

Quality Assurance Report (AQAR) of the IQAC

2016-2017

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution

ManibenNanawati Women's College

1.2 Address Line 1

Vallabhbai Road

Address Line 2

Vile Parle (West)

City/Town

Mumbai

State

Maharashtra

Pin Code

400056

Institution e-mail address

mnwcollege@hotmail.com

Contact Nos.

022 26128840

Name of the Head of the Institution:

Dr. HarshadaRathod

Tel. No. with STD Code:

022-26176196

9869798988

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no.is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	78.50	2004	5
2	2 nd Cycle	B	2.89	2009	5
3	3 rd Cycle	A	3.02	2016	5
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR January to May, 2010 submitted on 20.09.2010
- ii. AQAR June 2010 to May, 2011 submitted on 25.07.2011
- iii. AQAR June 2011- May 2012 (Online) submitted on 26.08.2012
- iv. AQAR June 2012- May 2013 (Online) submitted on 02/09/2013
- v. AQAR June 2013- May 2014 (Online) submitted on 20/09/2014
- vi. AQAR June 2014- May 2015 (Online) submitted on 14/10/2015
- vii. AQAR June 2015- May 2016 (Online) submitted on 24/10/2016

1.10 Institutional Status

University State Central deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid 2(f) UG B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Home Economics, Vocational Commerce, P.G. Counselling & Clinical Psychology, M.Com.in Human Resource Management, P.G. Diploma in Early Childhood Education

1.12 Name of the Affiliating University (*for the Colleges*)

S.N.D.T. Women's University
Churchgate, Mumbai

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

CE

-

UGC-Special Assistance Programme DST-FIST

-

-

UGC-Innovative PG programmes

-

(specify)

-

UGC-COP Programmes

✓

✓

2. IQAC Composition and Activities

2.1 No. of Teachers

6 + 1 Librarian

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

-

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

2

College Principal

1

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

6

2.11 No. of meetings with various stakeholders:6

Non-Teaching Staff-1

Faculty- 2

Alumni- 1

Others-2

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International State Regi

Institution Level -

Workshops

(ii) Themes

a) State Level Workshop: A One Day State Level Workshop for Administrative & IQAC Members, Librarians and others from colleges of the Maharashtra was conducted by the IQAC in joint collaboration with the Administrative Department on 'Advanced Excel Hands on Training for Administrative Staff' on September 24, 2016. 150 participants attended the Workshop.

b) Regional Level: A One Day Workshop on 'Student Mentoring' was organized by IQAC in joint collaboration with IBS Business School, Mumbai Centre for faculty members of Colleges in Mumbai on July 29, 2016. 35 teachers attended the workshop.

c) College Level: The IQAC and Ethics committee organized a Half-Day Workshop on 'Professional Ethics' for the teaching faculty on February 6, 2017. 30 teachers attended the workshop.

2.14 Significant Activities and contributions made by IQAC

1. Conducted Academic and Administrative Audit on 29th April, 2017.
2. Mentoring services started by IQAC. Each student across B.A., B.Com., BMS section is covered under a Mentor. Only Academic mentoring is provided. The Mentor meets the mentees every month following a master Time-Table.
3. Installation of Information Screen for notices & for students in the Main Corridor of the Campus.
4. MoUs have been signed by IQAC with the following organization:
 - a) IBS Business School for promoting Student and Faculty Development programmes for a period of 3 years 2016 to 2018.
 - b) IQAC & NSS Cell signed MOU with Global Green Renaissance Foundation for 3 years to create awareness and propagate the importance of natural ecosystem and develop eco friendly culture.
5. Conducted talks and workshops on 'Leadership & Motivation' for TYBA, TYBMS & TYB.Com.AFI students by IBS Business School.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Drafting and Collecting feedback from students on curriculum	1. Feedback based on curriculum was designed and students of Final year were asked to fill their formats. The feedback was analysed. See Annexure 1-C.
2. To organize workshop for teachers on mentoring and to start mentoring for students	2. A workshop on Student Mentoring was conducted for teachers. Mentoring is now a formalized activity.
3. To organize workshop for non-teaching staff	3. A workshop on Advanced Excel Hands on Training was organized to foster capacity building of the Administrative Staff.
4. To start an IQAC newsletter	4. IQAC Newsletter is started on Bi-Annual Basis. Two issues were published (Pl. See Annexure VII A & B).
5. To prepare a proposal for	5. Conducted a workshop on 'Leadership & Motivation for Final Year Students'.

starting M.Com (Accountancy)	6. Prepared a proposal for starting M.Com. Accountancy Course & Sent to SNDTWU
6. Organizing skill development workshop for students	7. Conducted a workshop on 'Professional Ethics' for teachers.
7. To conduct academic and administrative audit for 2016-2017	8. Conducted Academic & Administrative Audit on 29.04.2017

** Attach the Academic Calendar of the year as Annexure. Please see Annexure Part A= I for Academic Calendar 2016-2017*

2.15 Whether the AQAR was placed in statutory body - No

Management State Any other

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	2	-	2	-
UG	4	-	2	-
PG Diploma	1	-	1	-
Advanced Diploma	-	-	-	4
Diploma	-	-	-	4
Certificate	-	-	-	5
Others	-	-	-	-
Total	7	-	5	13
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: ~~CBCS/Core~~/Elective option / ~~Open options~~

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	7 (2 nd semester for PG Diploma ECE)
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni (On all aspects)

<input type="checkbox"/>	Parents	<input checked="" type="checkbox"/>	Employers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Mode of feedback :Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure – PTA*

Please see Annexure I – A, I – B & I - C

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

YES.

Department of Commerce

B.Com – I: **Accounts:** Accounting Stds I, II, & IX have been included. **Maths&Statistics:** New Syllabus on Mathematics of finance has been included in Business Maths. A new paper on Business Environment has been introduced instead of Geography. **Commerce:** New paper on Human Resource Management has been included

Department of English:

The BOS of English revised the syllabus for **B.A- T.Y Compulsory English Papers** and **Specialised Literature** papers. The syllabus is kept in mind with the thought that English in India is a global language in a multilingual country. The goals for the compulsory English curriculum are twofold: - Attainment of a basic proficiency in reading, writing, speaking and listening skills and the development of language into an instrument for higher order linguistic skills, viz report writing, writing of articles and letters etc. The syllabus for literature has foregrounded contemporary issues and thrust areas in Drama, Novel and Poetry. The Indian writing in translation paper seeks to break the barriers between English and other Indian languages.

Department of Psychology:

The Psychology syllabus has been updated to match the recent changes in the classification of disorders namely **DSM five and ICD -11**. Besides latest advances in the field have been added to upgrade the syllabus. Newer text books have been identified as the main texts. One of the papers has been shifted from second year to third year keeping in mind continuity and students need for research.

Department of Sociology:

The syllabus of Third Year Sociology has changed in terms of introducing students to the new trends in **Anthropology** and **Tourism**. Also new theories were introduced keeping in mind the syllabi of major competitive exams.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	22	14	05	01	01

2.2 No. of permanent faculty with Ph.D. 12

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	14	08	05	--	01	--	01	--	22	08

2.4 No. of Guest and Visiting faculty and Temporary faculty 42 13 14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	24	26	03
Presented papers	24	20	02
Resource Persons	02	06	--

2.6 Innovative processes adopted by the institution in Teaching and Learning:

a. Classroom Teaching:	
<ul style="list-style-type: none"> • Dramatization of prescribed and relevant plays / stories by students • Use of dictionary and newspaper cuttings • Peer tutoring with group assignments and PPT presentation. • Activities related to creative thinking, creative writing, picture stories, best out of waste etc. • Map Plotting • Case studies 	<ul style="list-style-type: none"> • MCQs • Screening of Films • Play Reading • Demonstrations • Discussions and Debates • Learning through interaction with the help of lectures / workshops conducted by experts from the industry. • Subject specific practicals.
b. Going beyond the classroom – Experiential Learning:	

<ul style="list-style-type: none"> • Visits to Industries and Educational Tours • Visit to Universities and interaction with faculties and students • Visit to NGOs, companies and organizations • Putting up stalls and Learn and Earn Programs- <i>BiteDelite</i> • Exhibitions 	<ul style="list-style-type: none"> • Surveys • Promoting students to put up Stalls to develop Entrepreneurial Skills • Enactment of Street plays, skits, role plays • Visit to Book Exhibitions, Heritage Sites, Art Galleries • Visits to places of historical, interest, cultural festivals, libraries etc. • Visits to institute handling children with challenges
b. Going beyond the syllabus:	
<ul style="list-style-type: none"> • Special course in psychoanalysis for MA II • Workshops on personality development for BA I trained by MA I students • Research presentation Competitions. Students have won prizes at the Intercollegiate level. • Participation in co-curricular and extra-curricular activities 	<ul style="list-style-type: none"> • Use of library facilities for up gradation of knowledge Internship and Job training: M.A. and M.Com. Students take up internships in various counseling centres, hospitals and industries. Child Development students work in schools and nurseries as part of their field work. • Student Teacher exchange programme to enhance knowledge and skills.
c. ICT Integration:	
<ul style="list-style-type: none"> • Giving online tests, creation of regular WhatsApp group where a question is asked every day pertaining to the syllabus. • Teaching Aids prepared by Child Development students to show school children by using PPTs. • Use of Linguaphone Systems 	<ul style="list-style-type: none"> • Using Computer Laboratories for net browsing, preparing projects and preparing presentations, updating blogs and communicating with the help of Yahoo Groups and Google Groups. • Youtube videos and screening of films
d. Use of Creative Activities and Training:	
<ul style="list-style-type: none"> • Puppet making • Internship opportunities for exposure to industry • Training for Linguaphone • Learning to write poetry under the expert guidance • Cafeteria Practicals e.g. '<i>Bite Delite</i>' preparation of healthy snacks in bulk to sell and profits given to college and students. • Day care centre, play groups and primary school practical training • Training by ITC and Hyatt group of hotels for Foodand Nutrition students 	<ul style="list-style-type: none"> • Training on communication skills • English Day, Gujarati and Hindi Divas for elocution, essay writing, story writing and poetry writing. • Students contribute to college magazine <i>Srishti</i>, <i>Com Vision</i> and <i>Campus Breeze</i>. • Management games are conducted for BMS students by M.Com. students the games include: general knowledge, creativity, and communication skills.

2.7 Total No. of actual teaching days during this academic year

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Photocopy/ verification & Revaluation of answer booklets.
- Masking of answer booklets.
- Multiple choice questions

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Member of Board of Studies	Faculty involved in restructuring/revision/syllabus development	Faculty involved in Curriculum Development Workshop
04	06	15

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
T.Y.B.Com.	96	6.3	22.9	44.8	10.4	84.38
T.Y.B.A. (Eng)	101	2.9	15.8	36.6	20.7	76.24
T.Y.B.A. (Guj)	22	13.6	36.4	13.6	9.1	72.73
T.Y.B.M.S.	46	6.5	34.8	39.1	6.5	86.8
T.Y.B.Com. (AFI)	28	3.5	50	35.7	10.5	100
M.Com.	10	90	10	--	--	100
M.A.	44	6.8	70.5	20.5	--	97.73
P.G. ECE	6	6	-	-	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Academic and Administrative Audit: The IQAC conducted the Academic and Administrative Audit on 29th April 2017 for the academic year 2016-2017. It was an internal audit. The Audit Team comprised of (i) Prof. K.Venkataramini : Director, SIES Group of Colleges, Mumbai (ii) Prof. Vibhuti Patel : Head, P.G. Department of Economics, SNDT University, Mumbai and (iii) Mr. Suketu Jariwala: CEO, Torison Industries, Mumbai. All the three experts are a part of the College IQAC. The Audit Team graded the overall performance of the 16 Departments with the total score of 614 on 1000. The Audit Team followed the format of the SNDT Women's

University for the Audit report. Following the recommendations of the Audit Report, the IQAC has prepared guidelines for the departments to plan their academic, co-curricular and extra-curricular activities for the following academic year w.e.f. 2017-2018.

- During the Academic Year 2016-2017, the faculty members had been intermittently given handouts comprising useful tips and information related to : Best Practices in Teaching Learning processes; Student-Centric learning methods; Use and Role of ICT in effective teaching-learning processes ; and encouraging the use of e-learning resources.
- In the beginning of the new academic year 2016-2017 that marked the beginning of the 4th cycle of Reaccreditation, the IQAC coordinated with the Departments and Committees to revise the Departmental Objectives.
- Student feedback on Teaching Effectiveness has been a regular practice in the institution. Feedback for the year 2016-2017 was taken from students and analyzed. The outcomes were forwarded to the concerned teachers for their perusal.
- The Departments prepared Result Analysis for both the semesters of the academic year.
- All the Departments- Child Development, Commerce, Economics, English, Gujarati, Hindi, Psychology, Sociology, Child Development identify the weak and advanced learners and help the students to improve their performances.
- The IQAC has initiated and prepared Feedback Forms for (i) Student Response on the effectiveness of the present curriculum and the need for starting new academic/vocational courses in the institution (ii) Parent Feedback to help the college to strengthen student development programmes.
- The IQAC conducted a series of workshops on “Motivation and Leadership” for the Third Year BA and BMS students in collaboration with the IBS Business School, Mumbai.
- The IQAC of the college has signed an MOU with the IBS Business School for the development of academic cooperation in Management Education. IBS Business School will provide necessary support for the Student Development Programme and Faculty Development Programme

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	01

HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	03
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees		Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
	Aided: 08	Unaided: 18			
Administrative Staff	Aided: 08	Unaided: 18	01	--	--
Technical Staff	--	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The Research cell organizes Inter and intra collegiate students’ research competition every year on contemporary issues to develop scientific culture and research among the students. This year theme was “Skill India: An Interdisciplinary Perspective”. Students also participate in research competitions conducted by other colleges and have won several prizes. This helps in developing scientific temper among them, they learn to prepare questionnaires and conduct surveys in their research area.
- English, Gujarati, Hindi literature and Commerce students Review Books to inculcate research skills. Students are given Project work in particular topics to develop the basics for research work. Students are guided to do coding, survey, questionnaires, sampling etc. for the research competitions.
- A paper on Research methodology is a part of the syllabus for B.A. M.A. and M.Com students. This paper enables the students to undertake surveys, prepare questionnaires and interview schedules. The post graduate students submit their dissertations where the faculty plays an active part in guiding their dissertation projects.
- Free internet facilities, Audio-Visual material, online resources, collection of books on Research Methodology in the library are some of the facilities available. Apart from this the library has a collection of completed major and minor research projects and Ph.D thesis for reference and preparation of research proposals
- PG Students carry out dissertation based research work under guidance of faculty.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2	300000	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	16	21	15

Non-Peer Review Journals			5
e-Journals	1		2
Conference proceedings		1	1

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2016	UGC UGC	1,70,000 1,30,000	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	2	2	1	-	-
Sponsoring agencies	ICSSR MNWC, Guang Zhou	Canara, Vijaya and Bank of	Memory Makers , Third Place		

	University	Maharashtra	,The Departures		
--	------------	-------------	--------------------	--	--

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
6	1	2	-	2	-	1

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

	University level	<input type="text" value="5"/>	State level	<input type="text" value="2"/>
National level	International level	<input type="text" value="-"/>		<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

	University level	<input type="text" value="32"/>	State level	<input type="text" value="32"/>
National level	International level	<input type="text" value="32"/>		<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

	University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	International level	<input type="text" value="2"/>		<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

	University level	<input type="text" value="-"/>	State level	<input type="text" value="2"/>
National level	International level	<input type="text" value="1"/>		<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="2"/>	College forum	<input type="text" value="8"/>	
NCC	<input type="text" value="4"/>	NSS	<input type="text" value="14"/>	Any other <input type="text" value="-"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Arihant Academy Pvt Ltd was Conducted skill Development Programme on Banking to Develop Employability Skill for placement in HDFC bank
- Barclay Training Programme was Conducted
- Peace Rally
- Juhu Beach Cleaning
- Waste Management Project with NGO- GGRF
- Govt. Voter ID Awareness Campaign
- Survey and Rally Hepatitis B Awareness

- Medical Check up Comp For Womens And Children
- Talk on Traffic Rules

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1.893 Acres	--		1.893 Acres
Class rooms	24	02	College Funds	26
Laboratories	07	--	--	07
Seminar Halls	01	--	--	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	--	--	--	--

4.2 Computerization of administration and library

- 1) Fully Automated digitized office
- 2) Fully automated Library with SLIM 21 Library Management Software

4.3 Library services:

	Existing	Newly added	Total
	till 2015-16	Jun 2016- July 2017	

	No.	Value	No.	Value	No.	Value
Text Books	13545	1,281,301.04	313	89,473.00	13858	1,370,774.04
Reference Books	24944	3,351,509.17	159	61,722.70	25103	3,413,231.87
e-Journals	8	26,050.00	8	28,110.00	8	54,160.00
Journals	92	73,262.00	3	2,649.00	94	87,522.00
Digital Database	1	5,750.00	1	5,750.00	1	11,500.00
CD & Video	797	260,509.52	4	-	802	260,509.52
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall) 2016-17

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office (PC)	Departments /(PC)	Others/ (PC)
Existing	135	7	50MBP S	12	7	24	4	6
Added	2	-	-	-	-	-	-	-
Total	137	7	0	12	7	24	4	6

* Please see Annexure IV-A for Computer Configuration

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- 1) Advance Excel Training & Google dt.23/07/2016.
- 2) "Advance Excel Hands on Training for Administrative staff" held on dt.24.09.2016.

4.6 Amount spent on maintenance in lakhs :

i)	ICT	1077848
ii)	Campus Infrastructure and facilities	2410138
iii)	Equipments	85193
iv)	Others	355962

Total

3929141

Criterion V

Students Support and Progression

5.1 Contribution of IQAC in enhancing awareness about student support services

- Students and Parents informed about the financial assistance provided by the college during the orientation programme.
- The college has digital signage board in the main corridor of college premises, gives information about all necessary information related fees, exams and various sessions.
- The college has started the SWAYAM Counselling Center and appointed a medical doctor for that purpose.
- There are WhatsApp group of class representatives connected to the college office and students WhatsApp group to connect with students for easy and fast communication.
- Academic Mentoring is done for students once every month.
- Students get diary which contain information regarding Library, Book Bank, Counseling center, Health & fitness care, College Magazine, Placement Cell, etc
- The college has a fully functional Public Address System which reaches out to each classroom, library, canteen, laboratory and all other areas of the college premises.

5.2 Efforts made by the institution for tracking the progression

The Departments maintain register of students who have passed through which they track the progression of students i.e. number of students pursuing higher studies or employed after graduation. The college follows the practice of inviting Alumni for remedial teaching, guest

lectures, demonstration, as judges and for D.J. Party and training students. This practice enables the college to tap the talent of Alumni and make them a part of the college activities, acknowledging their contribution.

5.3 (a) Total Number of students

UG	PG	Ph. D.	BMS	B.Com(BAFI)	PGECE	Others
710	150	-	164	99	7	-

(b) No. of students outside the state

-

(c) No. of international students

-

Women

NO	%
100	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
685	7	2	15	1	710						

Demand Ratio 100%

The College being a minority college admission is given on first cum first serve basis

Dropout %

BA English	BA Gujarati	B.Com	BMS	BAFI	M.com	MA
23.48%	31.25%	28.88%	7.70%	26.31%	28.58%	4.17%

5.4 Details of Student Support mechanism for coaching for competitive examination (If any)

M. Com Department:

- Ø A Guest lecture organized on “Communication skills” required for competitive exams like GRE, TOEFL, IELTS on 22nd February, 2017. The guest speaker of the lecture was Mr. Shivan Bakshi, Faculty – Jamborce Education Pvt. Ltd.
- Ø Personal guidance given by faculty to students for how to apply for NET/SET exams and information of dates of exams.

BMS/B.Com (AFI) / B. Com:

Arihant Academy Pvt. Ltd.-Lectures started on 19th July 2017

- Ø Total number of students enrolled – 86
- Ø Total number of students appeared for exam – 52
- Ø Total number of students appeared for interview – 40
- Ø Total number of students selected – 13

Students are placed as a Trainee - Classic on Phone

No. of Beneficiaries

5.5 No. of students qualified in these examinations

NET SET/ SLET GATE CAT
IAS/ IPS etc State PSC UPSC Others

5.6 Details of student counseling and career guidance

- Ø Workshop for Career Guidance ‘Nayi Disha’ conducted by Ms. Aarti Pinto, organized by Placement Cell on 7th & 8th October 2016
- Ø Talk on ‘Career Opportunities’ by Ms. Kaya Udil, HR Manager of Bayside Media Pvt. Ltd., organized by Placement Cell on 5th January 2017

No. of student benefitted

5.7 Details of campus placement

	<i>On Campus</i>			<i>Off Campus</i>
	Number of Organizations visited	Number of students participated	Number of students placed	Number of students placed
Placement	05	132	36	01
Internship	1	49	13	-

5.8 Details of gender sensitization Programs

- Ø Talk on ‘Women & Law’ by Ms. Madhumita Bandopadhyaya organized by NSS Unit on 16th September 2016
- Ø Talk on ‘Sustainable Career for Women’ by Advocate Ms. Anupama Kapoor organized by NSS Unit on 28th January 2017
- Ø Street Play on ‘Women & Health’ Organized by NSS Unit. Street Play performed during NSS Foundation Day, NSS Residential Camp& at Nehru Nagar (Adopted Area)
- Ø Celebrated International Women’s Day at College Foyer organized by NSS Unit on 8th March 2017

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events.

State/University level National level International level

No. of students participated in cultural events

State/University level National level International level

5.9.2 No. of medals/awards won by students in Sports, Games and other events.

Sports : State/University level National level International level
 Cultural : State/University level National level International level

5.10 Scholarships and financial support

	Number of Students	Amount
Financial support from institution	25	13,750/-
Financial support from government	-	-
Financial support from others	46	1,99,810-
Number of students who received International/ National recognition	-	-

5.11 Students organized/initiatives

Fairs: State/University level National level International level

Exhibitions: State/University level National level International level

5.12 No. of Social initiative undertaken by the students ____11____largely through NSS . Programs like Green Waste, Swach Bharat and various awareness initiatives were undertaken.

5.13 Major grievances of student (If any) redressed:NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- The Vision of the College: “Sa Vidya Ya Vimuktaye” i.e. Knowledge is that which liberates.
Gandhiji’s motto for education for Gujarat Vidyapith, Ahmedabad is the source of our inspiration. The college adopted this motto as its vision from its inception in 1972.
- The Mission statement of the college is: “Empowerment of women through access to Higher Education’.

6.2 Does the Institution has a management Information System

Yes, office is completely automated. Ours is the first college to Customise Unique Systems.

- **Electronic Correspondence Management System:** Inward / Outward number is auto generated. Instant delivery of correspondence at **one click** to the concern staff wherever they are around the **world 24x7. 100% adherence to deadlines** is achieved **n-number** of files reduce to **1 Master File**.
- **Electronic Service Records Management System:** All the records of every staff from their personal file is scanned & uploaded in the system i.e. Appointment Letter, NOC, Approval, Confirmation Letter, Pay Fixation Forms, Month Salary Pay Slip, Form No. 16, updated Leave Record & updated PF Record. Every staff is given **Secure Login ID & Password**. Staff can access **online 24x7** wherever they are around the world.
- **Inventory Management System:** To keep **control on Stationery**. Purchase Stationery Stock is added. Issued stationery is managed. Current Stock & Purchase Order Report is generated from the system.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Teachers are invited by University to prepare new syllabus for the subject of DC English, Sociology, Commerce, Law, OMSP & TTM and Accountancy.

6.3.2 Teaching and Learning

- Departmental and Committee activities help to ensure that key objectives are met. Periodic meetings ensure monitoring of the processes.
- The Academic Calendar acts as guide for conducting and scheduling academic and non-academic activities.
- Teaching plans are prepared for every class and every paper
- Examination schedules are planned in advance
- Regular meetings are conducted to review and monitor activities
- Academically weak students are counselled and guided in order to improve their performance.
- Remedial Teaching and Bridge Courses are conducted
- Advanced Learners are encouraged to take up more challenging assignments.
- Personal productivity log book revised periodically after review
- Department of English as a language lab which has been upgraded with advanced software
- Computer lab on the fifth floor upgraded with latest 4G version for 24 PCs.
- Computer lab on the 5th floor upgraded and installed licensed Tally software.
- Department of Commerce Accountancy UG / PG signed MOU with MMP Shah College of Arts & Commerce, Matunga.
- College has signed MOU with IBS for students training on
- Department of Hindi had signed MOU with Gangdang University of foreign Studies, China and Udayanna University, Bali (Indonesia), for sharing knowledge through teacher, students exchange programme and organized international conference in the month of Oct 2016 and June 2017.
- 26 • Library had installed latest version SLIM -21 software for digitalization of library services.
- Various innovative teaching methods has been used by all departments
- 100 hours of compulsory Computer training with MQOC Academy ensures that

6.3.3 Examination and Evaluation

- Online submission of 2 sets of Question Papers w.e.f. 2014
- Subject wise Seat numbers, Hall Ticket & Attendance Sheet are auto generated.
- Marks & Grace marks are entered online. Result sheets & mark sheets, result analysis is generated.
- Best Attendance Certificate and incentive marks in Internal Assessment for students with attendance above 95%
- Teachers evaluate papers at the rate of 40 papers per day to ensure declaration of results within stipulated time.
- Parents or Guardians have to collect Results and are counselled by the teachers.
- Open house on the first day when college reopens after vacation (Semester I result) and last day of the term before vacation (Semester II result).
- Photocopy of paper, verification and revaluation of results.

6.3.4 Research and Development

- The college publishes *Research Horizons*, an International Multidisciplinary, multilingual Peer Reviewed Research Journal, listed in EBSCO database, June 2015 and teachers contribute their research articles.
- PG students of M.A. & M.Com. choose different issues pertaining to their respective specialization subjects as topics of dissertations.
- 2 teachers have applied for Minor Research Projects
- College has research cell and ethics committee for research activities.
- Constant encouragement given to staff for major and minor research projects under UGC scheme.
- Encouraging staff for FDP for Ph.D. programme
- Organised lecture on Research Methods by Dr. Alice Clark.
- Collaboration with Commerce Department and Library organised workshop for PG

6.3.5 Library, ICT and physical infrastructure / instrumentation

- For optimum utilization of space and addition of new programs, two more classrooms been added on fourth floor
- Development and upgradation of infrastructure and facilities to enhance learning
- Upgraded language lab with advanced software in 10 pc
- Upgraded computer lab with latest generation, more mph in 24 PCs. So that professional courses can have maximum utilization on fifth floor lab.
- License software Tally added in one computer lab- third floor
- Library had new software SLIM-21 and achieved the target of fully atomization.
- Library added scanner, bar code printer.

6.3.6 Human Resource Management

- Faculty Assessment is done through 'Self-Appraisal', which is assessed by the Principal and feedback is given to the teachers.
- Feedback by students with the help of Teachers Effectiveness Scale
- Teachers are encouraged to attended Orientation and Refresher courses.
- Department wise Peer performance done by faculty members
- Principal evaluation been done by all faculty members
- Quality analysis been done and feedback is given to teachers
- Perspective plan also looks forward to have 100% faculty with Minor/Major research projects and Ph.D degree out of 22 faculty. 12 are with Ph.D degree 3 have registered Ph. D
- Faculty are encouraged to attend Orientation and Refresher courses and short term courses organized by UGC- human resource Centre
- Organized two international conference at the China and one at Indonesia – Bali under MOU with International University (Gondegau University and Udayana University)

Workshop training session organised for the faculty.		
Date	Topic	Resource Person
21.06.2016	International Yoga Day	Mr. Sagar
23.07.2016	Effective search in google & how to link to web	Mr. Sanjay Chheda
29.07.2016	Students' Mentoring	IBS Team, Prof. Shilpi Gupta
24.09.2016	Advanced Excel	Mr. Abhishek Saleja
2.12.2016	SLIM- 21 Software	Mr. Ganesh Vetal
12.01.2017	Research Method	Dr. Alice Clark
06.02.2017	Professional Ethics	Dr. Ishita Mandal
20.02.2017	Vishakha Guideline – sexual harassment at workplace (prevention, prohibition and redressal) Act 2013 organized by SNTD Women's University and Maharashtra state commission for women (Training attended by teaching and non teaching staff)	
25.03.2017	Maintain Account and Budget	Dr. Venkatramani
22.04.2017	Computer Directive for PPT, Email etiquettes & Google drive	Mr. Hrishikesh Sarvankar, Dr. Garima

6.3.7 Faculty and Staff recruitment

29

- Strictly adhering to University Statues, Ordinances, Regulations and Rule for healthy and efficient functions of the college.
- Faculty and staff are appointed as per government or university norms of teaching faculty and non teaching staff.

The condition of service maintained as per norms

6.3.8 Industry Interaction / Collaboration

- Feedback taken from students who have undertaken internship.
- MOUs were signed
- Internship to students of OMSP programmes given to assist the admin staff.
- MOU with IT Monarch of Admin Office to sustain the Total Quality Practice of Digital Administrative Office.

- Visits and field trips are arranged through which students get exposure to industry practices.
- Students have been placed for internship (Ug and PG) with industry, corporate office, Pvt. Ltd. companies, NGOs, hospitals, educational institution.
- Placement cell conducts campus interview with companies such as Spice PR, Bayside Media Pvt. Ltd., Story Mirror.
- Experts are invited from the industry and corporate to address staff and students at seminar and conferences
- Experts are invited for internship UG and PG Viva-Voce

6.3.9 Admission of Students

- i. Pre admission forms were prepared which the students had to fill up before filling in the final online admission forms. This strategy immensely helped as the students could fill the forms at home thus enabling students to fill in all the required details at single point of time.
- ii. Lectures by Degree College Teachers to students of Junior College
- iii. Visit to schools in the catchment area Santacruz to Dahisar. Information is given about Junior & Degree College Courses.
- iv. Cash counter was provided for fees collection in the same lab where the forms were filled online.

6.4 Welfare schemes for

	Teaching	<ul style="list-style-type: none"> Free medical checkup Separate pantry for teachers with electronic appliances such as refrigerator, micro-wave, water-cooler, induction plate, water purifier etc. Free entry to fitness centre for two days in a week Free health and personal counselling Free internet facility
6.5 Total corpus fund generated	Non teaching	<ul style="list-style-type: none"> Health awareness lectures by Medical Fraternity are conducted for all teaching and non-teaching staff. Medical facility including medicines at discounted rate for non teaching staff Financial assistance for Class III and Class IV employees as required at personal level Provident fund scheme for Class III and Class IV staff of unaided and management staff, Diwali bonus for Class III and Class IV staff of unaided and management employees ₹ 99,17,281 encouraged to undertake gardening work for Provided uniform, umbrellas for Class IV staff The Principal stands guarantor for loans from Banks and Provident Fund Employment to the spouse of the deceased staff on compassionate ground One day Picnic for Class III & IV was arranged
6.6 Whether annual financial audit has been done	Students	<ul style="list-style-type: none"> Gym Insurance Counseling Free Internet Concessional Photo Copy Facility Scholarship Sports Coaching
6.7 Whether Academic and Administrative Audit (AAA) has been done?	Yes	

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	IQAC Advisory Member
Administrative	No	-	-	-

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- The Question paper is emailed half an hour before the exam and the question papers are then photocopied.
- Teachers evaluate papers at the rate of 40 per day.
- Online submission of examination forms and generation of hall tickets.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The college has not planned to have autonomous status.

6.11 Activities and support from the Alumni Association

- Ms. Princy Shah, did demonstration of Chocolate making for students on 1st September, 2016.
- Ms. Lalita Gupta and Ms. Neelam Singh gave their support in conducting the 3 day Residential Workshop at Kharghar, 25th November to 27th November, 2016.
- 'Women and Law' by Adv. Darshika Maiyya, faculty at the SNTD Law School, Juhu, Mumbai on 7th January, 2017 for TYBA students.
- Ms. Purvi Karelia, Lecturer for Diploma in Early Childhood Care & Education at St. Xaivers Institute of Education Society, Churchgate, was invited to Judge the College Personality Contest 2016-17 on 18th January, 2017.
- Mr. Ankit & Mr. Sanket Kadam was invited for the talk on Cyber Crime on 20th January, 2017.
- Ms. Shivani Patel invited for Remedial Teaching for B.A. III of Economic students in February, 2017.
- 10 of our ex-students came for supervision for College as well as University exam.
- Nayi Disha career guidance talk was being organized in collaboration with Placement Cell for the Alumni.
- Talk on 'Social Media' was organized for the Alumni, on the day of Convocation.
- DJ party was being organized for alumni on 14th March, 2017.

6.12 Activities and support from the Parent – Teacher Association

- Parents were invited for the Orientation program so that they could understand the working in the college. They were informed about the examination, students' council and other activities of the various committees of the college.
- Parents' feedback has been taken.
- Invited parents to attend the Annual Day Celebration on 21st December, 2016.
- Invited parents to attend the Annual Scholarship Prize Distribution function on 22nd

6.13 Development programmes for support staff

- Conducted workshops on topics like: Stress, relief, gender sensitization and cooking demonstration.
- Provided financial / medical assistance for Class III and Class IV employees as required
- Training provided for use of accounting software.
- Training for use of library software
- Encourage Non-teaching staff to participate in activities conducted by other colleges.
- The staff is trained, whenever new or up gradation in the existing software is undertaken.
- Workshop training session organised for the faculty.

Date	Topic	Resource Person
23.07.16	Effective search in google & how to link to web	Mr. Sanjay Chheda
24.09. 16	Advanced Excel	Mr. Abhishek Saleja
25.03. 17	Maintain Account and Budget	Dr. Venkatramani
22.04.17	Computer Directive for PPT, Email etiquettes & Google drive	Mr. Hrishikesh Sarvankar, Dr. Garima Tripathi

6.14 Initiatives taken by the institution to make the campus eco-friendly

- NSS Unit has signed MOU with Renniance
- Campus with full of greenery
- LED Tubes in Full Building
- Office / Library Automation

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Departments of English conducted a skill development programme on listening and speaking English for the non-English medium students of TYBA.
- Sociology Department had skill development workshop by the students and selling of those things which was learnt during the workshop.
- The Library introduced SLIM21, Library management Software for better functioning of Library.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Sr. No.	Nature of Work	In Association with	Deadline
1	NAAC sponsored conference	-	August 2017 –proposal July 2018- Conference
2	Starting of P.G. Course in Accountancy	Department of Commerce	August, 2017
3	Letter of Intent for collaborations and linkages	Departments and Committees	September 1 st week 2017
4	AQAR	Departments and committees	September 2017
5	Proposal for Research Centre of Excellence	-	August 2017

6	To promote coaching for competitive exams	Placement Cell	To begin by August 2017
7	Central Information Kiosk	Magazine and Report Writing Committee	October 2017
8	Infrastructure and equipment for promoting the use of ICT in teaching-learning process	Departments	August 2017
9	Academic and Administrative Audit	All the sections	April 2018
10	ICT Audit	Office	During the academic year
11	Green Audit	NSS	During the academic year
11	Raise Corpus for Research and Memorial Lecture/Endowment funds	Research Cell	To be decided and worked out

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Digitization of College Office
2. E-waste management
3. Improvements in Library Functioning
4. Energy conservation
5. 40 hours learning programme on linguaphone system for TYBA GUJARATI MEDIUM students.
6. Workbooks for FYBA and SYBA ENGLISH Medium students
7. FYBA ENGLISH MEDIUM students contributing poems, short stories to storymirror. Com
8. Campus Breeze; Dramatic Presentations, Expressions - English Day. Platform to speak in English
9. Switch off the appliances when not required, use maximum day light, use of signboards, cleaning the AC filters regularly
10. Department had skill development workshop by the students and selling of those things which was learnt.
11. Blog writing, bridge course
12. Entrepreneurship development program , Blossoms
13. Use of ICT
14. Celebration of Mental health Week to create awareness
15. Internship Off Campus to OMSP students.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

1. The NSS unit organized plantation of trees, beach cleaning and clean-up of a section of the IWC forest.
2. Students participated in a 5 km nature trail to know the role of nature, its evolution and importance in our lives

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength:

- Qualified and experienced faculty
- Well equipped & computerized Library & Admin Office
- Office & Library Automization
- Mentoring of Students
- Placement of Students
- MOUs with Academic Bodies & NGO

Weakness:

- Extension Work

Opportunity:

- Job opportunities for students after graduation
- Introduction of new courses to meet the changing needs of the society

Challenges:

- Stiff competition from colleges in the vicinity area
- Financial aid for ecumenically weaker students

8.Plans of institution for next year

36

- NAAC Sponsored Conference
- To submit proposal for Research Centre of Excellence
- To promote coaching for competitive exam
- Central Information Kiosk
- Academic and Administrative Audit
- ICT Audit

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ANNESURES

Annexure I A

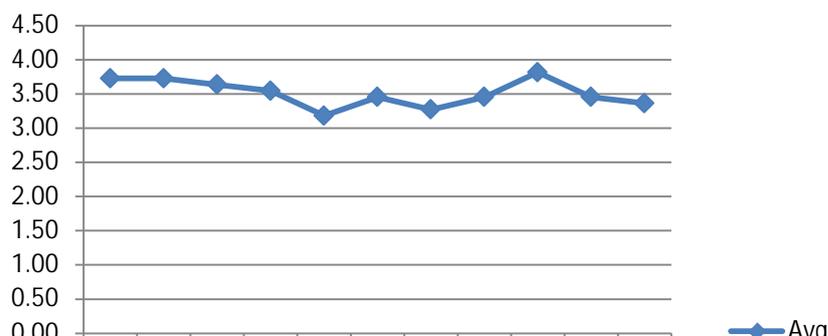
PLACEMENT FEEDBACK EVALUATION

Employers Feedback

Year 2016-17

DETAIL	Avg
i) Relation(s) to supervisor(s)	3.73
ii) Relation(s) to co- worker(s)	3.73
iii) Quality of work	3.64
iv) Motivation/ interest in task	3.55
v) Appropriate attitude	3.18
vi) Ability to learn and remember	3.45
vii) Communication skills	3.27
viii) Level of care with equipments	3.45
ix) Attention to working habits	3.82
x) Attention to safety factors	3.45
ix) Demonstrating ability	3.36

Candidate overall performance



* 90 % of the Employers agree with the following statements

- 1) Job helped the candidate to improve to work- related and interpersonal skills
- 2) Candidates were keen to learn and apply their Knowledge from their degree
- 3) Candidate are confident and committed to make from career point of view

Name of the Employers

- 1 Spice Bhasha
- 2 Andromeda Sales & Distribution Pvt. Ltd.
- 3 Bayside Media Pvt. Ltd.

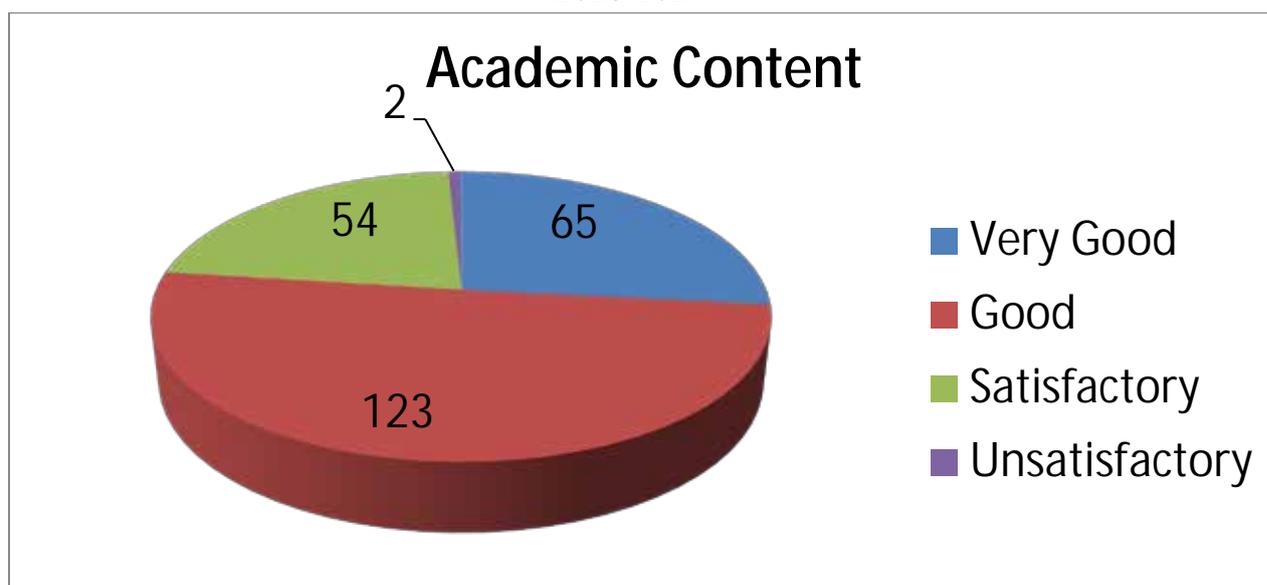
Annexure I B

STUDENTS APPRAISAL OF COLLEGE FACILITIES 2016-2017

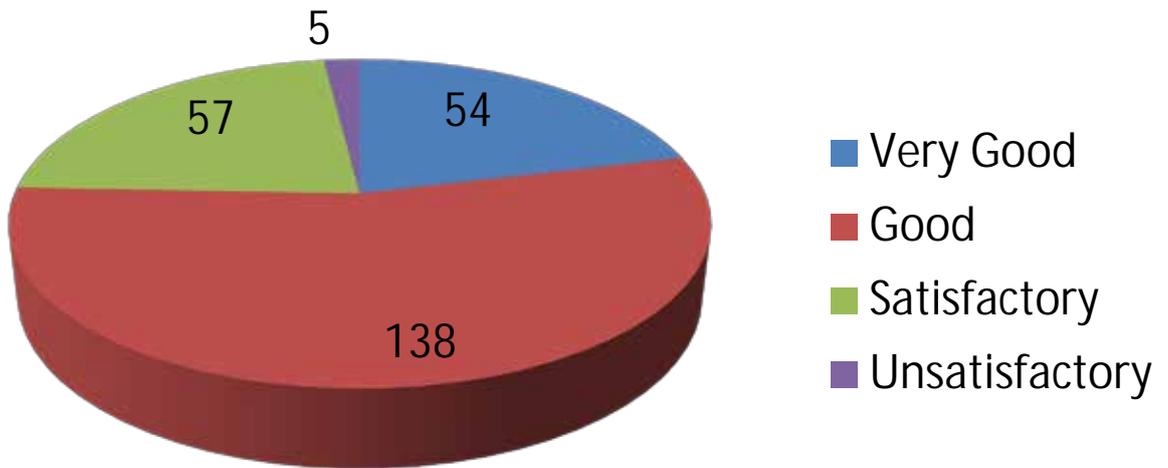
		OUT OF 5
CANTEEN	Quality of food	3.36
	Price of food	3.87
	Variety of food	3.65
	Service	3.68
	Hygiene	3.31
	AVG.	3.57
LIBRARY	Book Availability	3.78
	Staff helpfulness	3.32
	Adeq seating	3.63
	Lib timing	3.60
	Frequency of visits	3.44
	AVG.	3.55

OFFICE	Cooperation	3.53
	Information	3.43
	Timelines	3.30
	Politeness	3.10
	AVG.	3.34
GYM	Timing	2.35
	Environment	2.35
	Equipment	2.35
	Training	2.23
	AVG.	2.32
SPORT	Facilities	2.70
	Equipment	2.66
	Training	2.69
	AVG.	2.68
HEALTH SERVICES	Regularity	2.87
	Availability	2.86
	Quality	3.01
	AVG.	2.91
TOTAL RESPONDENTS		270

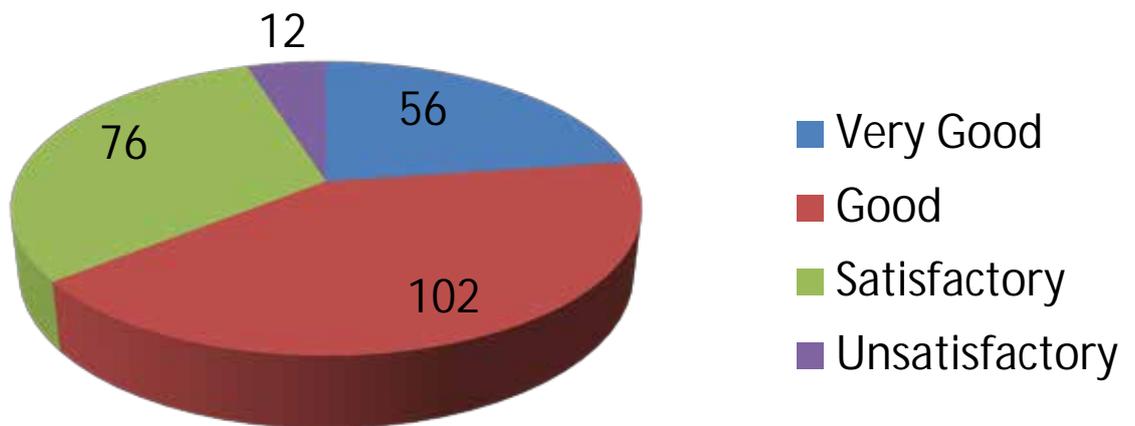
**OVERALL RATING OF PROGRAMME OF STUDY
2016-2017**



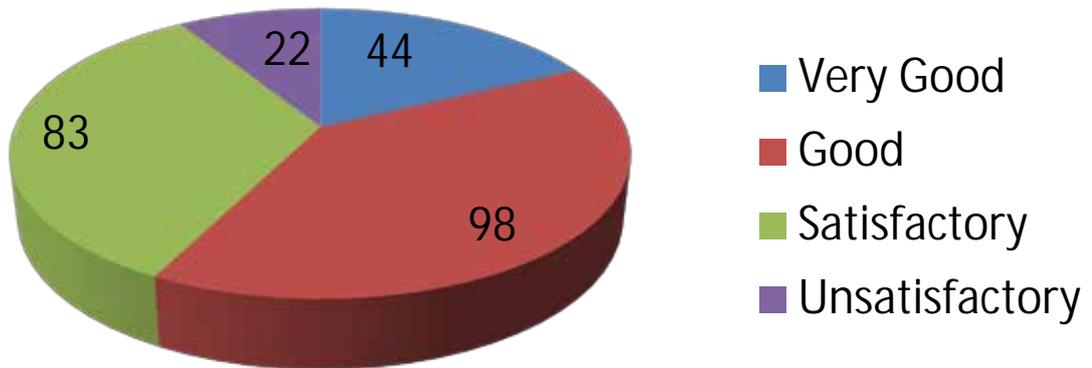
Usefulness of teaching materials



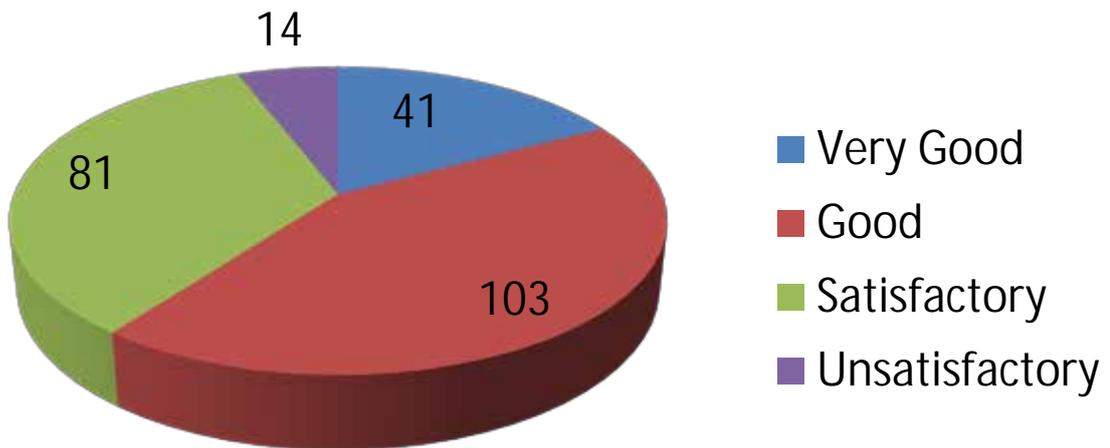
Usefulness of study groups in furthering learning



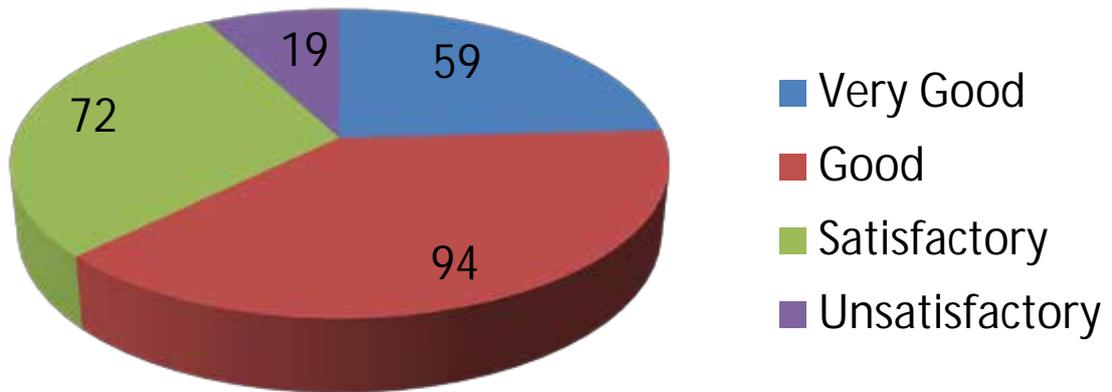
Timeliness of practical work



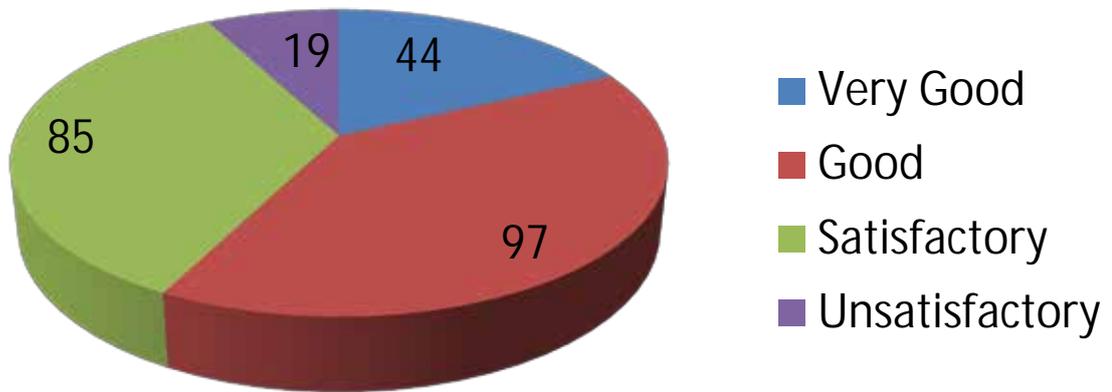
Offering and seeking helpful feedback



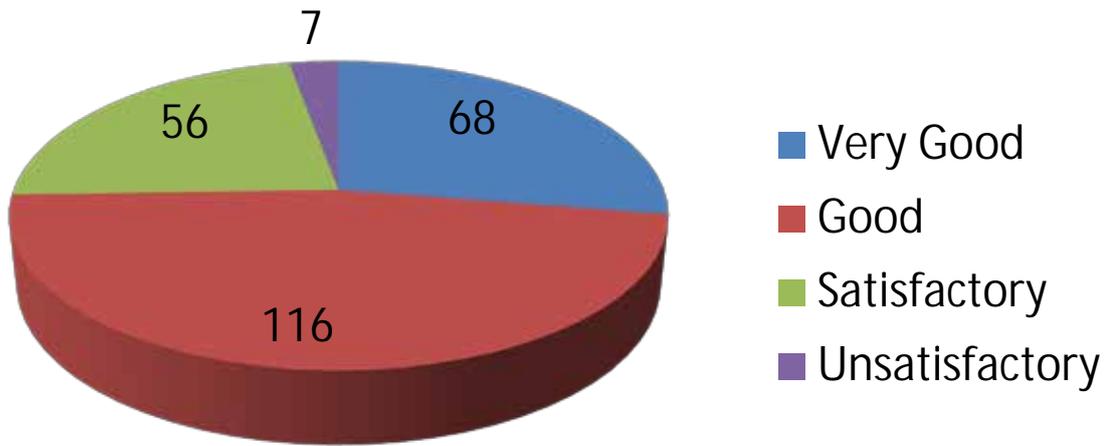
Offering and seeking helpful feedback



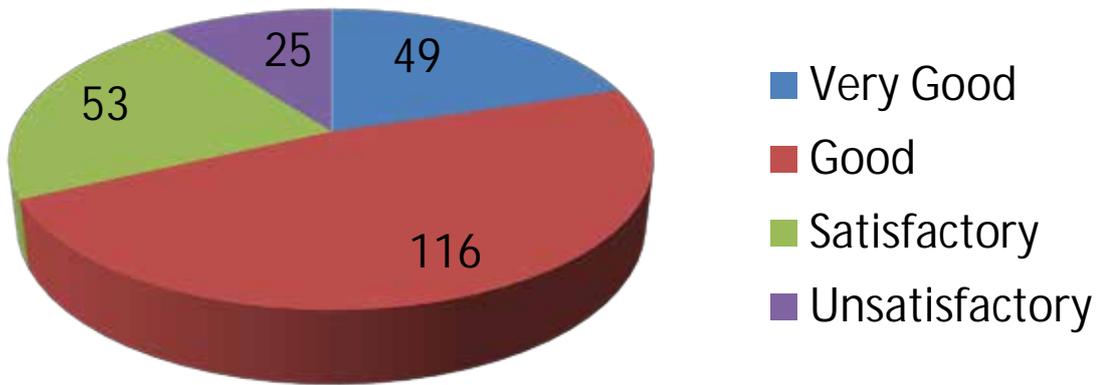
Fairness of evaluation



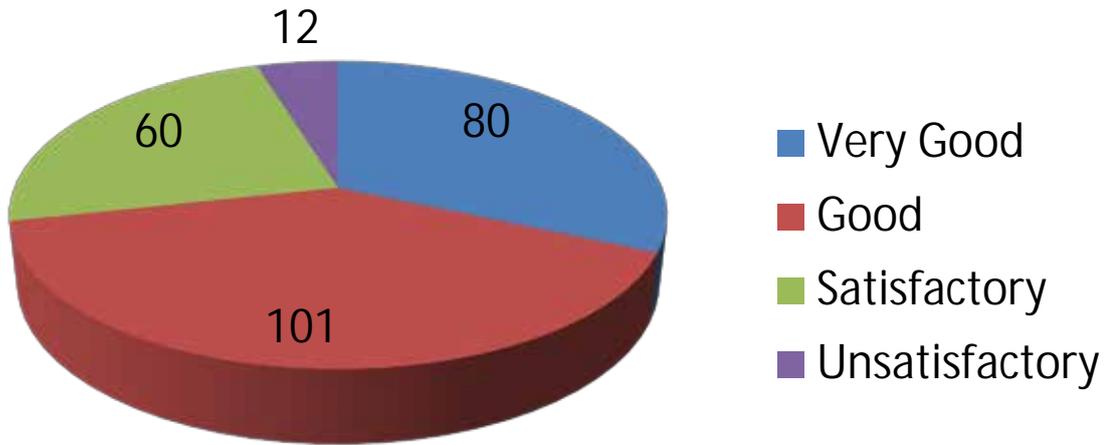
Interaction with faculty



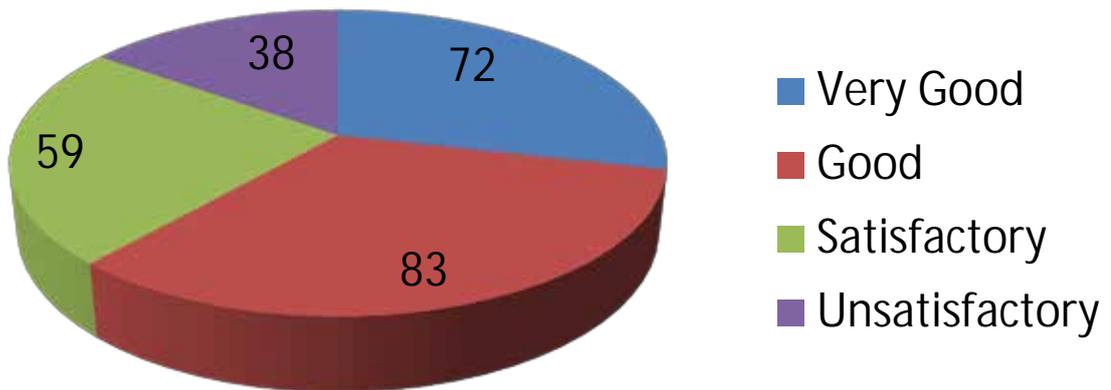
Interaction with administration



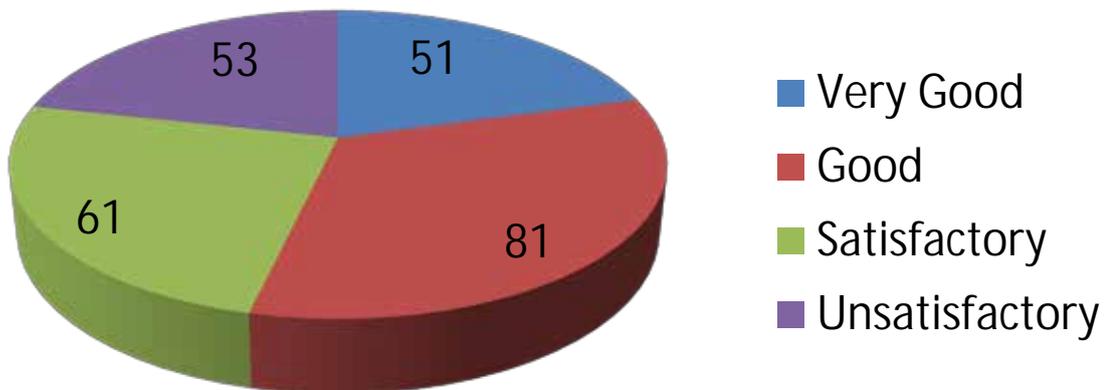
Library Facilities



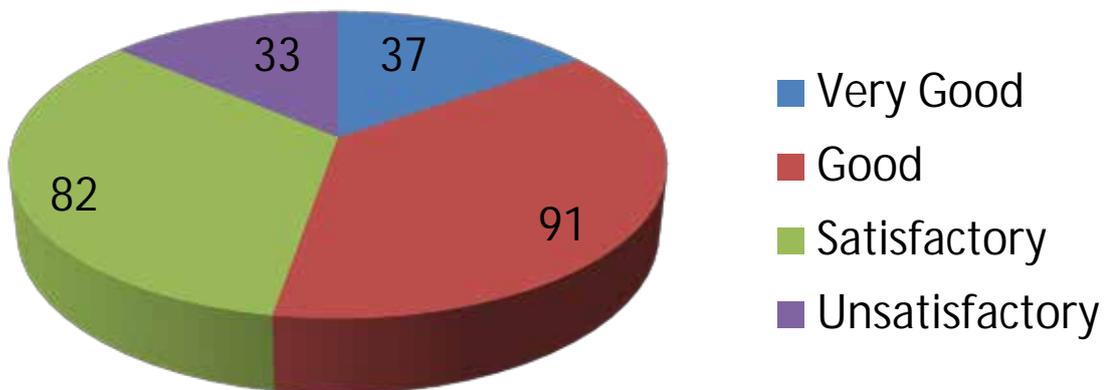
Computer Facilities



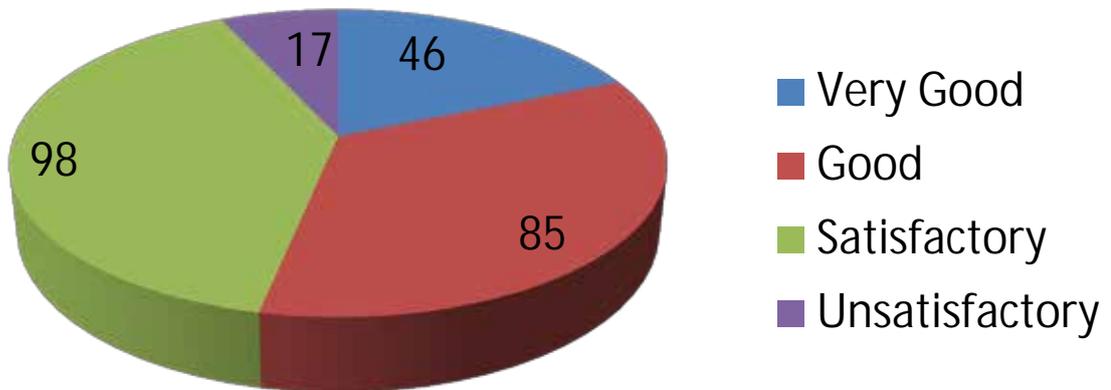
Internship Facilities



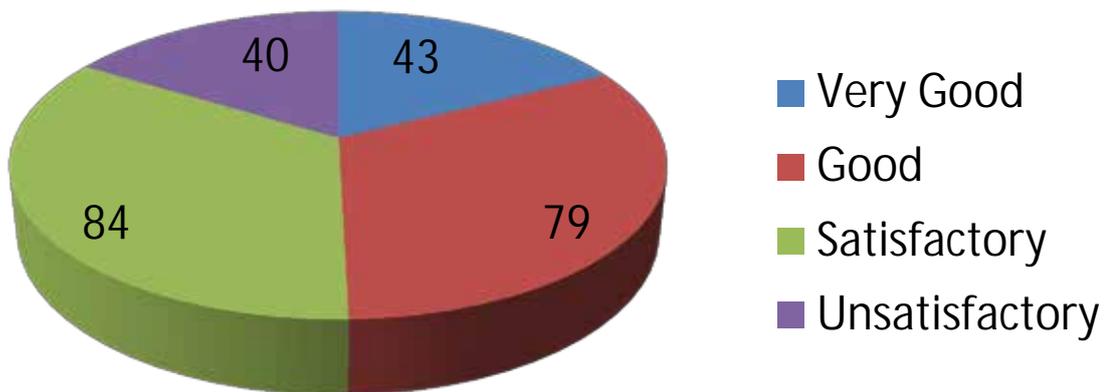
Recreational Facilities



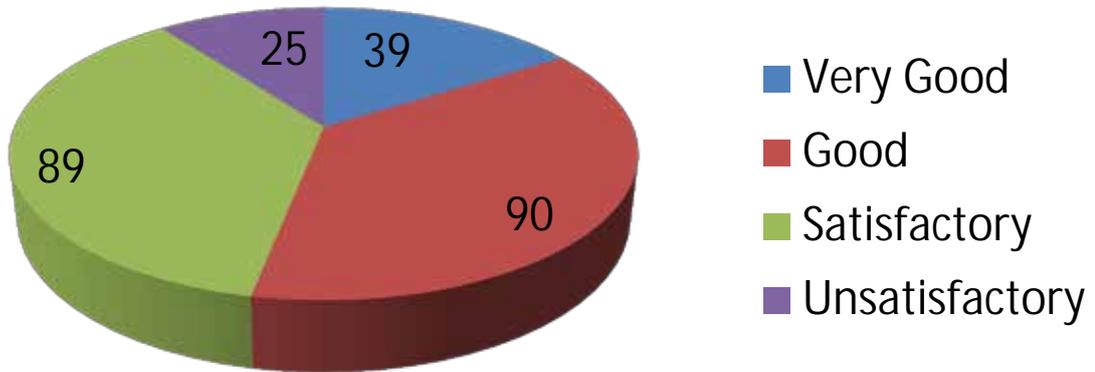
Extra-Curricular Activities



Sports Facilities



Bridge Course / Remedial Teaching Facilities



What other Degree or Certificate / Diploma Course would you suggest that the college should start?

The suggestions were as follows:

- B.Ed. / M.Ed.
- MMS
- MBA
- Ph.D.
- Event Management
- Certificate Course in Nutrition & Dietetics'
- M.Com. in Travel & Tourism Management
- Product Designing
- B.C.A. & M.C.A.
- M.Com. in Accountancy
- M.Phil. in Clinical Psychology
- Art Therapy
- M.A. in Industrial Psychology

Annexure Part A – I
Academic Calendar 2018-2017

Annexure I C

Parents. Feedback

ANALYSIS OF THE FEEDBACK TAKEN FROM THE PARENTS 2016-17

A questionnaire containing two sections namely, Section A Why did the parents choose MNW college for enrolling the daughter for higher education .Section B How would the parents liked to get more involved in the college activities by providing their expertise and support. The questionnaire was administered on 106 parents who had come on 24th January, 2017 for the open house day on Semester I results . The results of the questionnaire are summarised below.

SECTION A: In response to the questions-Why did you choose to enrol your daughter in our institute?

- 64.20% responded that the institution provides security to the girls.
- 60.4% said that the college had required facilities like-library, recreation. Canteen,gymkhana,Scholarship/freeship,Computer training.
- 59.4% said that the college provides better prospects and guidance for future academic achievements
- 56.50% preferred the college as it is a purely girl's institute.
- 53.77% responded that the institution will help to build their daughters overall personality.
- 50% said that the institution has god reputation.
- 42.45% said that there was a healthy communication with students.
- About 35-45% parents said that the college is easily accessible by train and bus, is one of the oldest institution in this area, friends/relatives have studied here, gives equal emphasis on cultural activities ,staff are experienced and approachable and the institute maintains a good parent teacher relationship.

SECTION B: I response to the questins as to how the parents would like to help the college, the responses for the various categories are as follows:

- I) Voluntary services:-
 - Handicrafts, Embroidery 18%
 - Bag Card Making 16.7%

Share life skills 29.25%
Help in training students for cultural events-11.32%

- II) Financial help to college-6%
- III) Rating of the college on 5 point scale-
 - Excellent-50.9%
 - Very Good-37.7%
 - Good-11.3%
 - Fair-0
 - Poor-0

Annexure VII - A

Best Practices

Title Of the Practice: Use of ICT in Administration

Goals: 1) To Turn Data into Information & Information into Insight.
2) Access of online Service for Staff 24x7 around the world

The Context:

The **use of technology** for processing, storing and utilizing information has become an integral part of our day to day administration. We deal with countless, limitless and endless flow of information, activities, data and processes, from miniscule to bulky size, on daily basis. With the help of Computer knowledge, we initiated Paperless Governance which is **Eco Friendly, Web based computerized operations** and motivated colleagues i.e. teachers and staff to take printout only if necessary. Our motto is **“Save Environment, Go Digital”** and are working towards 100% achievement of the mantra of **“Go Green”**.

The Practices

Customize the Unique Online System for entire Administrative Operations

- 1) **Electronic Correspondence Management System:** Due to **E-Correspondence Management System** Inward/Outward number is auto-generated and the staff receives the correspondence **remotely at one click of the button** through e-mail **around the world for 24X7 days.100% adherence to deadline** is achieved. We have reduced number of files to **one Master file**.
- 2) **Electronic Service Record Management System:** Every staff is given **secured login ID and Password**; they can access their Service Record remotely **24X7 from any part of the world**. **Wherever and Whenever** staff seeks any documents, they need not come to office, they can just login to their ID and get the printout of any particular documents as and when required. Entire personnel file of every faculty and staff member is **scanned** i.e. Approval, NOC, Appointment letters, Pay Fixations, and their Testimonials, **Online** Updated P.F. Record, Leave Record, monthly Pay Slips, Form No. 16, Aadhar card, PAN Card, Election Card are also **uploaded in this system**.
- 3) **Digital File Management System:** After Inward/Outward Number is auto generated, the correspondence is tagged online to the concerned party through Electronic Correspondence. The correspondence is linked to the digital file management system reducing physical file storage. This has helped to optimize storage space. Only one physical master file is maintained as per government requirements. **Option of Advance search** is also available making it easy to search the location of file from the system.
- 4) **Inventory Management System:** Earlier the Inventory Management System was manually maintained in Registers. Now it is system generated. To keep the actual Inventory Control Records, **New stock purchased** is added, **Issued stock** is managed; **Current Stock Report** and **Purchase Order Report** are generated from the system. As a consequence, our paper consumption has heavily reduced and the procurement of number of rims of paper has declined.

Outcome

Eco Friendly Administrative office is a win-win formula for all the management, teachers, staff and students. The following benefits were identified:

- Productivity has increased.
- Storage space is optimized.
- Expenses have reduced.
- Staff can work remotely.
- Enhanced customer service.
- Improved Disaster Protection.
- Reduced Environmental Impact.

Annexure VII - B

College Library

Title Of the Practice: Strengthening Book Bank facility

Goals: 1) To Increase the number of book bank students
2) To make effective utilization of library resources

The Context:

Book Bank facility is provided to need cum merit basis. Earlier Book Bank collection was not sufficient hence for strengthening the collection Rotary Club of Bombay Airport provided donation to purchase the textbook for the students.

The Practice:

In this facility students are allowed to take 5 to 6 textbooks for academic year. For taking the advantage of this facility UG students have to pay Rs. 100/- as one time charges.

1. Notices regarding Book Bank facility were displayed on the notice board.
2. Orientation were given to students
3. Announcement regarding Book Bank facility were done.
4. Announcement in the class regarding this facility done also by our teachers.
5. For getting the donation we had a talk with Rotary Club of Bombay Airport.

On the basis of student's recommendations list of books were added to Book Bank Collection which was funded by Rotary club in the year 2013-14. Total 319 books added in the collection. Inauguration of Book Bank facility was done by Mr. Suketu Jariwala. 24 Students participated in the programme.

Evidence of Success`

No. of students were benefited as follows

Year	2012-13	2013-14	2014-15	2015-16	2016-17
No. of Students Benefited	56	163	195	222	217

QUALITY DIGEST

INSIGHT. INNOVATION. EXCELLENCE.

Volume 2, July 2017

For Private Circulation

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OUR VISION

“SaVidyaYaVimuktaye”
That Which Liberates)

OUR MISSION

Empowerment of Women through (Knowledge Is
Access to Higher Education

QUALITY POLICY

- To support girls to pursue higher education and make them empowered to take up challenges
- To promote skill and communication development programmes to increase employability of our students.

GOALS

- To facilitate knowledge and skills to lead to economic empowerment for students
- To encourage holistic development of students and staff members
- To foster and develop ethically conscious and socially responsible citizens
- To encourage financially and academically weak students for taking up higher education
- To provide opportunity and platform to adult learners
- To sustain the total quality management in academics and administration

EDITORIAL TEAM

- Prin. Dr.HarshadaRathod
- Dr. Rajshree Trivedi
- Ms.SheetalSawant
- Ms.Kinjal Mehta

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NAAC
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“A”

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Editorial

John Ruskin said, "Quality is never an accident. It is always the result of intelligent efforts. It is the will to produce a superior thing."

The success of an institution depends upon the incoming material. Here, in the scenario of education, the incoming materials are the students. There is a famous saying, "*Planting of good seeds get good plants.*" As Tagore remarked, "*A lamp can never light another lamp unless it continues to burn its own flame*".

Our IQAC is conceived as the catalyst of institution building with a motto, "*Reaching the unreached with a missionary zeal within stipulated time.*" The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of the institution. The issue of *Quality Digest* is a remarkable step towards its further milestones.

- Prin. Dr. Harshada Rathod

Workshop on Professional Ethics

The Internal Quality Assurance Cell and the Ethics Committee of ManibenNanavati Women's College organized a half day workshop on Professional Ethics for the Degree and Junior college teaching staff of the college on February 6, 2017. The session was conducted by Dr. EshitaMandal, Psychologist and trainer. DrEshitaMandal is a member on Board of Ethics of various organizations. The workshop was an interactive session which helped in understanding importance of values and ethics in the organization. Certain ethics to be followed as teachers and colleagues were discussed. The workshop brought to light the need of having uniform ethics for an organization and the reasons for adhering to the ethics of the institute.



Paper Presented at NAAC Sponsored National Conference

Dr. Rajshree Trivedi, IQAC Co-ordinator and Dr. Swati Partani, Head, Dept. of Child Development presented papers at the two Day NAAC sponsored National Conference on "Quality Enhancement of Teaching & Learning Processes in Higher Education" organised by Shree NagindasKhandwalaColleg, Mumbai on 13 &14 February, 2016. The papers were published in the Conference Proceedings with an ISBN. Dr. Rajshree Trivedi's paper was "Using ICT for Teaching- Learning English for L3 Speakers" and Dr. Swati Partani's papers was "Multiple Intelligence Theory: An Interactive Pedagogy in Teaching and Learning." Dr. Partani's paper was awarded the Best Paper Prize.



Academic Administrative Audit : NAAC sponsored Conference

Maintaining Accounts and Budget

Dr. Rajshree Trivedi ,Ms.Keyaa Mukherjee , Ms.ArtiMahadik, Ms.SheetalSawant and Ms.NehaBhansali attended the NAAC sponsored Two Day National Conference on "Academic and Administrative Audit" organised by College of Home Science, NirmalaNiketan, Mumbai on 10 & 11 January , 2017. Mrs.Keyaa Mukherjee was invited as a Resource Person for the Session on "Role of ICT in Administration." Dr. Rajshree Trivedi's poster on "Preparing for Global English Standards, the ICT Way" was selected for the Display. Ms. Mukherjee's and Dr. Rajshree Trivedi's papers were published in the Conference Proceedings

The Workshop on Maintaining Accounts and Budget was conducted for Administrative Staff to strengthen the accounting system and to improve the work flow of financial information and in every accounting aspect. The Resource Person was Prof. Venkatramani K. Former Registrar University of Mumbai his expertise in this area helped the admin staff in How to prepare and maintain:

Budget at a glance i.e. Actual, Revised Estimate and Budget Estimate. Index Department wise Income & Expenditure as per Student strength. Every Students fees should be in Tally Software.



Computer Directive for Presentations, Email Etiquettes and Google Drive Workshop for Administrative Staff held on 22-04-2017



The Objectives of the workshop was to teach and train the staff for making power point presentation (PPT), observing e- mail etiquettes and using Google Drive for sharing and storing documents while working together on files / Folders.

MOU with the IBS Business School (ICFAI)

The College signed an MOU with the IBS Business school on 13th June 2017 for a period of three years for the development of academic cooperation in Management Education. The general objective of the MOU is to stimulate and facilitate the development of collaborative and mutually beneficial programs which serve to enhance the intellectual life and cultural development on both the



Staff learned how to maintain daily accounting system and benefited a lot from this Workshop

campuses. Programmes related to the faculty and student development will be carried out under the aegis of this MOU.

IQAC & NSS CELL Sign MOU with GLOBAL GREEN RENAISSANCE FOUNDATION (GGRF)

The IQAC and NSS CELL of the College signed an MOU with the Global Green Renaissance Foundation for five years starting from the academic year 2016-2017. The objective of the MOU is to create awareness and propagate the importance of natural ecosystem and develop sensitivity in personal attitudes towards environmental issues among the College students. Lectures, awareness campaigns and other events will be carried out under the aegis of this MOU.

Academic and Administrative Audit

The College undertook Internal Audit for Academic and Administrative review for the year 2016-2017 on 29th April, 2017. The Audit Team comprised of three members: Prof. Vibhuti Patel, Prof. K. Venkataramani and Mr. Suketu Jariwala, the members of the Internal Quality Assurance Cell (IQAC) of the College. The Audit began with a presentation by Dr. Rajshree Trivedi- Coordinator, IQAC. This was followed by a presentation by Mrs. Keyaa Mukherjee, Office Superintendent on behalf of the College Office. Thereafter, the following departments made their PPT presentations: Bachelor of Management Studies, Commerce – (UG, PG and AFI), Child Development, Economics, English, Gujarati, Hindi, Food and Nutrition, Foundation Course, Psychology –(UG and PG), Sociology and Early Child Care Education. Among the Committees who made the presentation were National Service Scheme (NSS), National Cadet Corps (NCC), Sports, Student Council, Placement Cell, Examination and ManibenNanavati Alumni Association (MNAA) and Parent-Teacher Association (PTA). Ms. Sheetal Sawant made a presentation on behalf of the College Library.

On 24th June, 2017, the Academic and Administrative Audit Report was read by the Audit Team members in the presence of Smt. Himadri Nanavati- the Managing Trustee, Dr. Harshada Rathod- Principal and all the teaching as well as non-teaching staff members. The Audit Team members gave recommendations for making the future plans for the College.

“Effective Mechanism for Quality Assessment, Auditing and Accounting”

A One –Day State level Seminar was jointly organized by the IQAC and the Administrative Department of the College on 15 July 2017 from 10.00am to 06.00pm. 120 participants from more than 50 colleges in Mumbai, Sindhugurgh, Panvel, Kalyan, Thane and other places in Maharashtra attended the Seminar. The day began with a formal Inauguration Function. Dr. Sanjay N. Bharambe, Registrar, SNDT Women's University, Mumbai was the Chief Guest. In his Keynote Address, he stressed the need of digitization in administration and insisted upon developing systematic methods of preparation of accounts for assessment and auditing. Session I was conducted by Prof. Venkataramani K., Former Registrar, University of Mumbai on “Budget.” He explained and gave illustrations of budgetary systems adopted by the University of Mumbai. Towards the end of the session, he suggested that the colleges could design a course on “Advanced Diploma for College Administration” to train the academic as well as administrative staff to promote revenue generation. Session II was conducted by Ms. Arti Mahadik, Head Clerk, MNWC on “Accounting Practices.” She spoke on the customized software that the MNWC uses to fulfill all the requirements of accounting methods. Mrs. Keyaa Mukherji, the Office Superintendent, MNWC presented a PPT on digitization of their college administration and about their consultancy services.



The next session was on “Audit Rules and Regulations.” The Resource Person for this session was Mr. Parag Patil, Senior Auditor, Higher Education, Mumbai Region. He made a detailed presentation on the Auditing patterns that the colleges should follow. More than thirty questions from the participants were answered by him. The last session on “Stress Management Techniques” was conducted by Dr. Harish Shetty, the renowned psychologist and counselor. The Seminar ended with a vote of thanks and distribution of certificates by Dr. Harshada Rathod, (Principal MNWC College)

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

<p><u>Strength:</u></p> <ul style="list-style-type: none">• Qualified and experienced faculty• Well equipped & computerized Library & Admin Office• Office & Library Automization• Mentoring of Students• Placement of Students• MOUs with Academic Bodies & NGO <p><u>Weakness:</u></p> <ul style="list-style-type: none">• Extension Work <p><u>Opportunity:</u></p> <ul style="list-style-type: none">• Job opportunities for students after graduation• Introduction of new courses to meet the changing needs of the society <p><u>Challenges:</u></p> <ul style="list-style-type: none">• Stiff competition from colleges in the vicinity area• Financial aid for ecumenically weaker students

8.Plans of institution for next year

<ul style="list-style-type: none">• NAAC Sponsored Conference• To submit proposal for Research Centre of Excellence• To promote coaching for competitive exam• Central Information Kiosk• Academic and Administrative Audit• ICT Audit• Green Audit• Raise corpus for Research and Memorial Lecture / Endowment Funds

Name Dr. Rajshree Trivedi

Name DR. HARSHADA S. RATHOD

RPTrivedi2

[Signature]
09.10.2017

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC