Academic Audit Report of
Smt. Maniben M.P. Shah Women's College of Arts and Commerce
For the academic years 2016-17 & 2017-18

Name & address of the college	:	Smt. Maniben M.P. Shah Women's College of Arts and Commerce, Smt. Parmeshwaridevi Gordhandas Garodia Educational Complex, 338, R. A. Kidwai Road, Matunga-East, Mumbai, Maharashtra 400019
Members of Academic Audit Committee		1. Principal. K. Venkatramani, Former registrar, University of Mumbai 2. Dr. Parvathi Venkatesh, Principal, Don Bosco College, Mumbai 400070
Date of visit	:	Saturday 17th January 2019
Time spent	:	10.00 a.m. to 5.30 p. m.
Interaction held with	:	Principal, Academic audit coordinator and all faculty
Scope of visit	:	For assessing the quality, relevance and efficacy of various academic functions of the college.
Terms of reference	:	Academic performance of the college for the academic years 2016-17 & 2017-18

In response to a request made by the Principal, Smt. Maniben M.P. Shah Women's College of Arts and Commerce, a two members Academic Audit Committee (AAC) consisting of Principal K. Venkatramani & Dr. Parvathi Venkatesh visited the college on 17th January 2019. The committee was informed that an internal academic audit was conducted for the academic years 2016-17 and 2017-18 by a sub-committee of IQAC of the college using a customized proforma to suit the institutional SWOC and corresponding external audit had to be conducted for the respective two academic years. The committee was also

provided prior with the PowerPoint template to be used by the departments for their presentation. In addition a Score card for assessment of each department has also been provided for the smooth conduct of the exercise.

The committee was briefed by Principal Dr. Leena Raje about the growth and development of the college. The College Principal requested the Audit committee to assess the college on the basis of Departmental presentations. The respective Head / coordinator of each department presented the department profile and was supported by other department colleagues with relevant details and documentary evidence before the Academic Audit Committee (AAC). The committee also perused the details available in the internet to comprehend the institutional profile. After due deliberations with faculty of the college on vital areas of institutional functioning in place, the following report is presented to the College Management, Seva Mandal Education Society, for consideration towards academic improvement.

Part A : Institutional profile

Name of the college	:	Smt. Maniben M.P. Shah Women's College of Arts and Commerce
Conducting Society	:	Seva Mandal Education Society (SMES)
Affiliating University	:	SNDT Women's University (since 1958)
Year of establishment	:	1957
Recognition received and Accreditation status	:	• UGC recognition of CPE status • Accredited by National Assessment and Accreditation Council (NAAC) 2nd Cycle with 'A' Grade - CGPA of 3.61 from the in October 2013. • Best College Award for academic year 2017-18 from SNDT University
Minority status	:	Linguistic minority
Name of Principal	:	Dr. Leena Raje
Name of Academic Audit coordinator	:	Ms. Ashwini Prabhu, Librarian

Programmes offered	:	U.G. Level - Grants in aid
U.G. level : **Three** degrees 11 programmes ------------------------------ **1.B.A.** with specialization in 5 subjects and B.A. in Mass Media **2.B.Com** : one general and three vocational **3. B.M.S.** ------------------------------ **P.G. level :** Two degrees 04 programmes ------------------------------ 1. M.A. two subjects & 2. M.Com two subjects ------------------------------ Total : 14 programmes ------------------------------		**I. Arts Faculty** • BA with Sociology (English, Marathi and Gujarati medium) • BA with Psychology (in English medium) • BA with Hindi • BA with Marathi **II. Commerce Faculty** B.Com with Accountancy **U.G. Level - self-financing courses** **I Arts Faculty** BA with Mass Media BA with Economics (Gujarati and English medium) **II. Commerce Faculty** B.Com – Vocational • Computer Applications • Advertising and Sales Promotion • Accounts, Finance and Insurance **III. Management Faculty** B.M.S. with Marketing and Finance **P.G. Level** **I. Arts Faculty** 1. MA in Counselling Psychology 2. MA in Hindi **II. Commerce Faculty** 3. M.Com in Marketing 4. M.Com with Advanced Accountancy
Education in Distance Mode *In association with Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha* UG : 2 PG Diploma: 2 P.G. 05	:	**Under Graduate level :** 1. Bachelor in Library and Information Science 2. Bachelor in Journalism and Mass Communication **PG Diploma:** 1. PG Diploma courses in Computer Application 2. PG Diploma courses in Electronic Media and Film Production **Post Graduate level :** 1.Masters in Business Administration 2.Masters in Social Work 3.Masters in Mass Communication and Journalism 4.Masters in Library and Information Science 5.Masters in Hindi

Part B: Academic Audit Report

The college has in all 14 departments and all departments presented their profiles strictly in the given format which was prepared by a sub-committee of IQAC of the college. For audit purpose, the college grouped its departments and classified them into three on the basis of nature of subject offered:

1. **Core Component (CC)** Department (Commerce, Economics).
2. **Combined Applied Component (CApC)** Department (Child Development, Food & Nutrition).
3. **Discipline Component (DC)** Department (Marathi, Hindi (U.G., P.G.) Sociology, Psychology (U.G., P.G.), Accountancy).

- In addition to subject based division, there has also been course based division. Self-Financing Courses (B.A.F.I., B.M.S., and B.A.M.M.), UGC vocational Courses, and M.Com course have also been grouped as one Discipline component each.

Audit Report

Observation on key aspects :- *(restricted to 5 bullet points in each aspect)*

1. Faculty strength & Academic Management	- Effective academic planning, execution and compliance monitoring of teaching learning process; - The good practice of recording Daily lecture almanac has lot of scope for improvement by integrating lecture topics in the Curriculum with cross cutting issues and by mapping learning outcome, periodic authority approval, link with formal Performance Appraisal System, etc.; - Most of faculty in Self-financing courses (18 out of total 40 faculty) are not fully qualified and are employed on consolidated basis. This ratio needs to be improved to enhance stability to teaching, learning and evaluation process and to ensure a sense of responsibility in faculty; - Number of faculty holding PhD degree is less. (Overall 30 % and in Grants-in-aid division 48 %); the position may improve when seven teachers who are pursuing PhD complete the same within time frame. The institution may introduce measures to motivate all its faculty to become PhD degree holders within a specific time frame.

		• Introduction of Learning Management System and Intensive efforts on interactive teaching and participative learning will prove high quality delivery in the long run;
2.	Academic administration &Management (Supporting Mechanics)	• College on the growth path but less enrolment and high dropout rate in selected courses are matters of concern ; • Few departments have introduced value added courses and college IQAC to initiate efforts in getting University approval / affiliation for these courses. • Perspective/Strategic plan and Deployment documents to be documented. • More Faculty development programmes particularly on use of ICT, innovative teaching methods, research methodology, counselling and mentoring should be organised to enhance teaching effectiveness and to enhance the knowledge base; • There is need to undertake concerted efforts for developing linkages and MoUs with national and international institutions and industry for enhancing the employable skills of students and teaching & research competencies of teachers.
3.	Academic Practices	• Overall academic performance good but poor performance in certain courses at lower exams has an impact on intake • Employability Skills Training Programmes have been conducted. • Effort needed to obtain 100% Student Feedback on teaching learning process of each teacher to gauge the parameters of teaching ability and delivery. • The University declared list of Programme Outcome be supplemented with Programme Specific Outcomes and Course Outcomes for all Programme as per UGC guidelines, be well informed to faculty and the students at the beginning of the academic year and may also be displayed on website; • ICT enabled Teaching–Learning process to be enhanced ;

| 4. | Infrastructure, financial and student support activities | • Thanks to UGC funding, Smart class rooms, studios, and Labs available for practical oriented teaching;
• Higher grade of accreditation , CPE status and autonomy (applied for) leads to ample revenue generation from other sources for capacity building;
• Fully automated library with e-resources through INFLIBNET;
• Keeping pace with information revolution, e-reading to be encouraged among faculty and students for e.g. Kindle reader can be installed in the library to attract students to read available e-books and subscription be made to e-journals and data bases for research;
• Intensive coaching before exam be rigorously implemented every semester in every department for remedial action and better performance; |
| 5. | Role of IQAC | • IQAC conducts Internal Academic Audit of all departments;
• IQAC has developed a stated Code of Ethics to check malpractices and plagiarism in Research as per UGC norms and the same be submitted to the College Management for its comprehensive implementation through CDC ;
• Review mechanism regarding academic activities, career growth of faculty result analysis etc. to be intensified by IQAC.
• IQAC has potentiality to become more proactive by introducing various quality assurance measures like introducing capability enhancement scheme for students and faculty through guest lectures series, FDPs and workshops for faculty, developing institution specific Performance Appraisal system, introducing a robust feedback mechanism – (analyze it, initiate necessary action and publish the same in the college website) and constant updating of website, etc. |

SWOC analysis

| Institutional strengths | : | • Caters to the need of girl students;
• enabling academic environment for autonomy; |

		• Recognition from UGC, University & NAAC ; • Wide variety of programme options; • Dedicated and motivated staff; • Strategic location of the college facilitating safe and secured Environment for girl students ;
Institutional Weaknesses	:	• Higher proportion of temporary faculty on consolidated pay; • faculty contribution to curriculum designing and development less; • qualitative research initiatives through major /minor research projects not undertaken by faculty; • Teachers yet to take advantage of growing trend in ICT enabled training programmes (e.g. Government initiative launched recently on SWAYAM portal - MOOC) for skill development ; • Less Industry – Institute interaction & Placement ratio ;
Institutional Opportunities	:	• greater opportunities are there for students" progression from UG to PG; • Introduction of more value added courses for capacity building; • Scope to motivate young faculty to become fully qualified for the profession; • arranging international / national level seminars, conferences and research lecture series ; • Scope for starting research Centre with interdisciplinary and sponsored projects; • Opportunity for improvement of digital literacy amongst women in addition to compulsory computer training through introduction of technological innovative courses.
Institutional Challenges	:	• Unpredictable input environment due to high competition; • yet to initiate efforts to obtain formal feedback about curricula from all stakeholders; • strengthen Industry-Institute Interaction for more placements; • Encouraging students for competitive examinations; • Sustaining quality along with access.

	• Strong industry and alumni collaboration with visible and measurable outcome.

Recommendations

Vital:	• The College to ensure that all faculty get fully qualified within a time frame (say, before next cycle of accreditation) in order to regularize temporary faculty. • More teachers to register and complete PhD; • Towards effervescent class room experience of experiential and participative learning, Faculty to introduce Learning Management System taking full advantage of ICT revolution for enhancing e-learning resources and for introducing creativity and innovative variety of continuous internal evaluation ; • Attention needed in enhancing e-library facility • Formalization and intensive Remedial coaching to reduce dropout rate.
Essential:	• IQAC to obtain Feedback from all stake holders, analysis placed before CDC and action taken on feedback be made available on website. • Introduction of more value added / add-on certificate/diploma courses; • Preparing for autonomy by enhancing faculty & staff skills through continuing training programmes
Desirable:	• Mentor Mentee System to be initiated. • Alumni Association to be strengthened. • Research Cell can play a proactive role in encouraging Faculty to involve in quality research work and in helping them to identify funding agencies for quality research projects; • Introduction of Management Information System for effective transparent academic administration high quality delivery *(by real time recording and transparent procedure in effective implementation of curricula and timely completion of syllabi through display of teaching plans, timetable and workload as per norms, maintaining daily lesson almanac, maintain good*

system of attendance recordings etc), and efficient management of learning resources;
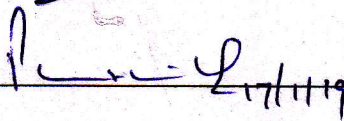
- College to apply for NIRF and may opt for ISO certification.

Name and signature of academic audit committee members with date

Princpal K.Venkatramani   :

Principal .Dr. Parvathi Venkatesh   :