



"Autonomy is at the root of human dignity and the source of all morality".

Immanuel Kant

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Utthaan

Internal Quality Assurance Cell



Volume V , e-Issue IV

SPECIAL ISSUE

PRINCIPAL'S MESSAGE

Dear all,

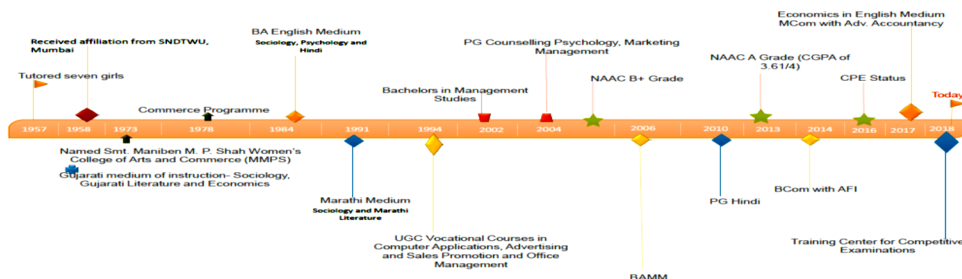
Greetings from Smt. Maniben M.P.Shah Women's College of Arts and Commerce!

The institution is spearheading into an era of digitization, propelled by the momentum created over the past 60 years. As a **College with Potential for Excellence** and adjudged as the **"Best College"** (2017-2018) by S.N.D.T. Women's University, the institution is perfectly poised to take up the responsibility of being an Autonomous institution. The UGC has conferred the institution with **Autonomous Status**, w.e.f. June 2019 for a period of 10 years.

The institution has created a niche for itself in the field education, excellence in academics, good governance and financial well-being, which are prerequisites for taking up autonomy with responsibility and accountability. As an autonomous system, with decentralized management culture at its heart, we can together bring about much needed innovations, in order to stay relevant and change according to needs. I wish all my staff, students and various stakeholders the very best in all endeavours undertaken in the advancement of the institution.

Dr. Leena R. Raje

COLLEGE TIME-LINE



IQAC- AUTONOMY NODES

The objective of the activities that IQAC conducted over the five years post NAAC accreditation (2nd Cycle) was to streamline processes, build capacity of faculty members, conduct need-based training for staff and students and facilitate collaborations in order to improve educational and administrative quality in the institution. On cue, we are also in the midst of the NAAC reaccreditation process (3rd cycle), this had facilitated us in taking stock of our initiatives and processes and thereby define our approach to autonomy.

As an Autonomous institution, functioning under the ambit of the University Grants Commission, the institution will now have the freedom to start new courses, decide on the fee structure, start skill development courses, and new academic programmes.

As the institution prepares to take on the responsibility of Autonomy, the IQAC simultaneously prepares to facilitate the institution in its phenomenal academic and administrative leap.

Ms. Madhavi Sathe

IQAC COORDINATOR

Editorial

This special issue comes at a very opportune moment in the progress of the institution. The Institution is undergoing its NAAC reaccreditation (3rd Cycle) process and the UGC has conferred it with Autonomous status, w.e.f. June 2019. This volume thus is a compilation of activities undertaken by the IQAC since 2013-2014 (Post NAAC accreditation 2nd cycle) to 2017-2018. The initiatives highlights the planning and pace set to steer the institution on the path of autonomy. The editors wish to thank all stake-holders for their invaluable, untiring and dedicated contribution to the growth of the institution.

The next issue from us will be as an autonomous institution, so stay tuned!

Ms. Darshana Buch

Ms. Gouri Mohan

YEAR 2013-2014

Activities

- NAAC Peer team visit preparation.
- Establishing Key Result Areas (KRAs) to facilitate quality related actions.
- The following processes were streamlined: Orientation Programme for freshers, Academic Calendar, Semester schedules for students, Schedules for Compulsory Computer Training, redesigning the college website, collection and analysis of Teacher Assessment Questionnaires and activities of the IQAC
- A number of infrastructural changes were carried out: Renovation of toilet blocks, renovation of staffroom and administrative office, new notice boards, changing window panes of the classrooms and fixing net over the windows to keep out birds, setting up an Examination Control Room, an Audio-visual room and student's common room and renovations in the canteen.
- Library website which was linked to the college website.

YEAR 2014-2015

Activities

- An awareness lecture on "Safal Yuva Safal Bharat" in Collaboration with Vivekananda Kendra was held on August 08, 2019.
- Vivekananda Kendra conducted Vivekananda Exams in January 2015.
- The Key result areas (KRA) were redefined according to the new NAAC recommendations and new KRA teams were formed. Each team has an IQAC facilitator. The first KRA team presentations was organized. On the basis of the feedback given by the QAC experts, the KRAs were modified according to the SMART (Specific, Measurable, Achievable, Relevant, and Timebound) principle. Second round of presentations was organized.
- The IQAC released its first newsletter "Utthaan" on September 05, 2014.
- The IQAC collaborated with Bright Future an NGO working for campus visit of school dropouts.
- Procured laptops under UGC XII plan.

Workshops for teaching and non-teaching staff:

- Organizing Seminars, Workshops, Conferences During XII Plan Under UGC
- Interactive session on UGC short term courses for Teaching Staff
- Gratitude and Human Relations for Non-Teaching Staff

YEAR 2015-2016

Curricular Aspects:

- Facilitated the collaboration with a Memorandum of Understanding between Mahatma Gandhi Hindi Vishwavidyalay, Wardha and the Hindi Department to establish the college as a center to start the PG and UG Diploma and Degree courses of this university.

Teaching-Learning, Evaluation:

- Every department was encouraged to use at least one innovative teaching and evaluation technique. Guidelines for introduction of such techniques and for implementation were provided to each department. Monitoring was done through regular meetings with the departments.
- Each department was motivated to incorporate a social work component related to their syllabus. Guidelines were provided for introduction and implementation of the program.
- The following workshops were arranged for teachers: *Attitude and Gratitude* on 13 June 2015 and *Going the Extra Mile* on 13 August 2015 by Mr. Jignesh Sanghavi, Director, Divine Living and on *Understanding Student Absenteeism* by Dr. Avinash Desouza, noted psychiatrist on 8 October 2015 along with the Counselling Cell.
- This year Teacher Assessment by students was carried out through an online process from 22 to 28 March 2015.

Research, Consultancy, Extension:

- The College Research Journal *Concept* received the ISSN number .
- The second IQAC *Newsletter* was released as an e-edition on Teachers Day- 5 September 2015.

Infrastructure and Learning Resources:

- The AV Room utilization was streamlined.
- The proposal for establishing 3 Advanced and 3 Basic Smart Classrooms was prepared and submitted to SAS under the CSR grant.

Students' Support and Progression:

- In association with the Vivekanand Kendra, a workshop on *Team Building and Motivation* was organized for students on 1 October 2015.
- The IQAC facilitated the *Career Fair* organized by the Placement and Counselling Cells of the College.
- Mr. Uday Gaitonde's sponsorship of fees for 2 students helped them complete their graduation.

Governance, Management and Leadership:

- The proposal for *College with Potential for Excellence* which was submitted to the University on 15-01-2015 went a step further with the UGC inviting the College for an interface on 29 January 2016. Officiating Principal Mrs. Archana Patki represented the college at this Interface meeting.
- Proposals for *Best College* and *Best Teacher Awards* were submitted to the SNDTWU on 24 June 2015 and 29 June 2015 respectively.
- The *Academic Audit* asked by the SNDTWU for last 3 years was prepared and submitted on 13 July 2015.
- Meetings of the KRA Teams were held on: 4-6 August 2015; 12 August 2015; Meeting of the IQAC with the Principal was held on 14 August 2015 to finalise the 5 Year plan and reporting of KRA activities. Preview of presentations for KRA- IQAC meetings held from 19 to 21 September 2015. IQAC_KRA presentations held on 22 September 2015.
- An IQAC meeting was held on 29 March 2015 with the KRA Team leaders to review the progress of work through the KRA teams.
- A meeting of the non-teaching to discuss work allocation was held on
- An interaction of the Non-teaching staff with the QAC experts: Mr. Uday Gaitonde and Prof. Sunil Mantri were held on 3 December 2015.
- A *Prerna Shibir* was organized for the Non-teaching staff in collaboration with the Vivekananda Kendra on 9 January 2016.
- A meeting of the Examination Committee with the IQAC was held on 12 March 2016. A SOP for Semester II regular exams was prepared.
- A workshop on *Stress Management* for the IQAC members was held on 31 March 2016. The College Counsellor Ms. Snehal conducted the workshop.

Innovations and Best Practices:

- A mobile phone was made available and an Official Group was created to post notices in an attempt to save paper and make notices accessible to all teaching faculty members.
- A ramp for the disabled was added to the college's rear entrance.
- This year's college magazine *Vageeshwari* has special pages for the non-teaching staff members where they have contributed articles and poems.
- As an inclusive practice, students from the reserved categories receiving highest marks at the first year examinations were felicitated on Republic day.

**Smt. Maniben M.P.Shah
Women's College of Arts
and Commerce**

Smt. Parmeshwaridevi Gordhandas
Garodia Educational Complex
338 R.A. Kidwai Road

Vision

Empowerment of Women through Quality Education to make them Competent, Self-reliant and Responsible Homemakers, Professionals and Citizens.

Mission

Education for a living and for making a better living

Quality Policy

We aim to make higher education available to women students belonging to all socio-economic strata of society. While maintaining excellent teaching quality, we make learning need-based, skill-based and value-based, improving our students' all-round performance. We believe that true academic training, which adapts to the changing times, will make our students competent, self-reliant and responsible citizens. At the core of our institution's governance, we place transparency; for aboveboard academic and administrative work will eventually withstand the challenges posed by the new competitive era.

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Core Values

Commitment: Our commitment is to women empowerment by giving unrestricted opportunities to women students to educate themselves

Quality Training: Education should be such that prepares students with skills to face daily challenges of life, find a meaningful employment and develop entrepreneurial abilities; education should also develop a self-confident personality and help individuals lead a self-sufficient life.

Awareness: We must make students aware of their rights as women as they form nation's half of the citizenry, playing vital social and economic roles; as citizens, they should also learn the value of preserving our environmental heritage.

Transparency: All our educational and administrative work must be transparent and withstand academic or official scrutiny.

Purpose: In all our work and activities, our approach must always be student-centric, as they provide us with the purpose to exist.

YEAR 2016-2017

API related:

- API verification of 5 faculty members as potential candidates for the post of the Principal was carried out in the month of May-June 2016.
- API verification of 2 faculty members for CAS and PBAS was carried out in July-August 2016.

Development of Infrastructure:

- Through an earlier proposal, 3 Basic and 3 Advanced classrooms were developed in college with sponsorship from SAS. The purpose of these smart classrooms is to train students in Employability Skills and also use the smart classrooms for making teaching-learning more effective. The IQAC then arranged training sessions for teachers in the use of the smart classrooms in the month of September 2016 and February 2017.
- The IQAC designed the SNEH Training programme and in association with the Placement Cell arranged training sessions for third year students of BA (Marathi, English and Gujarati mediums), BCom (Voc), BMS and MA I (Counselling Psychology) using these smart classrooms. Altogether, 36 sessions were held from December 2016 to March 2017.
- Another proposal for a further grant was planned and submitted to SAS for development of additional 3 smart classrooms. The College has received the additional grant.
- The utilization of the UGC XII Plan Advance Grant was submitted to the UGC Regional Office. Budget for the remaining UGC XII Plan Grant received by the college was planned.
- Purchases of a Desktop Computer, a laptop, an additional printer, camera with Tripod, speakers, microphone and headphones was made under the UGC-IQAC Grant.

Key Result Areas:

- The work of the KRA teams was monitored with regular meetings. A report of each KRA team was presented by the facilitators during the IQAC meeting held on 31st March 2017. Management members and QAC experts Mr. Uday Gaitonde and Mr. Sunil Mantri present during this meeting gave their feedback for each KRA.

Workshops for teaching and non-teaching staff:

- Dr. Mina Kute, Principal, College of Education, SNDTWU and member on Univ. API Panel was invited as a Resource person to conduct a workshop on New API format designed by the SNDT Women's University on 16 September 2016.
- Dr. Ashok Salve and CA Shri Gunwant Racch, IQAC members, Smt. PN Doshi College were invited to conduct a workshop on Academic and Administrative Audit for the IQAC, for the teaching faculty and for the Administrative and Support staff on 20th October 2016. Mr. Uday Gaitonde, QAC expert was present during the session for the IQAC and gave his feedback for re-designing of the college AAA format. The format for the AAA used by the college was re-designed along with the score-sheet.
- Principal Dr. Leena Raje conducted a session on "Filling in the Annual Confidential Reports" for all teaching faculty members on 16th January 2017.
- Ms. Keyaa Mukherjee, Office Superintendent, Maniben Nanavati College was invited to conduct a session on "Towards Paperless Office" on 7th March 2017 for the co-ordinators, In-charges of different courses, IQAC members as well as the Administrative and Support staff on

Publication:

- The IQAC Newsletter was published on-line. It is available on the college website.

Teacher Assessment:

- The students assessed and gave feedback for their teachers with the help of an on-line Teacher Assessment Questionnaire in March-April 2017. The results were analysed and submitted to the Principal.

Other Activities:

- Academic Calendar for Semester II, IV, VI for 2016-17 was prepared and uploaded on the college website.
- AQAR for 2015-16 was submitted to NAAC as a soft copy on after seeking approval from the College Management.
- The proforma for planning the budget for activities conducted by the Departments as well as the different College Committees was prepared and mailed to every Department Head and Committee Convenor. This will in streamlining activities and obtain prior sanction of funds for the activities conducted throughout the year.
- The format for Annual Self-Appraisal was modified and the teachers were asked to submit a soft copy. The IQAC gave printed copies of the Self -Appraisal to the respective Heads of the Departments and In-charges and co-ordinators of courses to give their feedback and forwarded to the Principal for her review.

YEAR 2017-2018

Training Programmes organised:

Faculty

- The IQAC, 'Utthaan' along with the BCA Department of Dr. BMN College and the Computer Training Center of our college arranged a 6 days ICT Training Programme for all Faculty members from 8 January to 13 January 2018. Additional sessions for Excel and Animoto were held on 18 January and 22 January 2018 respectively.
- The IQAC in association with the Psychology department organised a workshop on Teaching, Learning and Contemporary Evaluation Methods by Dr. Geeta Shetty, Associate Professor, St. Xavier's Institute of Education on 20-3-2018. This program was organised for the teaching faculty from our college, faculty members from BMN College of Home Science, Ruparel and SIWS College also attended the workshop
- Dr. Mangavkar, Principal of Khalsa College was invited to give his guidance on CPE Grant Utilisation on 14 December 2017. Dr. Ashok Salve was also invited to interact with IQAC members and give his inputs for utilisation of CPE Grant on 11 December 2017.

Students:

- The IQAC in collaboration with Welingkar Institute and Bayer Ltd organised an Introductory lecture on the PG course in Life Sciences on 6-3-18 for third year students of BA (Nutrition & Meal Management and Child Development) and BMS. Thereafter 20 students were selected from this group to appear for an online aptitude test on 14-3-18. 5 students were selected for the interviews held on 15-3-18. Finally, 4 students are selected for the training program which starts on 7 May 2018 at Welingkar Institute.

Guest Speakers

- The IQAC in association with the Library organised a lecture on IPR by Dr. Sameena Hasan for all faculty members on 5-3-2018. Students of the BCA, Dr. BMN College of Home Science and Principal of SMES Nursing College, Mrs. Anjali Katdare also attended the lecture.
- Along with the Department of Management Studies the IQAC organised a lecture on "Teachers by Design or by Default" by Mr. Gerald D'cunha, Life-coach for Degree and Junior College teachers on 14 Oct. 2017.

Academic Audits

- IQAC arranged for the Departmental Academic Audits from the 6 December to 9 December 2017. The Audit proforma was mailed to all faculty members. Departments were asked to prepare files with complete documentation. A score card was designed for the Academic Audit. An orientation of all faculty members on how to fill in the Academic Audit proforma as well as the Confidential Report was held on 27 November 2017. Two internal Audit teams comprising of 4 teachers each were also oriented on conducting the Academic Audit. The final scores were declared in a meeting held on 18 December 2017. Based on the feedback received through the audit teams and departments, the proforma and the score card will be further modified for the next academic year.
- API verification and follow up with University for three faculty members was carried out in the month of July-August

Seminars/Workshops attended by IQAC members

- Madhavi Sathe, Assistant Professor, and Dr Shobha Dedhia Assistant Professor attended a session on the New NAAC Manual conducted by Dr. M.R. Kurup at K.J. Somaiya College of Science and Commerce on 20 December 2017
- Mrs. Madhavi Sathe, Assistant Professor and IQAC co-ordinator participated in a one-day workshop on New NAAC Guidelines and Self-Study Report Writing organised by the IQAC of SIES (Nerul) College of Arts, Science & Commerce on 7 Oct. 2017.
- Dr. Avaneesh Bhatt and Mrs. Darshana Buch participated in a one day State Level Seminar on "Writing of new NAAC SSR- Challenges" organized by KLE College, Kalamboli, on 13th January, 2018.

Other activities:

- The IQAC newsletter Utthaan was released on the College Website on 5 September 2017. The theme for the newsletter was the UGC CPE status awarded to the college and utilisation of the grant.
- The AQAR was submitted to NAAC on
- The IQAC prepared proposals for RUSA as part of the Institutional Development Plan (IDP) for the SNDT Women's University.
- The IQAC members were also involved as the Planning Board for CPE Grant utilisation
- The Best College Proposal was prepared and sent to the University on 23 July 2017.
- The IQAC was involved in preparation of the second proposal for CSR grants from SAS India Ltd. The college could develop 3 more Advanced Smart Classrooms and the Basic Smart Classrooms developed from the earlier grant were upgraded to Advanced Smart Classrooms with the CSR Grant.

"The function of education is to teach one to think intensively and to think critically.[...] Intelligence plus character-that is the goal of true education."
Martin Luther King, Jr.

"The proper end of teaching is to lead our students towards autonomy"

Marshall Gregory