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Best Practices

The best practices implemented by the institute in the academic year 2023-24 are Digitization and Tarangan.

Best Practice-1

1. Title of the Practice

Digitization of College Documents and Processes for Efficiency and Accessibility

2. Objectives of the Practice

- To digitize the administrative and library-related processes in order to make it learner-centric.
- To streamline the library and administrative processes for staff and students, based on documents.
- To facilitate faster data retrieval.

3. The Context

The voluminous data of staff and students becomes challenging to manage manually. Digitization aids in reducing paper work, meticulous storage and retrieval of data.

4. The Practice

- **QR Codes**: A QR code list is displayed. Students click on the required codes and get clarity about the process. For instance, a student clicks on the QR code for Railway concession and is directly taken to the process. This saves time from the point of view of students and eases the burden on the administrative staff. This is illustrated below in the form of an infograph:

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DIGITIZATION-A BOON FOR STUDENTS

STEP 1

SCAN THE QR CODE

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COUNTER NO	DESCRIPTION	QR CODE
1	CHARACTER CERTIFICATE	
	BONAFIDE CERTIFICATE	
	ADMISSION CANCELLATION PROCESS	
	TRANSFER CERTIFICATE	
	NO OBJECTION CERTIFICATE	
	LOST OF ID CARD	
2	SCHOLARSHIP APPLICATION	
	RAILWAY CONCESSION	
3	TRANSCRIPT	
5	MIGRATION CERTIFICATE PROCESS	

STEP 2

CLICK ON RAILWAY CONCESSION

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HOW TO APPLY ONLINE RAILWAY CONCESION

SVV Net ID: This is used to apply for online railway concession. This will be generated at the time of admission of the student after the payment of fees. It helps to get all the information, updates of the college and campus.

To apply online Railway Concession

⇩

First Logon to below link: myaccount.somaiya.edu

⇩

Login with **SVV Net ID and Password**

⇩

Go to **Application forms**

⇩

Apply "**Railway Concession**"

⇩

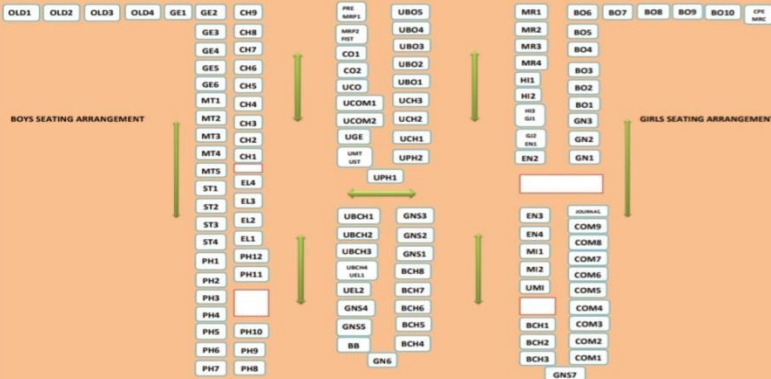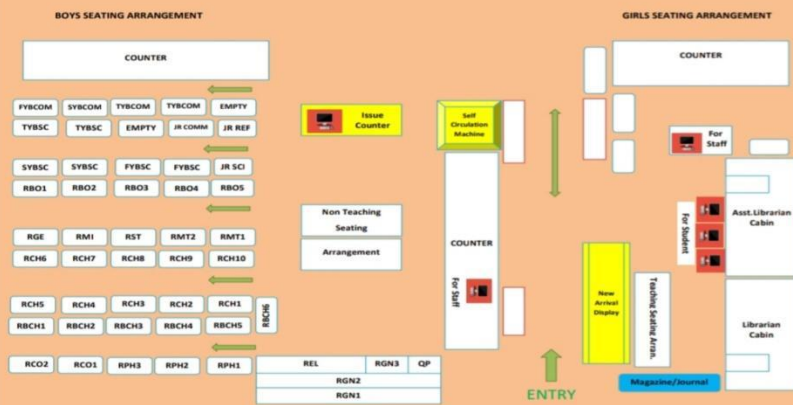Student has to bring Original Fee receipt with Residential address mentioned on it.

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Reference Book Rack/Cupboard Layout

Click here for Somaiya OPAC

BOYS SEATING ARRANGEMENT

GIRLS SEATING ARRANGEMENT

| OLD1 | OLD2 | OLD3 | OLD4 | GE1 | GE2 |
| CH9 |

Reading Textbook Layout

BOYS SEATING ARRANGEMENT

GIRLS SEATING ARRANGEMENT

Abbreviations

BB – Book Bank	PRE - Presentation
BCH – Biochemistry	QP – Previous Question Paper
BO – Botany	RBCH – Reading Biochemistry
CH- Chemistry	RBO – Reading Botany
CO – Computer	RCH – Reading Chemistry
COM – Commerce	RCO – Reading Computer
CPE – CPE Grant	REL – Reading Electronics
EL – Electronics	RGE – Reading Geology
EN - English	RGN – Reading General
FIST – FIST Grant	RMI – Reading Microbiology
GE – Geology	RMT – Reading Mathematics
GJ – Gujarati	RPH – Reading Physics
GN – General	RST – Reading Statistics
GNS – General Small	ST – Statistics
HI – Hindi	UBCH – UUG Biochemistry
JR COMM – Junior Commerce	UBO – UUG Botany
JR REF – Junior Reference	UCH – UUG Chemistry
JR SCI – Junior Science	UCO – UUG Computer
MI – Microbiology	UCOM – UUG Commerce
MR – Marathi	UEL – UUG Electronics
MRC – MRC Grant	UGE – UUG Geology
MRP – MRP Grant	UMI – UUG Microbiology
MT – Mathematics	UMT – UUG Mathematics
OLD – Old Book	UPH – UUG Physics
PH – Physics	UST – UUG Statistics

Library Cupboard Layout QR (with Somaiya OPAC)

LIBRARY PROCESS

Despite being given open access to the library, students did not know the shelf in which the required book was kept due to many books there. They had to seek assistance from the library staff. To address this issue, a layout of the entire library shelves has been made. Before issuing any book, a student can search the book in Somaiya OPAC to see which shelf it lies on. It can also show where the shelves are kept in the library. The library is thus fully computerized without any expenditure.
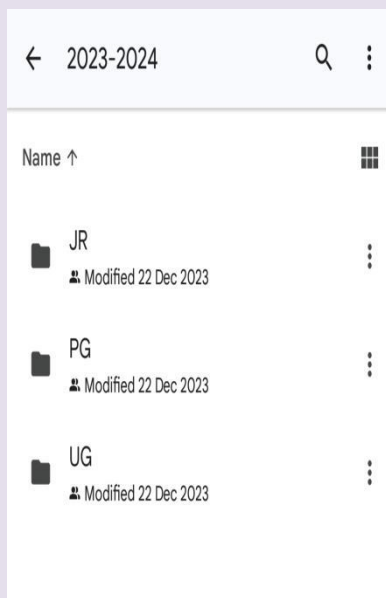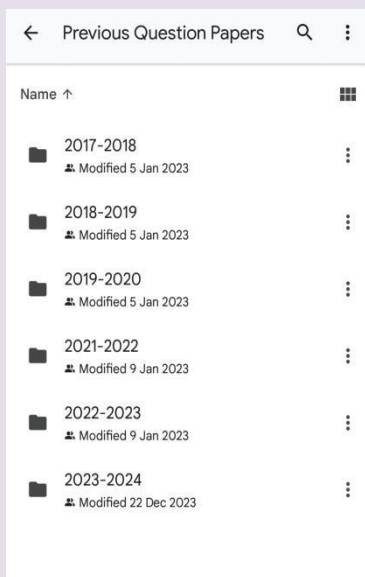
NEW ARRIVAL – MARCH 2023

* Click on book for Index

NEW ARRIVAL

The 'New Arrival' QR Code has been created, through which the readers can check the arrival of new books every month, from anywhere and add their index to these books. The index of the book enables the student to decide whether the book is useful, saving time for the reader without having to visit the library.

Previous Question Papers	Q :
Name ↑	⊞
2017-2018 — Modified 5 Jan 2023	:
2018-2019 — Modified 5 Jan 2023	:
2019-2020 — Modified 5 Jan 2023	:
2021-2022 — Modified 9 Jan 2023	:
2022-2023 — Modified 9 Jan 2023	:
2023-2024 — Modified 22 Dec 2023	:

| ← 2023-2024	Q :
Name ↑	⊞
JR — Modified 22 Dec 2023	:
PG — Modified 22 Dec 2023	:
UG — Modified 22 Dec 2023	:

The previous five to six years question papers are now provided to the students through this QR code so that effortless access is available to them from anywhere and at any time. This makes it easy for them to analyze the question papers.

PREVIOUS QUESTION PAPERS

- **Virtual Glass Cupboard:** Hard copies of documents are scanned and stored digitally. A virtual glass cupboard is prepared. On clicking on the image of any labelled file in the cupboard, the required file can be accessed and utilized for further processing.
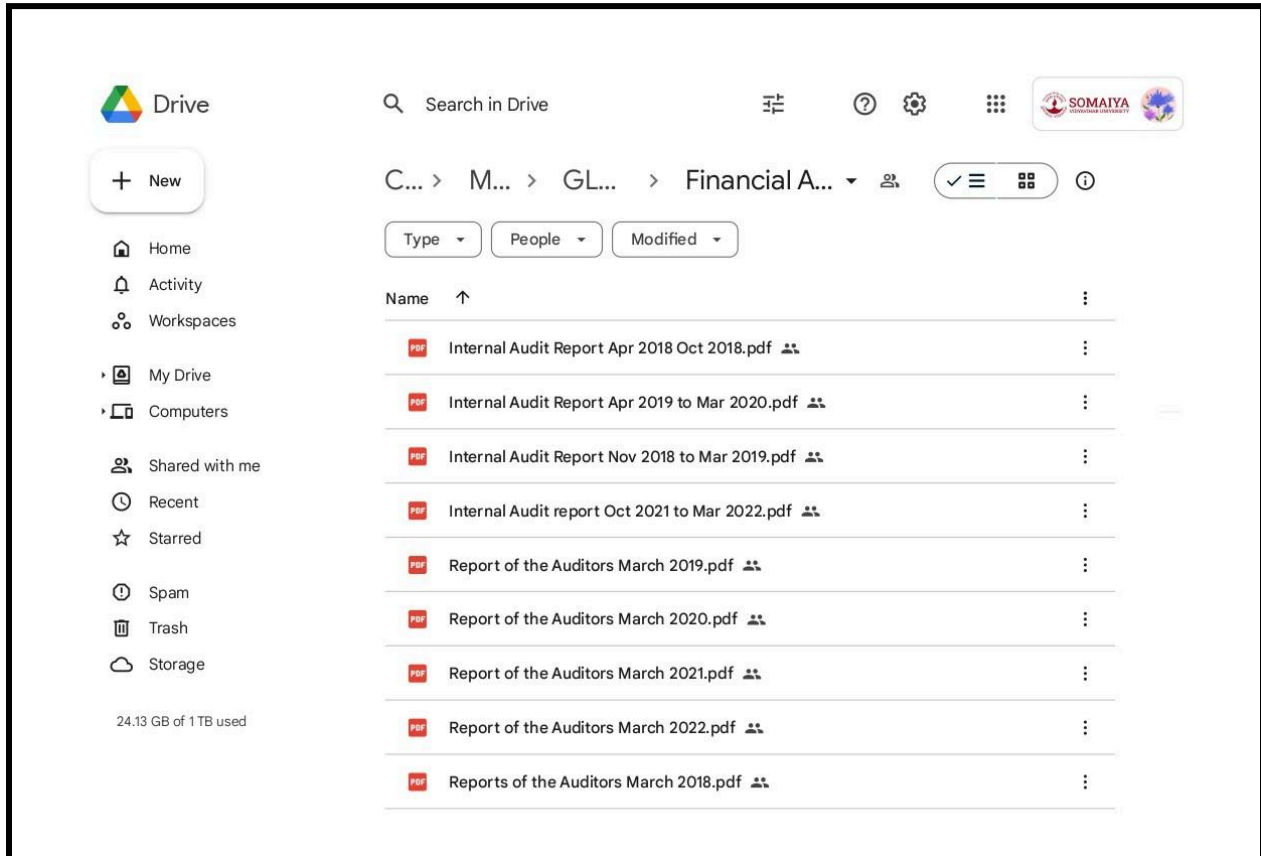

Virtual Glass Cupboards
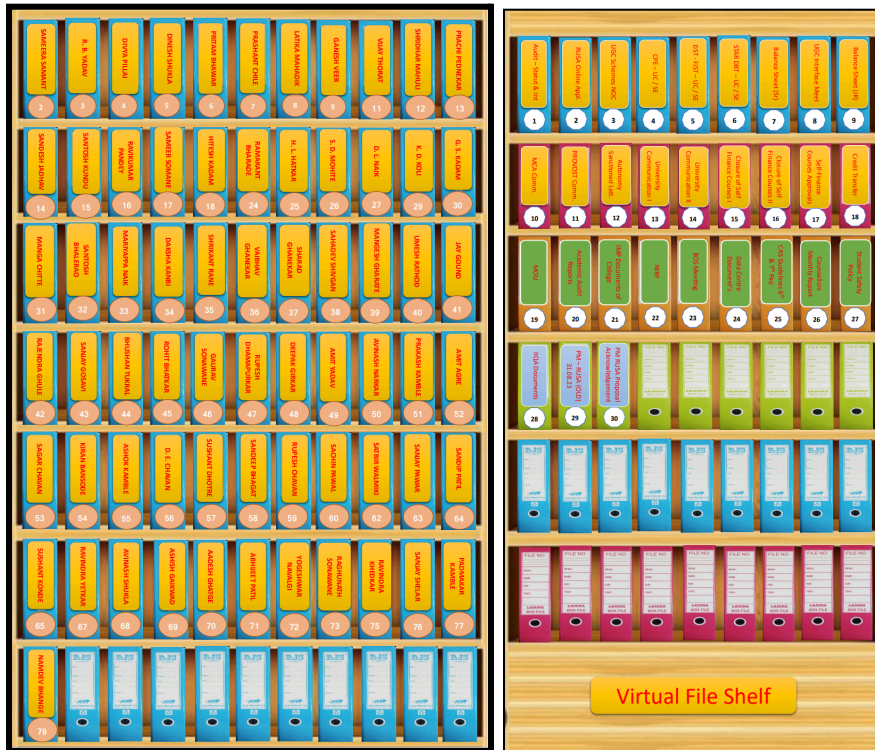
For instance, on clicking on the file number 1 named 'Audit', one is directly taken to the following drive link from where any file related to audit can be accessed.

5. Evidence of Success

- The time required to file the documents in the physical form is reduced considerably.
- The requirement for paper, printing, and physical storage space is reduced.
- Security and safety of records is safeguarded.
- Authorities can access records from anywhere, at any time.
- Students save on time.
- The load on the administrative staff is reduced considerably.

6. Problems Encountered and Resources Required

- Storage capacity of google drive has
- More fast scanners are required to sc

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Best Practice-2
1. Title of the Practice

Tarangan

2. Objective of the Practice

- To motivate students to finish their secondary education and equip them for successful higher education pursuits
- Help them understand that education is essential for building a successful and harmonious future and that personal growth through learning is a fundamental part of this process

3. The Context

The school dropout rate in Class 10 stands (nearly 3.5 million) at 20.6 % in India, as per an article published in The Times of India in 2021-22.

Source : Click here

The states affected with highest rates of dropout are Odisha (49.9%), Bihar (42.1%), Meghalaya, Karnataka and Assam. In Maharashtra, the dropout rate at secondary level was 10.7% in 2021-22. The major causes of dropout include lack of interest in studies, difficulty in following the instructions in schools, lack of support from parents, inadequacy in quality teaching etc.

K. J. Somaiya College of Science and Commerce is committed to combating the problem of school dropouts through its social outreach program, Tarangan. It is a college-based social outreach program dedicated to supporting underprivileged students from Mumbai slums of nearby areas who struggle to continue their education.

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4. The Practice

The Math, Science, Chemistry, Physics, Geography, History, Economics and English departments and committees such as NSS offered guidance and assistance to the resident SSC students of different BMC schools in and around Kamraj

Nagar, Ghatkopar. For this purpose, students of T.Y.B.Com., S.Y.B.Sc., T.Y.B.Sc., M.Sc. I & II volunteered to teach the topics from all subjects in Xth standard.

The teachers guided the student volunteers regarding conducting the classes. Student volunteers discussed and taught various concepts, conducted quizzes, home assignments and solved past board question papers.

5. Evidence of Success

The school students appreciated, showed interest and requested for more such lectures.

6. Problems Encountered and Resources Required

- Difficult to find a common time between the school students and college students and teachers
- Students had to balance their time especially during their internal/CIE
- Irregularity among the school students
- Students not coming prepared with their difficulties which can be solved during the sessions
- Only one way communication with most students

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