



**K. J. SOMAIYA INSTITUTE OF ENGINEERING  
AND  
INFORMATION TECHNOLOGY  
SION, MUMBAI - 400 022**

**1. ABOUT INSTITUTE**

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**1.1 ABOUT THE INSTITUTE :**

The K. J. Somaiya Institute of Engineering and Information Technology (KJSIEIT), is the next progressive Engineering College established by the Somaiya Trust in the year 2001, at Ayurvihar campus, Sion. The Institute was set up primarily in response to the need for imparting quality education in the modern field of Information Technology and the allied branches of Engineering and Technology. The College is housed in a G+8 storey building and separate ground structure with International standards, airy classrooms, hi-tech laboratories, auditorium, canteen, common rooms etc.

The institute is situated adjacent to Eastern Express Highway. Chunabhatti and Sion are nearest railway stations on Harbour line and Central line respectively. Nearest bus stop is Everard Nagar, Chunabhatti on Eastern Highway.

**1.2 VISION :**

To be universally accepted as a synonym of quality, excellence and commitment in the field of engineering education by nurturing talent and transforming young minds to realize their potential and become future ready engineers.

**1.3 MISSION :**

1. To provide students with a thorough knowledge of engineering to refine their professional skills.
2. To nurture creativity and innovation while encouraging multidisciplinary interaction.
3. To train students to be industry ready and capable of working effectively as an individual and in a team.
4. To inculcate ethical behavior, responsibility and commitment among students.

**1.4 OBJECTIVES :**

1. To focus on persistent improvement in processes related to teaching, learning and evaluation and to promote a culture of research and development among staff and students.
2. To develop technical and interpersonal skills so that the students translate knowledge into action contributing to the benefit of the society.
3. To enhance the learning experience of students by honing their skills through diverse

activities to make them versatile.

### **1.5 QUALITY POLICY :**

1. To conform to the requirements of regulatory authorities viz. All India Council for Technical Education (AICTE), Directorate of Technical Education (DTE) and University of Mumbai.
2. To maintain transparency and fair practices in admission and recruitment processes.
3. To ensure continuous evaluation and examination process.
4. To ensure best academic ambience by providing high-end equipments in the laboratories, computers, learning resources and smart classrooms.
5. To ensure a safe and secure environment for all stakeholders.
6. To promote industry Institute interaction, research and development, placements, technical, co-curricular and extracurricular activities.

### **1.6 COLLEGE DEVELOPMENT COMMITTEE**

There shall be a separate College Development Committee consisting of the following members -

- a) Chairperson of the management or his nominee ex-officio Chairperson
- b) Secretary of the management or his nominee .
- c) One head of the department, to be nominated by the Principal or the head of the institution
- d) Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman
- e) One non-teaching employee, elected by regular non-teaching staff from amongst themselves.
- f) Four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus
- g) Co-ordinator, Internal Quality Assurance Committee of the college
- h) President and Secretary of the College Students' Council
- i) Principal of the college or head of the institution - Member - Secretary.

The College Development Committee shall meet at least four times in a year.

Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

The College Development Committee shall,-

- 1) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities
- 2) Decide about the overall teaching programs or annual calendar of the college
- 3) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts
- 4) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement
- 5) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- 6) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research
- 7) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process
- 8) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college
- 9) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
- 10) Formulate proposals of new expenditure not provided for in the annual financial
- 11) estimates (budget)
- 12) Make recommendations regarding the students' and employees' welfare activities in the college or institution
- 13) Discuss the reports of the Internal Quality Assurance Committee and make suitable

recommendations

- 14) Frame suitable admissions procedure for different programmes by following the statutory norms
- 15) Plan major annual events in the college, such as annual day, sports events,
- 16) cultural events, etc.
- 17) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution
- 18) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- 19) Recommend the distribution of different prizes, medals and awards to the students.
- 20) Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university
- 21) Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

## 1.7 GOVERNING BODY

The governing body is the apex decision making body of the institute, determining its future direction and fostering an environment in which the institutional vision is achieved. The college is governed by the governing body which is constituted as per AICTE guidelines. The body meets twice a year and proceedings of the meetings are maintained properly.

Governing Body Members include –

1. President or Chairman of the management or his nominee (Chairman).
2. Secretary of the management or his nominee.
3. Provost, Somaiya Vidyavihar
4. Three members representing different fields of the area, nominated by the management.
5. Government Nominee
6. AICTE Nominee
7. University Nominee
8. Principal as member-Secretary.

### **Role of Governing Body**

- To approve the vision and mission of the institution, academic programs & strategic plans and annual budgets, ensuring that these meet the interests of all stakeholders.
- To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability.
- To monitor institutional performance and quality assurance arrangements, which should be, where possible and appropriate, benchmarked against other institutions nationally and internationally.
- To put in place suitable arrangements for monitoring the head of the institution's Performance.

### **1.8 ADMISSION PROCESS :**

The objective of the Admission Process is to have better quality students as input to KJSIEIT in a transparent manner. Admission process is governed as per the guidelines issued by statutory bodies like Director of Technical Education, MHT-CET Cell, Admission Regulating Authority of Maharashtra State, AICTE, University of Mumbai .

1. 'Admission Committee' headed by a senior faculty or administrative person shall be formed which shall coordinate all 'Admissions' related activities at KJSIEIT. This committee shall develop and review the changes needed in the application form, admission brochures and admission process.
2. Detailed schedule shall be drawn up by the committee for releasing of advertisements, uploading the brochures and forms on the website, receiving the forms, displaying merit lists, conducting admission rounds etc.
3. A separate 'Admission Brochures' (e-brochure only) shall be prepared for the First Year and Direct Second Year Admissions by the 'Admission Committee'.
4. This will be supplemented by college summary pamphlet. Standees and banners can also be prepared.
5. The Admission Brochures and other documents shall clearly spell out all rules, procedures, provisions and time framework for various activities regarding 'Admissions'.

6. The 'Online Pre-admission Form' will be hosted on the Institute website. Candidates can register online and can fill the form online.
7. To get a better quality students, all Minority Seats and Institute Level Seats are surrendered to Centralized Admission Process (CAP) conducted by the competent authority. The students are admitted as per the allotment of seats by the competent authority in CAP rounds.
8. Steps involved in admission process for CAP and CAP-MI (CAP-Minority) seats –
  - i) Candidate is allotted a seat in a particular branch by the competent authority.
  - ii) Candidate visits college website – [www.somaiya.edu/kjsieit](http://www.somaiya.edu/kjsieit).
  - iii) Candidate reads e-brochure.
  - iv) Candidate registers on college website and fills online pre-admission form and takes printout of the filled form.
  - v) Candidate comes to college for admission along with printed admission form, required documents and fees.
9. Steps involved in admission process for CAP Vacancy seats –
  - i) Candidate visits college website – [www.somaiya.edu/kjsieit](http://www.somaiya.edu/kjsieit).
  - ii) Candidate reads e-brochure.
  - iii) Candidate registers on college website and fills online pre-admission form and takes printout of the filled form.
  - iv) Candidate submits this printed admission form with required documents and processing fees in college office after getting the form verified.
  - v) Provisional Merit Lists are displayed for CAP Vacancy seats on college website and college notice board. These merit lists are prepared as per the guidelines given by competent authority.
  - vi) Time given to candidates to submit grievances if any.
  - vii) Final corrected merit lists are displayed along with the schedule of admission process on college website and college notice board. Students are informed about the fee structure and admission procedure through a notice.
  - viii) Candidates are called for counseling round as per their merit numbers on the dates mentioned in schedule.



10. Steps at the time of Admission -

- i) At the time of admission documents like mark sheet, leaving certificate, caste certificate etc. are collected from the candidate in original as per the type of candidate. All candidates must submit medical fitness certificate. For minority candidates, domicile certificate of Maharashtra state is compulsory.
- ii) Candidate pays the tuition fees, development fees as approved by Fees Regulating Authority, University fees (insurance, e-facility, disaster relief fund, Enrolment fees, Amartya Shiksha Yojana, Vice Chancellor's Fund, Student welfare fund etc.) and Examination fees in the accounts department.
- iii) Candidate fills enrolment form, eligibility form as per the requirement in student section.
- iv) Candidate fills online anti-ragging affidavit.
- v) For All type of admissions, information is immediately uploaded on DTE website.

11. Admission process is completed on the cut-off date mentioned by DTE in admission notification.

12. Details of all students are forwarded to Jt. DTE office, DTE office and Admission Regulating Authority for their approval & to University of Mumbai.

## 1.9 INDUCTION OF STUDENTS

Students entering KJSIEIT are coming into a new and unfamiliar environment, and many do not yet know what it means to be an Engineering student. With a large class size, it may not be possible for a teacher to tailor material to a diverse audience, where each individual has their own prior experiences of learning and their own assumptions about what it means to be a student in Engineering Education. So, on the first day of the college, induction program is conducted, which provides some basic information to students.

An induction program (Orientation Course) includes –

- 1) Introducing the college to all students.
- 2) Explaining roles of teachers and students in an engineering education. Clarifying misconceptions about these roles or expectations.



- 3) Introducing the principal, HODs of various departments and teachers to the students.  
Tell the students where they will be available.
- 4) Introducing subjects in brief which they will be learning in the first year.
- 5) Introduce various laboratories, students will be using and give their locations.
- 6) Provide a brief introduction of library, Sports section and other facilities and tell students how to use these facilities.
- 7) Introducing organization structure to the students.
- 8) Explaining examination scheme to the students.
- 9) Providing academic calendar mentioning various activities during the academic year.
- 10) Mentioning general rules and regulations regarding attendance.
- 11) Introducing Student-Teacher mentoring system.
- 12) Giving code of conduct to the students.
- 13) Introduce Anti-ragging committee members and discipline committee members.
- 14) Provide information regarding University Enrollment Forms and Examination Forms.
- 15) Introduce various scholarships available to the students.
- 16) Introduce various student chapters like IEEE, ISTE, IETE, CSI, IET etc. and encourage students to become member.
- 17) Give information regarding Training and Placement activity.
- 18) Any other information which will be helpful to the students in learning process.
- 19) Organize Fresher's Party through which students will display their talents.