



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

**1. ABOUT INSTITUTE**

**K J Somaiya Institute of Engineering and Information Technology**

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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 with 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 GOVERNANCE:

Governance refers not so much to what institutions do but how they do it, the ways and means by which an institution sets its directions and organizes itself to fulfill its purpose. Governance can be understood generally to involve **“The distribution of authority and functions among the units within a larger entity, the modes of communication and control among them, and the conduct of relationships between the entity and the surrounding environment.”**

In Higher Education, Governance processes deal with multiple dimensions of an institution i.e how it coheres, how its exercises authority, how it relates to internal members (students and staff), how it relates to external stakeholders (government, business, local community, international institutions), how it makes decisions, and how and how far it delegates responsibility for decisions and actions internally. The structure of Governance includes the role of institutional governing boards and presidents, their participative structures, their procedural rules and sanctions, their policies for resource allocation, and their arrangements for performance management, monitoring and reporting.

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On the view of the same KJSIEIT being an Autonomous Institute follows Governance as per prescribed guidelines of University Grant Commission. Following are the Governing Committees their Roles and Responsibilities as per UGC Notification dated 12<sup>th</sup> February 2018.

**1.6.1 STATUTORY BODY**

**1.6.1.a Governing Body**

**Composition of Governing Body:**

Number	Category	Nature
5 Members	Management Trust or management	As per the constitution or byelaws, with the Chairman or President/Director as the chairperson
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 Member	Educationist or industrialist	Nominated by the management
1 Member	UGC Nominee	Nominated by the UGC
1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education / State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Ex-Officio

**Functions of the Governing Body:**

Subject to the existing provision in the bye-laws of college and rules laid down by the state government /parent university, the Governing Body shall:



- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Approve new programs of study leading to degrees and /or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
- To approve annual budget of the college before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

#### **1.6.1.b Academic Council**

##### **Composition of Academic Council:**

1. The Principal (Chairman)
2. All the Heads of Departments in the college
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts / academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the University not less than Professors.
6. A faculty member nominated by the Principal (Member Secretary).

**Term:** The term of the nominated members shall be three years.

**Meetings:** Academic Council shall meet at least twice a year.

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**Functions of the Academic Council:**

The Academic Council shall have powers to:

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) Make regulations regarding the admission of students to different programs of study in the college keeping in view the policy of the Government.
- (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) Recommend to the Governing Body proposals for institution of new programs of study.
- (e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (g) Perform such other functions as may be assigned by the Governing Body.

**1.6.1.C Board of Studies:****Composition of Board of Studies:**

1. Head of the Department concerned (Chairman).
  2. The entire faculty of each specialization.
  3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
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4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college Principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the Principal. The Chairman, Board of Studies, may with the approval of the Principal of the college, co-opt:
  - (a) Experts from outside the college whenever special courses of studies are to be formulated.
  - (b) Other members of staff of the same faculty.

**Term:** The term of the nominated members shall be three years.

**Meetings:** The Board of Studies shall meet at least twice a year.

**Functions:**

The Board of Studies of a Department in the college shall:

- (a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- (b) Suggest methodologies for innovative teaching and evaluation techniques;
- (c) Suggest panel of names to the Academic Council for appointment of examiners; and
- (d) Coordinate research, teaching, extension and other academic activities in the department/college.

**1.6.1.D Finance Committee**

**Composition of Finance Committee:**

- (a) The Principal (Chairman).
  - (b) One person to be nominated by the Governing Body of the college for a
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period of two years.

- (c) Finance Officer of the affiliating University
- (d) One senior-most teacher of the college to be nominated in rotation by the principal for two years.

**Term:** Term of the Finance Committee shall be three years.

**Meetings:** The Finance Committee shall meet at least twice a year

**Functions of the Finance Committee:**

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- (a) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- (b) Audited accounts for the above.

**1.7 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, Pravesh Niyantran Samiti, 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'.
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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 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.
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- 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.
10. Candidates are called for counseling round as per their merit numbers on the dates mentioned in schedule.
11. Steps at the time of Admission -
- i) At the time of admission documents like mark sheet, leaving certificate, cast 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 decided by Shikshan Shulka Samiti, 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. Candidate fills enrolment form, eligibility form as per the
  - iv) Candidate fills online anti-ragging affidavit.
  - v) For All type of admissions, information is immediately uploaded on DTE website.
12. Admission process is completed on the cut-off date mentioned by DTE in admission notification.
- Details of all students are forwarded to Jt. DTE office, DTE office and Pravesh Niyantran Samiti for their approval.

### **1.8 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

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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 labs 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.
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