

## The Annual Quality Assurance Report (AQAR) of the IQAC

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

#### I. Details of the Institution

1.1 Name of the Institution

Maniben Nanavati Women's College

1.2 Address Line 1

Vallabhbai Road

Address Line 2

Vile Parle (W)

City/Town

Mumbai

State

Maharashtra

Pin Code

400 056

Institution e-mail address

mnwcollege@hotmail.com

Contact Nos.

022-26128840

Name of the Head of the Institution:

Dr. Harshada S. Rathod

Tel. No. with STD Code:

022- 26176196

Mobile:

0-9869798988

Name of the IQAC Co-ordinator:

Dr. Falguni P. Desai

Mobile:

9-9819757962

IQAC e-mail address:

mnwcollege@hotmail.com

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)

EC/51/RAR/40

1.5 Website address:

<http://www.mnwc-sndt.org/>

Web-link of the AQAR:

<http://mnwc-sndt.com/PDF/AQAR-Working-2014.doc>

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 <sup>st</sup> Cycle | B+    | -    | 2004                  | 5               |
| 2       | 2 <sup>nd</sup> Cycle | B     | 2.89 | 2009                  | 5               |
| 3       | 3 <sup>rd</sup> Cycle |       |      |                       |                 |
| 4       | 4 <sup>th</sup> Cycle |       |      |                       |                 |

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

15/07/2004

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

2013-2014

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 (DD/MM/YYYY)
- ii. AQAR June 2010 to May, 2011 submitted on 25/07/2011 (DD/MM/YYYY)
- iii. AQAR June 2011 to May, 2012 (Online) 06/08/2012 (DD/MM/YYYY)
- iv. AQAR June 2012 to May, 2013 (Online) 02/09/2013 (DD/MM/YYYY)

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  UGC 2(f)  UGC 12B

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

M.A. in Counselling & Clinical Psychology, M.Com. in Human Resource management, Bachelor of Management Studies (BMS) & Bachelor of Commerce with Accountancy, Finance & Insurance (BAFI)

1.12 Name of the Affiliating University (for the Colleges)

SNDT Women's University

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

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (Specify)

-

UGC-COP Programmes

-

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

14

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

02

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and  
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

02

2.9 Total No. of members

24

2.10 No. of IQAC meetings held : 03

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  Alumni  Others

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  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- 7 day ICSSR sponsored Faculty Development Programme to enhance research skills.
- 'ANTH' street play by 'Smitanatil' theatre group on World Anti Drug Day to

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   |
|--------------------------------------|--|
| ICT Integration in Teaching Learning | <ul style="list-style-type: none"><li>• Increased PPT by students</li><li>• Formation of Yahoo Group, Whats App Groups &amp; Creation of Education Blogs by students</li><li>• Online 100 hours of Computer training</li></ul> |
| Increase in Research Output          | <ul style="list-style-type: none"><li>• Increase in the number of students participation in</li></ul>  |

|                                  |   |
|----------------------------------|---|
|                                  | <p>Paper Presentation Competitions at college and Intercollegiate Level</p> <ul style="list-style-type: none"> <li>• Two teachers completed their Ph.D.</li> <li>• 8 teachers presented papers at International Conferences</li> <li>• 19 teachers presented paper at National Conferences and Seminars</li> <li>• 5 teachers presented papers at state level seminar.</li> <li>• Students from Economics, Sociology, Psychology department and Foundation Course participated and won prizes at Intercollegiate paper presentation competition.</li> <li>• 4 teachers submitted Minor Research Proposal at UGC.</li> </ul> |
| Initiating Eco-friendly Projects | <ul style="list-style-type: none"> <li>• Made Quilts for the students of Rotary Anudanit Ashram Shala, Palghar</li> <li>• Paper bags from old newspaper were made &amp; distributed to vegetable vendors of Vile Parle area.</li> <li>• Cloth bags were made and distributed to nearby vegetable vendors.</li> </ul>  |
| Entrepreneurship Training        | <ul style="list-style-type: none"> <li>• 'BITE DELITE' an initiative to train students to Plan, Budget, Advertise, Package &amp; Sell Snacks to Staff &amp; Students of College</li> </ul>  |

|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• I Create India – An Entrepreneurship training program for students of Commerce &amp; Fashion Designing</li> <li>• A training for BMS &amp; BAFI students to become Licensed LIC Agents.</li> </ul> |
|--|---|

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

## Part – B

### Criterion – I

#### I. 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                     | 3                             | -  | -                                   | -  |
| UG                     | 3                             | 1  | -                                   | -  |
| PG Diploma             | -                             | -  | 1                                   | -  |
| Advanced Diploma       | -                             | -  | -                                   | 6  |
| Diploma                | -                             | -  | -                                   | 2  |
| Certificate            | -                             | -  | -                                   | 7  |
| Others                 | -                             | -  | -                                   | 1  |
| <b>Total</b>           | <b>6</b>                      | <b>1</b>                                   | <b>1</b>                            | <b>16</b>  |
| 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                    |
| Trimester | -                    |
| Annual    | -                    |

1.3 Feedback from stakeholders\* (On all aspects) Alumni  Parents  Employers  Students

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

\*Please provide an analysis of the feedback in the Annexure

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

No change in the syllabi

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

Bachelor of Commerce in Accountancy, Finance & Insurance

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 20    | 12               | 6                    | 1          | 1      |

2.2 No. of permanent faculty with Ph.D.

11

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 |
| 1                | 1 | -                    | - | 1          | - |        |   |       |   |

2.4 No. of Guest and Visiting faculty and Temporary faculty

36

24

2

2.5 Faculty participation in conferences and symposia:

| No. of Faculty   | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended         | 10                  | 19             |             |
| Presented papers | 8                   | 19             | 5           |



|                  |   |   |   |
|------------------|---|---|---|
| Resource Persons | - | 2 | 2 |
|------------------|---|---|---|

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

### ➤ Innovative Teaching Approaches

#### Classroom Teaching

- Dramatization of prescribed & 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

### ➤ Innovative Teaching Approaches

#### Going beyond the Classroom

- Visits to Industries & Educational Tours
- Learn & Earn Programmes: Yuva Udhyami, Bite Delite
- Surveys
- Stalls to Develop Entrepreneurial Skills
- Street Plays, Skits, Role Plays
- Visit to Book Exhibitions
- Visit to places of historical, interest, cultural festivals, libraries etc.

### ➤ ICT Integration

- Giving online tests, creation of regular Whats App where a question is asked everyday pertaining to the syllabus.
- Power-point presentations.

➤ Reforms initiated by the institution on its own:

- College introduced Masking System with confidential Code numbers for answer sheets prior to the University. College was the first affiliated college to initiate this system.
- Computerization of all examination related work
- Online examination forms and entry of internal assessment marks was initiated by the college prior to the University.
- Variety of methods for Internal Assessment
- Preparation of Question Banks and Content Analysis workshop organized by various Departments
- Two sets of question paper are prepared and one is selected at random by the

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

180

2.8 Examination/ Evaluation Reforms initiated by

✓

the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online 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

|   |   |  |
|---|---|--|
| 3 | 2 |  |
|---|---|--|

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 % |
| B.A. (G) – Sem V       | 25                             | -             | 32    | 56    | -     | 88     |
| B.A. (G) – Sem VI      | 24                             | 12.5          | 37.5  | 41.66 | -     | 91.66  |
| B.A. (E) – Sem V       | 58                             | 3.44          | 13.79 | 63.79 | -     | 81.03  |
| B.A. (E) – Sem VI      | 58                             | -             | 25.86 | 43.10 | -     | 68.96  |
| B.Com. – Sem V         | 118                            | 1.69          | 22.03 | 61.01 | -     | 84.74  |
| B.Com. – Sem VI        | 116                            | 0.86          | 18.96 | 53.44 | -     | 73.27  |
| BMS – Sem V            | 40                             | 20            | 50    | 27.5  | -     | 97.50  |
| BMS – Sem VI           | 40                             | 20            | 55    | 12.5  | -     | 87.50  |
| M.Com. – Sem IV        | 18                             | 27.77         | 72.22 | -     | -     | 100.00 |

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

- The IQAC has prepared the Teaching Effectiveness Scale which is administered by the Principal and the feedback analyzed by the Office Staff. The Principal

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i>  | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses                              | 2                                   |
| UGC – Faculty Improvement Programme            | 7                                   |
| HRD programmes                                 | -                                   |
| Orientation programmes                         | 3                                   |
| Faculty exchange programme                     | 3                                   |
| Staff training conducted by the university     | 24 (ICT)                            |
| Staff training conducted by other institutions | 03                                  |
| Summer / Winter schools, Workshops, etc.       | 29                                  |
| Others   | -                                   |

## 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 |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 18                            | 4                          | 1  | 1                                      |
| Technical Staff      | -                             | -                          | -  | -                                      |

## Criterion – III

### 3. Research, Consultancy and Extension

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

- The college has a Research Cell and organizes collegiate and Inter-collegiate research competitions for students annually.
- The college has its own research journal 'Research Horizons' International Peer-Reviewed journal with Global Impact Factor (GIF) from 2013-2014.

#### 3.2 Details regarding major projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | -         | -       | -          | 03        |
| Outlay in Rs. Lakhs | -         | -       | -          | -         |

#### 3.3 Details regarding minor projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | -         | 02      | 01         | 04        |
| Outlay in Rs. Lakhs | -         | -       | 130000     | 950000    |

3.4 Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | 18            | 04       | -      |
| Non-Peer Review Journals | -             | -        | -      |
| e-Journals               | -             | -        | -      |
| Conference proceedings   | 03            | 04       | -      |

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   | 2013-14       | UGC                           | -                      | -                 |
| Minor Projects   | 2013-14       | UGC                           | 1,30,000               | 95,000            |
| Interdisciplinary Projects   | -             | -                             | -                      | -                 |
| Industry sponsored   | -             | -                             | -                      | -                 |
| Projects sponsored by the University/ College                                  | -             | -                             | -                      | -                 |
| Students research projects<br><i>(other than compulsory by the University)</i> | -             | Research Cell,<br>MNW College | 1,10,000               | 50,000+<br>60,000 |
| 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

| Level               | International | National   | State | University | College |
|---------------------|---------------|------------|-------|------------|---------|
| Number              | 01            | 03         | 01    | -          | -       |
| Sponsoring agencies | Self Funded   | UGC & Self | UGC   | -          | -       |

|  |  |        |  |  |  |
|--|--|--------|--|--|--|
|  |  | Funded |  |  |  |
|--|--|--------|--|--|--|

3.11 No. of conferences

organized by the Institution

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  From 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 |
|-------|---------------|----------|-------|------------|------|---------|
| 04    | 01            | 01       | 02    | -          | -    | -       |

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="125"/> | State level         | <input type="text" value="219"/> |
| National level   | <input type="text" value="22"/>  | International level | <input type="text" value="15"/>  |

3.22 No. of students participated in NCC events:

|                  |                                 |                     |                                 |
|------------------|---------------------------------|---------------------|---------------------------------|
| University level | <input type="text" value="-"/>  | State level         | <input type="text" value="02"/> |
| National level   | <input type="text" value="02"/> | International level | <input type="text" value="01"/> |

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

|                  |                                |               |                                 |
|------------------|--------------------------------|---------------|---------------------------------|
| University forum | <input type="text" value="-"/> | College forum | <input type="text" value="01"/> |
| NCC              | <input type="text" value="-"/> | NSS           | <input type="text" value="04"/> |
|                  |                                | Any other     | <input type="text" value="01"/> |

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

- IGI Project – Inter Generational Interaction Project initiated by College in collaboration with NGO Thread to help the senior citizens. It aims to promote, sensitize and make the youth aware of the senior citizen's needs. It benefits the community, the youth and the senior citizens by sharing and interacting through various activities and skills.
- Paper Bags made and distributed to local vegetable vendors to reduce use of plastic bags.
- Quilt Project – Quilt project was undertaken by NSS students to help the Rotary Anudanit Ashram Shala students, Maswan Village, Palghar. Around 35 quilts were made by the students and distributed among the students.

- Patient Rights – A seminar was organized by the college for senior citizens of the surrounding community areas to make them aware about the rights of the patients. Dr. Nikhil Datar was invited to deliver the lecture and solve the FAQ’s of the senior citizens.
- NSS Camp of 7 days was organized at Rotary Anudanit Ashram School, Maswan Village, Palghar in December 150 students stayed there and help to create awareness amongst 300 school students and villagers about personal health and hygiene and disaster management. Our students also taught English Language, Mathematics and artistic skills to them.
- Cotton Bags – project undertaken by Commerce & Economics dept. “Say No to plastic bags” – more than 500 bags stitched by students and distributed to local vendors.
- Edutopia – A project at MM Pupils High School where 5 students from B.Com. III went to teach spoken English & Maths to Class III students.
- Love My Mother Earth project – recycling of Newspaper in exchange for Note Books.

## 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      |
| Class rooms   | 28                         | -             | -              | 28         |
| Laboratories  | 2 FN + 1<br>Psy + 2<br>Eng | -             | -              | 5          |
| Seminar Halls   | 1                          | -             | -              | 1          |
| No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year. | -                          | 32 Computers  | UGC            | 6,46,180/- |



|   |   |     |            |                 |
|---|---|-----|------------|-----------------|
| Value of the equipment purchased during the year (Rs. in Lakhs)                                 | - | -   | UGC        | 17,94,43,523    |
| Others (Backyard Area, Badminton Court, Canteen, Amphy Theatre, Teachers Pantry, Security Area) | - | Yes | Management | Appx 70, 00,000 |

#### 4.2 Computerization of administration and library

- Administrative Office and Library is Fully Computerised.

#### 4.3 Library services:

|                  | Existing |             | Newly added |             | Total |             |
|------------------|----------|-------------|-------------|-------------|-------|-------------|
|                  | No.      | Value       | No.         | Value       | No.   | Value       |
| Text Books       | 61       | 22,935.50   | 416         | 1,11,558.95 | 477   | 1,34,494.45 |
| Reference Books  | 257      | 1,05,447.50 | 261         | 2,43,774.15 | 518   | 3,49,221.65 |
| e-Books          | -        | -           | -           | -           | -     | -           |
| Journals         | 70       | 57,998.50   | 81          | 1,02,833.00 | 151   | 1,60,831.50 |
| e-Journals       | 8        | 16,020.00   | 8           | 20,200.00   | 16    | 36,220.00   |
| Digital Database | 1        | 5,000.00    | -           | -           | 1     | 5,000.00    |
| CD & Video       | 4        | 2,349.00    | 1           | 200.00      | 5     | 2,549.00    |
| Others (specify) | 14       |             | 14          |             | 14    |             |
| Book Bank        |          |             |             |             |       |             |

#### 4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments       | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------------|--------|
| Existing | 82              | 3             | 3        | 3                | -                | 14     | -                 | INSS   |
| Added    | 32              | 2             | 1        | 2                | -                | -      | 1<br>(Psychology) | -      |
| Total    | 114             | 5             | 4        | 5                | -                | 14     | 1                 | 1      |

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

- Collaboration with MOOC academy for computer training to students. This initiative is to meet the Government advised compulsory 100 hours of computer training.

4.6 Amount spent on maintenance in lakhs :

|  |                  |
|--|------------------|
| i) ICT                                   | 4,20,483         |
| ii) Campus Infrastructure and facilities | 2,25,076         |
| iii) Equipments                          | 3,38,411         |
| iv) Others                               | 7,58,894         |
| <b>Total :</b>                           | <b>17,42,864</b> |

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students informed about the financial assistance provided by the college
- Providing facilities to pay fees in instalments
- The college has a counselling cell and has appointed a counsellor to guide and

5.2 Efforts made by the institution for tracking the progression

- Maintaining a register of students who have passed B.A., B.Com., B.M.S., M.A., M.Com., certificate course for every academic year which helps to track the number of students going for further studies or employment after graduation.
- Being in contact with the Alumni by inviting them frequently to college events

5.3 (a) Total Number of students

| UG  | PG  | Ph. D. | Others  |
|-----|-----|--------|---|
| 841 | 100 | -      | Certificate Courses of BNCDC<br>- 284, UG -275, PG -9 |

(b) No. of students outside the state

15 including 8 students of BNCDC

(c) No. of international students

0

|     |    |   |       |    |   |
|-----|----|---|-------|----|---|
| Men | No | % | Women | No | % |
|     | -  | - |       | -  | - |

|    |   |
|----|---|
| No | % |
| -  | - |

| Last Year |    |    |     |                       |       | This Year |    |    |     |                       |       |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General   | SC | ST | OBC | Physically Challenged | Total | General   | SC | ST | OBC | Physically Challenged | Total |
| 863       | 16 | 1  | 7   | 0                     | 887   | 911       | 16 | 2  | 12  | 0                     | 941   |

Demand ratio 1:1

Dropout % - 11%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- A two day workshop on how to prepare for NET/ SET organized by Dept. of M.Com.
- Workshop on preparing for CAT and other entrance Exam by Career Launcher
- Participation of students in workshop organized by SNTD Women's University

No. of students beneficiaries

160

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT

IAS/IPS etc  State PSC  UPSC  Others

GRE - 1

TOEFEL - 1

### 5.6 Details of student counselling and career guidance

- Student Guidance and Counselling Centre
- Practice of constant Mentoring by Teachers to students.
- Use of different therapies to facilitate personal and interpersonal growth of students.
- Placement cell activity
- ‘Evolve’ Counseling Cell set up by Dept. of Psychology where students get free counselling from professionals in the field.

No. of students benefitted

144

### 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 |
| 5                               | 30                              | 24                        | 103                       |

### 5.8 Details of gender sensitization programmes

- Gender Sensitization Programme for Non-Teaching Staff
- At B.A. I (Eng & Guj) medium under the Foundation Course Paper students studied a paper ‘Women in Changing India’.

### 5.9 Students Activities

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

State/ University level

17

National level

2

International level

1

No. of students participated in cultural events

State/ University level

33

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   
UL – 8 National level  International level

5.10 Scholarships and Financial Support

|  | Number of students | Amount |
|--|--------------------|--------|
| Financial support from institution                                   | 38                 | 19900  |
| Financial support from government                                    | 4                  | 21910  |
| Financial support from other sources:                                |                    |        |
| By Donor's   | 27                 | 55975  |
| By means of Cash Scholarships to Bright Students & Needy Students    | 36                 | 19800  |
| Number of students who received International/ National recognitions | 0                  | 0      |

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

➤ Vision: *'Sa Vidya Ya Vimuktaye'* (Knowledge is that which Liberates).

Gandhiji's motto for education for Gujarat Vidyapeeth, Ahmedabad is the source of our inspiration. The college adopted this motto as its vision since its very inception in 1972.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

- Being an affiliated college we follow the curriculum designed by the University.
- The college with the help of Dr. BNCD Centre added new courses, infrastructure

### 6.3.2 Teaching and Learning

- Clarity & transparency in the process of admission
- Excellent teaching faculty with IT knowledge ensures outstanding performance.
- Faculty development programme upgrading quality of teachers
- Teachers use innovative teaching method
- Recruitment of teachers is done as per Regulation of Government

### 6.3.3 Examination and Evaluation

- Compliance with University rules & regulation in conducting the exam.
- Continuous comprehensive (internal & external) evaluation.
- Admit card / Hall Ticket with photo, masking etc.

### 6.3.4 Research and Development

- Motivated teachers to undertake Major or Minor or other research projects.
- Motivated students for participating in colleges & inter college level research competitions

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Barcode Scanner = 7
- Barcode Printer = 1
- Printer = 5
- Computers = 14
- Label Printers = 1
- Barcode PT 60 Scanner = 60

### 6.3.6 Human Resource Management

- Management has proper HRD programme about recruitment, promotion, career advancement, leave, retirement etc.
- Teachers self appraisal / API

### 6.3.7 Faculty and Staff recruitment

- 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.

### 6.3.8 Industry Interaction / Collaboration

- Internship of UG / PG students
- Feedback taken from students who have undertaken internship
- Industrial visits, visits to local & outstation with interaction, small survey.
- MOU's and collaboration with educational institute, industry, training institute

### 6.3.9 Admission of Students

- The college follows the following process of admission. This process has evolved over the years in order to meet the unique needs of the students who apply to the college and to ensure access and equity.
- Forms, duly filled, were collected by the HODs and designated teachers.

6.4 Welfare schemes for

|              |   |
|--------------|---|
| Teaching     | Free access to gym, workshops, training, demonstration  |
| Non teaching | Free access to gym, workshops, training, demonstration  |
| Students     | Gym, Insurance, Counseling, Free Internet, Concessional Photo Copy Facility, Scholarship, sports coaching, self defense training. |

6.5 Total corpus fund generated

31,00,000

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External |        | Internal |           |
|------------|----------|--------|----------|-----------|
|            | Yes/No   | Agency | Yes/No   | Authority |
|            |          |        |          |           |



|                |     |                       |   |   |
|----------------|-----|-----------------------|---|---|
| Academic       | Yes | Jt. DE & AG<br>Office | - | - |
| Administrative | -   | -                     | - | - |

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?

- Online Exam Forms. Hall Tickets with Photo ID,
- Enrollment PNR,
- Soft Copy of Question Paper
- Attendance Sheet
- Seating Arrangement
- Masking of Answer books,

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

- NIL

6.11 Activities and support from the Alumni Association

- Ms. Salima Hamid gave a talk on 'Career Options after B.Com' to B.Com. I students, on 3<sup>rd</sup> August, 2013. 100 students attended the talk.
- Ms. Rachana Awatramani conducted a workshop on 'Mircale Being Therapy' for M.A. Counseling Psychology students, on 26<sup>th</sup> August, 2013. 22 students attend the workshop.
- Ms. Bhavana Gori, who has won many laurels in the past in Drama, was requested by the English Department to given training to B.A. II (Gujarati Medium) students for the play to be presented on English Day.

## 6.12 Activities and support from the Parent – Teacher Association

- July 4<sup>th</sup> 2013: Formation of PTA Members Ms. Diana Sequeira, Ms. Kiran Prabha Yadav, Ms. Nisha
- August 15<sup>th</sup> 2013: PTA members invited to participate in the Independence Day Celebrations of the college.
- September 5<sup>th</sup> 2013: PTA members were felicitated on Teachers Day to highlight the role of Parents as Teachers in a Child's life.
- September 12<sup>th</sup> 2013: On behalf of the PTA a meeting was conducted with Parents and their wards who were irregular in their lectures. It was suggested by the PTA members to reward the students who attends the lectures regularly.
- December 10<sup>th</sup> 2013: PTA Members were invited to attend the annual day function of our college.

## 6.13 Development programmes for support staff

The College conducted the following activities for the members of the Administrative Office Staff:

- Cookies Making on 24<sup>th</sup> December, 2013: The workshop was conducted by Mr. Nikhil More, from the Food Production Dept, Dr. BNCDC Centre from 11.00 am to 2.00 pm. 14 Administrative Staff members participated in workshop and learnt how to prepare Coconut Cookies, Vanilla Cookies, Chocolate Sandwhich Drops, Peanut Butter Cookies and Spicy Cookies.
- Chocolate Making on 21<sup>st</sup> December, 2013: Mr. Nikhil More, conducted the workshop for 16 administrative staff members. They learnt how to make: Soft Center Chocolate with stuffing of chocolate truffle, Rock Chocolate made up of roasted cashew nuts with sugar

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

- The college has a system of maintaining the campus by hiring man power.
- Adopted the policy of Recycling the Newspaper

## 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.

- 100 hours of compulsory computer training programme in collaboration with MOOC Academy. The training programme was made available Online, so that the students could complete the course according to their convenience within a given time frame.
- '*BITE DELITE*' The Practical component of the paper Food Entrepreneurship taught to students of TYBA opting for Food & Nutrition Elective Component was made innovative by conceptualizing '*BITE DELITE*' – an initiative, where the students cook and sell fresh packaged snacks twice a week to teachers, office staff and other

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

- *To focus on teaching, learning & evaluation:* Provided audio visual resources in selected classroom
- *To provide facilities to students to develop their potentials:* Conducted training program for 35 students who were trained for Elocution & Debate Skills by Ms. Abha Mathan, twice a week for the 3 months.
- *To give ICT training:* students were given training on making ppt. There was considerable improvement in the quality of presentations Students of M.Com. I and

- *To promote & encourage interest in research area by students:* At the College level organized Intra-Department & Inter Collegiate Students research competition. Students were encouraged & guided to prepare research based PPTs and do surveys. The students were also motivated to participate in other Inter-Collegiate Student Research Competitions and have succeeded in winning prizes also.
- *To motivate students to participate in Extension Activities :*Students made quilts

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

The college identified two areas which required special attention: i) ii) Encouraging Advance learners

A) RESEARCH CELL

5 Evidence of Success:

Every year all the Departments have been participating and the department which won the First Prize at Intra Departmental is further sent for Inter-Collegiate Research Competition & our college has been winning prizes since 2011.

6 Problems:

The challenge is to motivate other colleges to participate in the intercollegiate competition organized by the college.

R  
C) 1) Title of the Practice: EDUTOPIA: Student Teach Student

2) Goal: To promote good citizenship

3) Context:

3 Evidence of Success:

The oral feedback from the teachers teaching in the school & the students tell us that the initiative was a success. It was a fulfilling experience for the advance learners who visited the school.

4 Problem Encountered:

Since the college was working with another school, we had to adjust to their schedules.

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

7.4 Contribution to environmental awareness / protection

Revis

- Energy conservation through power saving devices and through the following methods: Boards giving instruction to students and staff to switching off lights and fans in classroom, office, staffroom, library and common room when not

Page 30

7.5 Whether environmental audit was conducted? Yes  No

We were planning to conduct an Environmental Audit. But since the cost was high (from

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

#### 1 Strengths

- Experienced and Qualified Faculty
- The college offers Career Oriented Courses in Commerce & Arts Stream
- The college has a well stocked library, Well Equipped Laboratories, Computer labs, well equipped classroom
- The college motivates and awards students for which the college has instituted:  
The Best Student Award, Best NSS volunteer Award,, Award to students with above 95 percent attendance.
- Sensitizing students to current socio-economic issues
- The core strength of the college is Teacher- Student relation.

**8. Plans of institution for next year**

- To start BCA in Unaided Section
- Degree Course in Fashion Designing & Interior Designing
- Vocational Programmes under Community College

Manoj Desai

*Name Dr. Falguni Desai*

*Name Dr. Harshada Rathod*



*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

\*\*\*

## **Annexure I**

### **Abbreviations:**

|      |   |  |
|------|---|--|
| CAS  | - | Career Advanced Scheme                   |
| CAT  | - | Common Admission Test                    |
| CBCS | - | Choice Based Credit System               |
| CE   | - | Centre for Excellence                    |
| COP  | - | Career Oriented Programme                |
| CPE  | - | College with Potential for Excellence    |
| DPE  | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test                   |
| NET  | - | National Eligibility Test                |
| PEI  | - | Physical Education Institution           |

|      |   |                                      |
|------|---|--------------------------------------|
| SAP  | - | Special Assistance Programme         |
| SF   | - | Self Financing                       |
| SLET | - | State Level Eligibility Test         |
| TEI  | - | Teacher Education Institution        |
| UPE  | - | University with Potential Excellence |
| UPSC | - | Union Public Service Commission      |

\*\*\*\*\*

## ACADEMIC CALENDAR

### SENIOR COLLEGE

|                                  |                            |
|----------------------------------|----------------------------|
| Ist Term (I, III & V Semester)   | – 12.06.2013 to 27.10.2013 |
| IInd Term (II, IV & VI Semester) | – 11.11.2013 to 30.04.2014 |

#### **July**

- SNTD Foundation Day
- Orientation Programme for B.A. I / B.Com. I / B.M.S. I

#### **August**

- Youth Week
- Inter Collegiate – Maitreyi
- Independence Day Celebration

#### **October**

- Mental Health Week (B.A. I, II, III)

- Examination

### November

- Diwali Holidays
- Examination – Open House for Parents

### December

- Annual Day
- NSS Camp
- Christmas Holidays

### January

- Sports Week
- Career Guidance
- Prize Distribution

### February

- Farewell to Third Years & P.G.

### March

- Women's Day

### April

- Examination – Open House for Parents

**April 30<sup>th</sup> is the last working day for Teachers & Students.**

## STUDENTS APPRAISAL OF COLLEGE FACILITIES

|                |                     | OUT OF 5    |
|----------------|---------------------|-------------|
| <b>CANTEEN</b> | Quality of food     | 3.23        |
|                | Price of food       | 3.07        |
|                | Variety of food     | 3.29        |
|                | Service             | 3.13        |
|                | Hygiene             | 2.69        |
|                | <b>AVG.</b>         | <b>3.08</b> |
| <b>LIBRARY</b> | Book Availability   | 3.47        |
|                | Staff helpfulness   | 3.28        |
|                | Adequate seating    | 3.29        |
|                | Lib timing          | 3.55        |
|                | Frequency of visits | 3.52        |
|                | <b>AVG.</b>         | <b>3.42</b> |

|                          |              |             |
|--------------------------|--------------|-------------|
| <b>OFFICE</b>            | Cooperation  | 2.64        |
|                          | Information  | 2.56        |
|                          | Timelines    | 2.52        |
|                          | Politeness   | 2.42        |
|                          | <b>AVG.</b>  | <b>2.54</b> |
| <b>GYM</b>               | Timing       | 2.74        |
|                          | Environment  | 3.04        |
|                          | Equipment    | 2.97        |
|                          | Training     | 2.90        |
|                          | <b>AVG.</b>  | <b>2.91</b> |
| <b>SPORT</b>             | Facilities   | 3.04        |
|                          | Equipment    | 2.91        |
|                          | Training     | 3.03        |
|                          | <b>AVG.</b>  | <b>2.99</b> |
| <b>HEALTH SERVICES</b>   | Regularity   | 3.25        |
|                          | Availability | 3.02        |
|                          | Quality      | 3.21        |
|                          | <b>AVG.</b>  | <b>3.16</b> |
| <b>TOTAL RESPONDENTS</b> |              | 191         |