Sion (West), Mumbai - 400 022.

c) Students notified through college website about Academic Calendar



AFFILIATED TO UNIVERSITY OF MUMBAI, NAAC 'A' ACCREDITED, 'A' GRADE

SIES COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS) SION WEST
Academic Calendar 2021-22

A. TERM CALENDAR 2021-22		
Title	START DATE	END DATE
TERM 1	13-06-2021	30-10-2021
TERM 2	15-11-2021	30-4-2022
Ganapati Break	10-09-2021	14-09-2021
Dwali Break	01-11-2021	14-11-2021
Winter Break	26-12-2021	01-01-2022
B. Holiday Calendar		
21-07-2021	Bakri Eid	
15-08-2021	Independence day	
16-08-2021	Parsi New Year	
19-08-2021	Muharram	
10-09-2021	Ganesh Chaturthi	
02-10-2021	Mahatma Gandhi Jayanti	
15-10-2021	Dussehra	
19-10-2021	Kojagiri Poornima/ Eid e Milad	
19-11-2021	Guru Nanak Jayanti	
25-12-2021	Christmas	
26-01-2022	Republic Day	
19-02-2022	Chatrapati Shivaji Maharaj Jayanti	
01-03-2022	Mahashivratri	
18-03-2022	Holi	
02-04-2022	Gudi Padwa	
14-04-2022	Dr. Ambedkar Jayanti	
15-04-2022	Good Friday	
01-05-2022	Maharashtra Day	
03-05-2022	Akshaya Tritiya	
16-05-2022	Buddha Purnima	
C. Academic Calendar 2021-22		
JUNE 2021		
	SY all classes lectures begin	15-06-2021
	TY all classes lectures begin	15-06-2021
SEPTEMBER-2021		
	Orientation of Students and Parents of First Year Classes	04-09-2021
	All FY classes begins	06-09-2021
OCTOBER-2021		
	All TY and SY classes concluded	08-10-2021
November-2021		
	Second Term All classes begin	15-11-2021

D. Event Calendar 2021-2022

SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE, (AUTONOMOUS), Sion (west), Mumbai 400022
 Tel: 24072729, E-mail: siesarts@sies.edu.in, website: www.sies.edu.in

Tentative timeline for various events, subject to modification depending upon guidelines received from University of Mumbai	
Utkarsh - Literary Festival	Second week of January-2022
Visions - Cultural Festival	Second week of January-2022
Sports Day	First week of January-2022




[Handwritten Signature]

Principal

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d) Students notified through website about Examination Calendar, Timetable



EXAMINATION CALENDAR 2021-2022
(FIRST TERM)


15/09/2021

Following are the dates of commencement of various examinations to be held in the first term of the academic year 2021-2022.

CLASS	EXAM TYPE	DATE OF COMMENCEMENT
SY and TY all classes	Internal Evaluation	12 th August 2021
SY and TY all classes	Practical Exam (Wherever applicable)	28 th September 2021
SY and TY all classes	Science III & Semester V	11 th October 2021
TY, SY, TY all classes	A/KI Semester II, IV & V	19 th October 2021
M.Sc. Semester	A/KI Semester II, IV	19 th October 2021
M.Sc.	Semester I and III Theory & Practical	18 th October 2021

- Above dates are tentative and may be altered under unavoidable circumstances.
- The exams will be held ONLINE.
- The exams may begin on the date mentioned or later.
- The timetable will be uploaded on the website before commencement of the exam.

Chairperson, Examinations Principal



SIES COLLEGE OF ARTS, SCIENCE & COMMERCE
(AUTONOMOUS)
SION (WEST), MUMBAI-400022

NOTICE
DEGREE COLLEGE

Regular Semester - III & V
(For Batch-2021-2022)

B.A. / B.COM / B.SC
B.SC-CS/ B.SC-BT / B.SC-IT / BAMMC / BMS / BMS-CM

Internal Evaluation

All the students of above classes should note the following:

Internal evaluation for regular students has already started by the staff members at department level. The students who do not appear for the test / viva / presentation etc. due to any reason will be marked absent. No retest will be conducted on any grounds. Students should also note that if submissions are not done at stipulated time, set by the teacher they will be marked absent.

For any issues faced by the students, they have to communicate with the respective teachers during the lectures.


No queries will be entertained if students do not put themselves in communication with the respective teachers before 29th August 2021.

Chairperson, Examinations

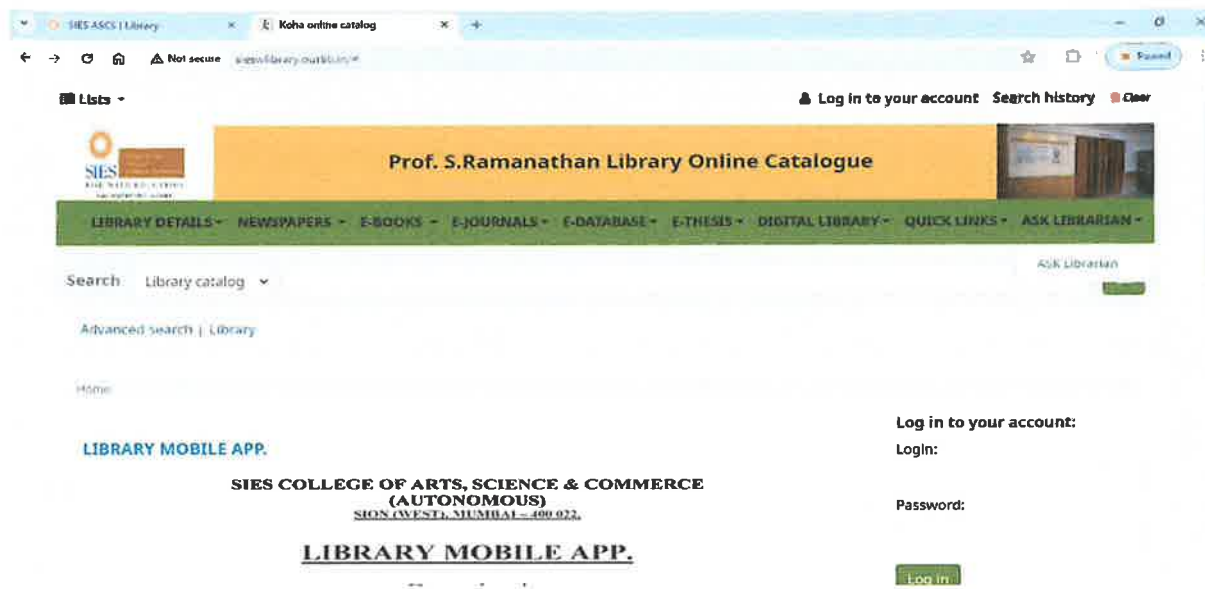
Sd/
Principal

24/08/2021

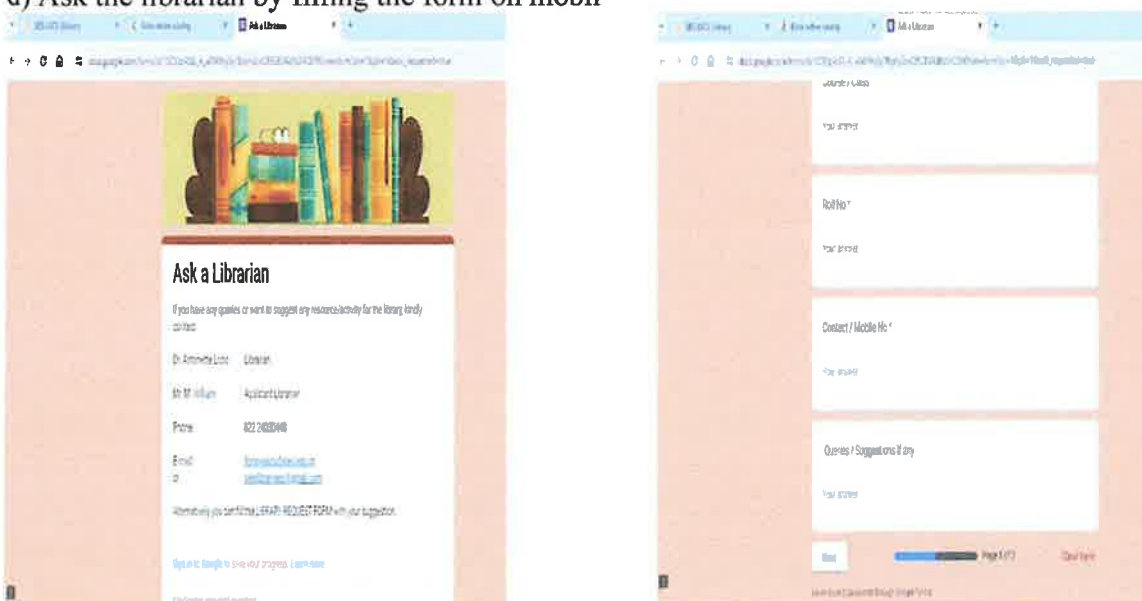



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e) Students availing library mobile app facility



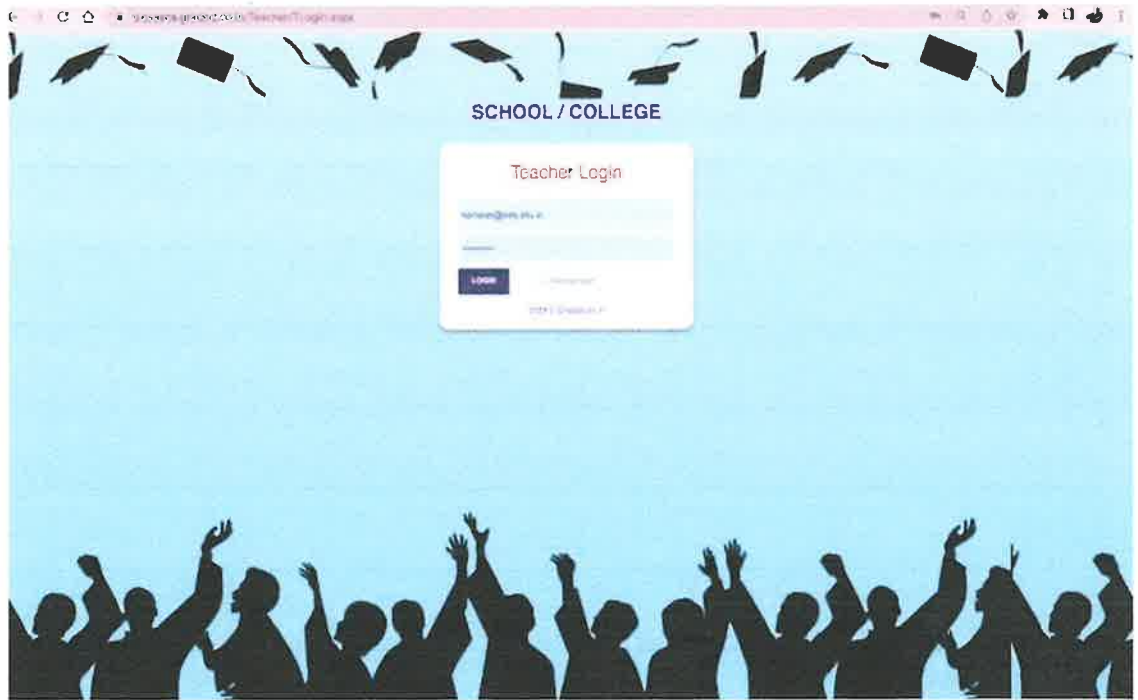
d) Ask the librarian by filling the form on mobil



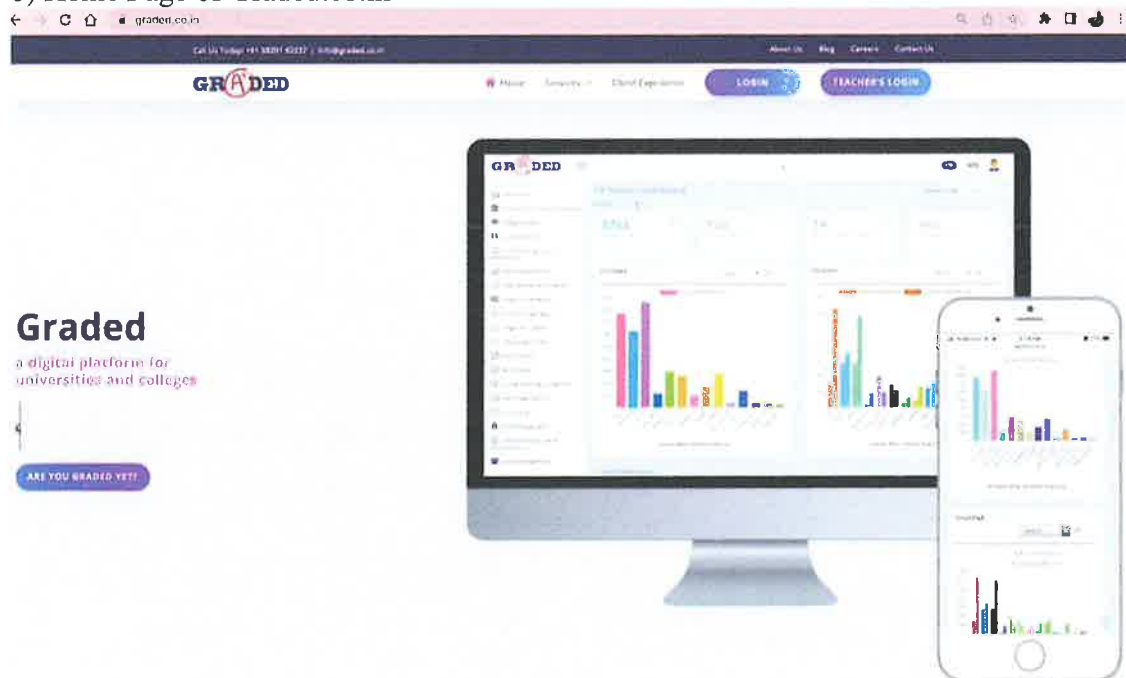
[Signature]
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4. Examination

a) User Interface of examination module reflecting the name of the Institution




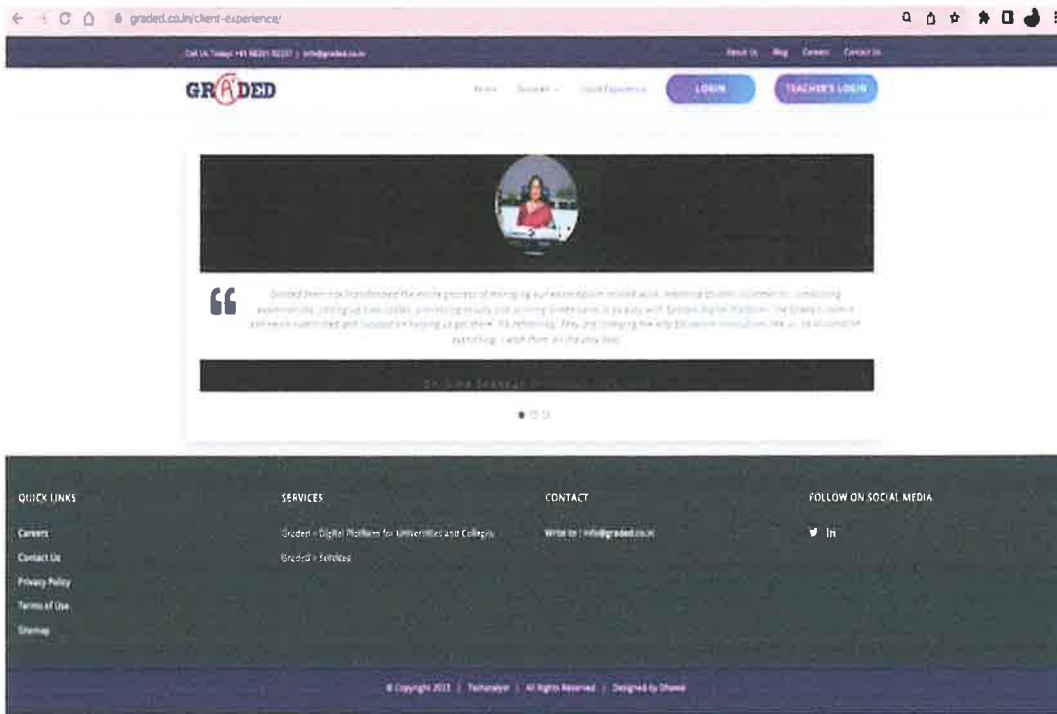
b) Home Page of Graded.co.in



6.2.2. Institution's implementation of e-governance




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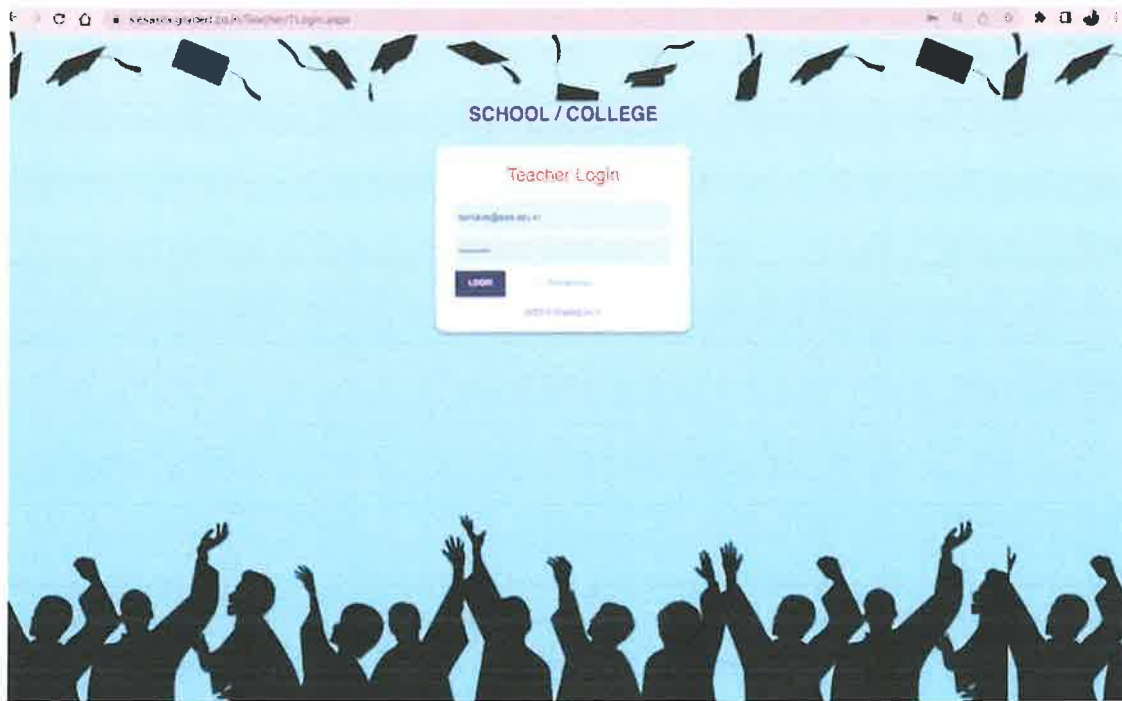


6.2.2. I

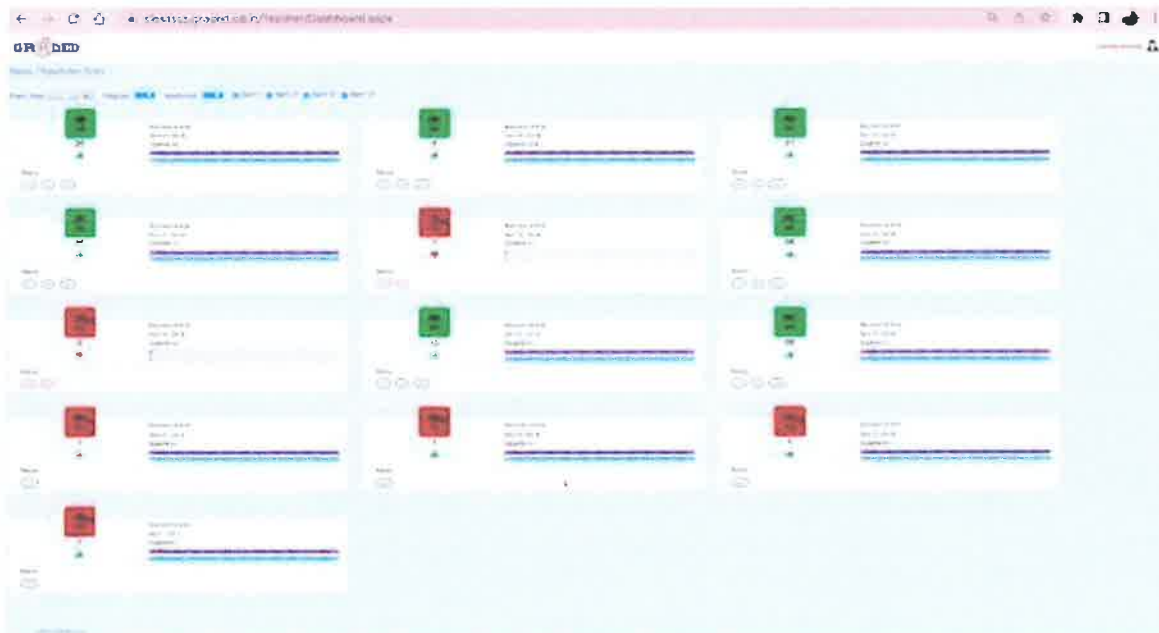


Danaj
Principal
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a) Teacher Login-in




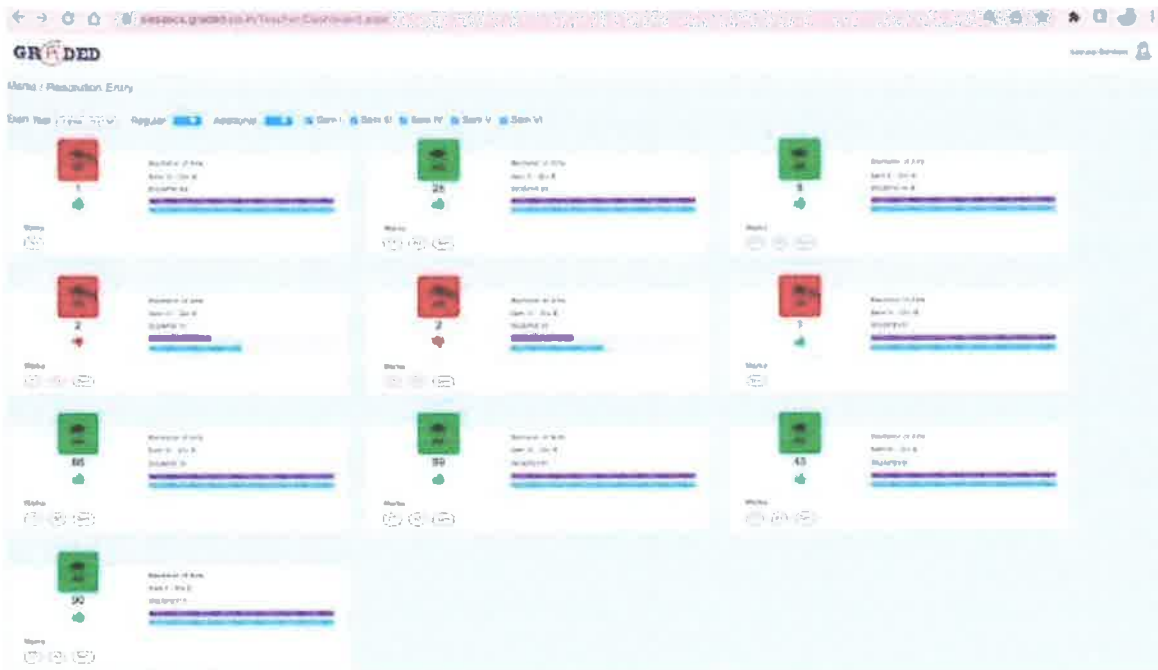
b) Teacher's Dashboard with month, year class, & division of exam specified to choose and then marks entered



6.2.2. Institution's implementation of e-governance




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Sion (West), Mumbai - 400 022.



Uma Shankar

Dr. Uma Shankar
Principal

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