The Annual Quality Assurance Report (AQAR) of the IQAC

July 01, 2012 to June 30, 2013

Part – A

1. Details of the Institution

1.1 Name of the Institution	Smt. Maniben M.P.Shah Women's College of Arts & Commerce
1.2 Address Line 1	Smt. Parmeshwari Devi Gordhandas Garodia Educational Complex 338, R.A. Kidwai Road
Address Line 2	Matunga (E)
City/Town	Mumbai
State	Maharashtra
Pin Code	400019
Institution e-mail address	mmpshah@rediffmail.com
Contact Nos.	022-24095869
Name of the Head of the Institution:	Dr. Suman V. Jain
Tel. No. with STD Code:	022-24454273
Mobile:	9869074588

Name of the IQAC Co-ordinator: Mrs. Madhavi Sathe

Mobile: 9892544080

IQAC e-mail address: iqacmmp@gmail.com

1.3 **NAAC Track ID** MHCOGN 10626

1.4 **NAAC Executive Committee No. & Date:** **EC/65/RAR/22 Dated 25-10-2013**

(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: www.mmpshahcollege.com

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	1st Cycle	B+		2004	5 Yrs
2	2nd Cycle	A	3.61	2013	5 Yrs

1.7 Date of Establishment of IQAC: 1st August. 2004

1.8 AQAR for the year 2012-2013

1.9 Details of the previous year’s AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR: 30th August, 2005
ii. AQAR: 11th July, 2006
iii. AQAR: 11th July, 2007
iv. AQAR: 4th December, 2008
v. AQAR: 4th September, 2009
vi. AQAR: 4th December, 2008
vii. AQAR: 13th January, 2011
viii. AQAR: 26th January, 2012
ix. AQAR: 15th September, 2012

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 ☑

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) Mass Media

1.12 Name of the Affiliating University *(for the Colleges)* SNDT Women's University, 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	------	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	08
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	02
2.4 No. of Management representatives	01
2.5 No. of Alumni	------
2. 6 No. of any other stakeholder and Community representatives	01

2.7 No. of Employers/ Industrialists ------

2.8 No. of other External Experts 02

2.9 Total No. of members 16

2.10 No. of IQAC meetings held 08

2.11 No. of meetings with various stakeholders: Students 02 Faculty 13

Non-Teaching Staff 02 Alumni 01 Others 01

TOTAL 19

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 03 International -- National -- State -- Institution Level **03**

(ii) Themes “API, CAS and PBAS”, “KRAs, Root Cause Analysis and QC Tools”, “API as an Impetus for Teacher’s Growth”

2.14 Significant Activities and contributions made by IQAC

1. Lecture on Wellness for Women for Students & Staff (Teaching & Non-Teaching)
2. Retail Training for students
3. Key Result Areas
4. Internal Audit of Departments
5. TAQ
6. Facilitating NAAC Reaccreditation

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
• Continual updation of the College Website	Information on Upcoming Events Uploading Exam Schedules Updating Staff Details Photo Gallery
• Collecting student feedback on teachers with the help of structured Teacher Assessment Questionnaire (TAQ)	Collected, analysed and distributed TAQs for all permanent faculty members
• Organizing workshops on quality in education and related themes for teaching and non-teaching faculty.	Conducted the following workshops “API, CAS and PBAS”, “KRAs, Root Cause Analysis and QC Tools”, “API as an Impetus for Teacher’s Growth”
• Follow up on attendance of students for the 100 hours computer training.	Additions to the syllabi Conducted orientation for students
• Preparing NAAC RAR	RAR sent on 9th Nov 2012.

2.15 Whether the AQAR was placed in statutory body Yes ☑ No ☐

Management ☑ Syndicate ☐ Any other body ☐

HON. SECRETARY
SEVA MANDAL EDUCATION SOCIETY

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	3	-	03	-
UG	4	-	02	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	01	-	01	01
Others	07	-	07	07
Total	15	-	14	08

Interdisciplinary	01	-	-	-
Innovative	02	-	-	-

1.2 (i) Flexibility of the Curriculum: Core ☑ Elective option ☑

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	07
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni -- Parents -- Employers -- Students ☑

(On all aspects)

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

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

Management Studies papers on Marketing and Macro Economics were restructured. Faculty members actively participated in workshops organized by SNDT Women's University.

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
28 + 1 Principal	16	12	-	-

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
-	01	-	-	-	-	-	-	-	01

2.4 No. of Guest and Visiting faculty and Temporary faculty:

27 17

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	06	03
Presented papers	-	09	02
Resource Persons	-	-	-

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

Annexure No. 3

2.7 Total No. of actual teaching days during 2012-2013 177

2.8 Examination/ Evaluation Reforms initiated by the Institution: Examination Manual Prepared

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

Board of Study 06

Curriculum Development Workshop 11

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. III	163	3.28	36.18	42.10	18.42	93.25
B.Com. III	187	6.36	38.85	50.95	3.82	83.95
B.M.S.	61	8.47	88.13	3.38	00	96.72
B.M.M.	35	11.42	71.42	17.14	00	100
M.Com.	30	23.80	47.6	28.57	00	70
M.A. (Counselling Psychology	35	2.85	51.42	40.00	00	91.42
M.A. (Hindi)	16	00	46.66	53.33	00	93.75

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

- Academic Calendar (**Annexure No. 1)**
- Schedules for Internal Assessment (**Annexure No.4**)
- TAQ **(Annexure No.2)**

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	**02**
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	**01**
Faculty exchange programme	00
Staff training conducted by the university	**02**
Staff training conducted by other institutions	**05**
Summer / Winter schools, Workshops, etc.	**01**
Others	00

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	43	05	00	02
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

Workshops in collaboration with the College Research Cell

- “Research in Social Sciences” by noted economist Dr. J.D. Mehta

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	04	01	-	-
Outlay in Rs. Lakhs	2,63,000	50,000	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	--	--
Non-Peer Review Journals	--	02	--
e-Journals	01	--	--
Conference proceedings	--	03	--
College Research Journal “Concept”	--	--	03
Magazine/ Newspaper		01	
TOTAL	**03**	**06**	**03**

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	05	UGC	3,13,000	3,03,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	01	-	-	-
Any other(Specify)	-	-	-	-
Total	06	UGC	3,13,000	3,03,000

3.7 No. of books published i) With ISBN No. -- Chapters in Edited Books 01

ii) Without ISBN No. 01

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 20,000/-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		01			
Sponsoring agencies		UGC			

3.12 No. of faculty served as experts, chairpersons or resource persons 14

3.13 No. of collaborations International -- National 03 Any other 05

3.14 No. of linkages created during this year 02

3.15 Total budget for research for current year in lakhs:

From Funding agency UGC: 3, 03,000 /-

From Management of University/College 10,500/-

Total 3, 13,500/-

3.16 No. of patents received this year: NA

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
01			01			

3.18 No. of faculty from the Institution who are Ph. D. Guides 02

and students registered under them 02

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 12 State level 318

National level 271 International level -

3.22 No. of students participated in NCC events:

University level	51	State level	134
National level	10	International level	--

3.23 No. of Awards won in NSS:

University level	--	State level	--
National level	--	International level	--

3.24 No. of Awards won in NCC:

University level	--	State level	--
National level	--	International level	--

3.25 No. of Extension activities organized

University forum	--	College forum	07		
NCC	06	NSS	12	Any other	01

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

- Department of Psychology has adopted the Police Colony, Matunga where they conduct various activities. (**Annexure No.5**)
- BMM Students volunteered in "Job Fair" for disabled students organized by the Ministry of Labour, TISS and NASEOH on 21st and 22nd Feb 2013.

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	4650 sq. mts.	-	-	4650 sq. mtrs.
Class rooms	40	-	-	40
Laboratories	07	-	-	07
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	02	-	UGC XI Plan	02
Value of the equipment purchased during the year (Rs. in Lakhs)	411483	-	UGC X &XI Plan, Govt. Grant, Donation, Fees	
Others: Sound recording and Video Editing studios	02	-	-	02
Library	01	-	-	01
College Hall	01	-	-	01

4.2 Computerization of administration and library

The following administrative processes are computerized:
Admission, Examinations & Results, Library Catalogue, Student Enrollment,
Finance Section, Salary, PF Accounts, Staff Attendance & Leave Records
Correspondence with UGC, University, Joint Director of Education, Government of Maharashtra

4.3 Library services:

	2011-12		2012-2013		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1392	275094.48	426	113409.76	1818	388504.24
Reference Books CD & Video						
Journals	28	82070	29	74437.00	57	156507
INFLIBNET N-LIST Membership	-	5000	-	5000		10000
Others: Magazines	21	6507.30	20	9080	41	15587.30
Newspapers	13	13112.50	13	14854.50	26	27967

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	153	104	Available on all 154 terminals	01 Centre with 08 Computers	04	17	06 + 2 laptops+ 2 Mac Desktops (BMM studio)	14
Added	01	-	-	-	-	-	01 laptop	-
Total	154	104	154	01	04	17	11	

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

- Students have to undertake 100 hours Computer Training **(Annexure 10)**
- BCom students have a UGC Vocational Course in Computer Applications
- BMM students learn skills of video editing and sound recording with the help of a trained technical instructor in the studios
- All students have access to the internet in the 4 computer labs, Library and Internet corner
- Students have access to the CD ROMS on various topics available in the library.
- Films based on the syllabus of different papers are screened for students followed by discussions
- Teachers regularly use the internet for preparing study material, PowerPoint presentations; create blogs and google groups to keep in touch with students and peers
- The College has 2 servers and 3 LAN networks
- A Microsoft Campus Agreement for licensed software on all Computer terminals
- Computer hardware and software is upgraded as and when required

4.6 Amount spent on maintenance in lakhs:

i) ICT	2,41,000/-
ii) Campus Infrastructure and facilities	39,081/-
iii) Equipments	13,885/-
iv) Others	-
Total:	2,93,966/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

During orientation for First Year students are made aware of the support services available on campus.

IQAC has taken up a Project to create awareness about the various Freeship and Scholarships available to students. (**Annexure No.6)**

5.2 Efforts made by the institution for tracking the progression

DC Depts., PG Depts. and Professional Courses keep in touch with their Alumni through various Social Networking Sites.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1519	188	---	---

(b) No. of students outside the state: 00

(c) No. of international students: 00

Women

No	%
1707	100

2011-12						2012-13					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1327	210	10	181	--	1728	1272	188	17	230	3	1707

Demand ratio 1:1 **Dropout %: 20.35%**

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

- College Central Library has resources available in the library for preparation of competitive examinations (**Annexure No. 7)**
- Aspiring Minds Computer Adaptive Test (AMCAT), 335 students were tested

No. of students beneficiaries 64

5.5 No. of students appeared in these examinations

NET	05	SET/SLET	02	GATE	--	CAT	16
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	35

No. of students qualified in these examinations: NET: **03**

5.6 Details of student counselling and career guidance

The Counselling Cell “Samvedna” conducted Psychological Assessment and Counselling for students who sought help for problems ranging from health to careers and relationship issues. The Cell conducted the need based Life Skill program for all UG students. This program covered issues such as balancing work & studies; conflict management and interpersonal relations. Additional sessions on Goal Setting, Resume Making, Effective Study Habits, were also organized for specific groups of students.

No. of students benefitted: 89

5.7 Details of campus placement

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	19	00	32

5.8 Details of gender sensitization programmes

Gender Sensitizing programmes are organized by departments. Students are encouraged to participate in Competitions based on similar themes at inter collegiate and university levels. Poster display, slogan competitions are organized at college level too. Film shows on related topics followed by discussions is a regular feature every year.
The college has a Certificate programme in Self Defense in association with Dragon Osho School which trains students in Martial Arts. This course is free of charge.
A detailed list of such programmes is given in (**Annexure 8)**

5.9 Students Activities

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

State/ University level 03 National level 01 International level --

No. of students participated in cultural events

State/ University level 25 National level -- International level --

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

Sports: State/ University level 03 National level -- International level --

Cultural: State/ University level 08 National level -- International level --

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	26	39,600
Financial support from government	08	44,788
Financial support from other sources	26	40,000
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level 02 National level -- International level --

Exhibition: State/ University level 01 National level -- International level --

5.12 No. of social initiatives undertaken by the students 25

5.13 Major grievances of students (if any) redressed:

Based on the feedback received from students regarding infrastructure, renovation of toilet blocks was undertaken, Nets were fitted on windows to avoid nuisance due to birds.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Empowerment of Women through Quality Education to make them Competent, Self-reliant, Responsible Home-makers, Professionals & Citizens

Mission: Education for a Living and for Making a Better Living

6.2 Does the Institution has a Management Information System No

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

6.3.1 Curriculum Development

- BMS started a 20 hour training programme in “Personality Development” for all BMS students.
- MA (Psychology) started a Certificate Program in Psychological Assessment & Basic Counselling Skills.

6.3.2 Teaching and Learning

- Preparation of Academic Calendars
- Teaching Plans
- Departmental Plans and Schedules for the Semester
- Innovative Teaching methods (**Annexure No. 3)**
- Teachers Assistance ship Program was introduced by MA (Psychology).This enables students to earn while they learn.

6.3.3 Examination and Evaluation

- Continuous evaluation – innovative evaluation techniques
- Double evaluation
- Re-verification, Re-evaluation, Photocopy of Answer sheet

6.3.4 Research and Development

- Research Cell – conducts Workshops and Guest Lectures
- College Research Journal 'Concept' published which has research papers contributed by students and staff
- Encouraging students to participate in Research Paper Presentations competitions **- (Annexure 9)**

6.3.5 Library, ICT and physical infrastructure / instrumentation

Physical Infrastructure: Renovation of staff room, and Students' Common Room
Library: Library Website- a webpage provided on the Institutional website activated in Dec 2013 using Google's features of free sites; using the INFLIBNET N-List; ICT Upgradation, Barcoding of Books; Book Bank facility; Scholar Cards for meritorious students; Partial open access to PG students
ICT: State-of-the-Art Sound Recording and Video Editing Studios used for imparting the skills and making films and documentaries by staff and students. Well maintained Computer laboratories for internet browsing, preparing projects, power point presentations, on line submission of assignments.

6.3.6 Human Resource Management

- Developing Key Result Areas (KRAs) based on NAAC Peer Team recommendations
- Departmental Internal Audit
- Teacher Feedback with the help of TAQ
- Workshop on Wellness for Women for Teaching and Non-Teaching staff
- Felicitation of teaching and non-teaching staff

6.3.7 Faculty and Staff recruitment

CAS based appointments & promotions

6.3.8 Industry Interaction / Collaboration

- Students of BMM, BMS and MA Counselling Psychology have an Internship program
- Workshops, Guest lectures, Collaborative students' Projects, Sponsorship,
- NSS Activities in collaboration with various organizations and NGOs

6.3.9 Admission of Students

- A Film by the Department of Mass Media on the College and the various courses was made for the purpose of publicity. The film was shown during Admissions
- Updating the College prospectus
- Admission Committee for the Academic year was formed which adhered to the Admission policy which states that admission will be granted to all students irrespective of their caste, religion, socio-economic status and grades at the last qualifying examination, to follow rules set by the University especially for students from the reserved categories, and for students from the socially disadvantaged sections
- Personal Counseling and guidance to students and their parents on the courses that college offers and the most suitable course for a student
- Facilitating the entire process of filling forms, checking forms and payment of fees

6.4 Welfare schemes for

Teaching	Loans for travel abroad for paper presentation Loan for Publishing books
Non-teaching	Loans for medical aid; education of children, appointment of next of kin on compassionate grounds
Students	Freeships, Scholarship to needy students Insurance and Medical aid Notebook distribution Concession in fees, Payment of Fees is instalments Prizes for meritorious students Free Counselling Services

6.5 Total corpus fund generated

64,77,463/-

Common corpus fund is being generated by the parent society, SMES, for all their institutions

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	No	NA	Yes	IQAC
Administrative	No	NA	No	NA

6.8 Does the University/ Autonomous College declare results within 30 days? **NA**

For UG Programmes Yes ☐ No ☐

For PG Programmes Yes ☐ No ☐

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

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

NA

6.11 Activities and support from the Alumni Association

- Our Alumni Smt. Aruna Kamdar gave donation for the naming of the staffroom.
- Alumni are invited as Resource Persons, Judges
- Facilitate placements of students

6.12 Activities and support from the Parent – Teacher Association

- Ms Reshma Murali, College Counsellor, conducted a workshop on ‘Communicating with Teens’ on 8th July 2012
- Parents are invited on college Annual Day, Foundation Day, Republic Day and Independence Day Celebrations
- Performance and attendance of students was discussed during departmental PTA meetings.
- Counselling Cell extends support to parents

6.13 Development programmes for support staff

Following Workshops were organized for non-teaching staff:
13-9-2012: Anger Management, by Mrs. Archana Patki, HOD, Psychology Dept.
4 - 4-2013: Self-Management, by Mrs. Archana Patki, HOD, Psychology Dept.
12-4-2013: Team Building and Team Work, by Ms. Reshma Murali, Psychology Dept.
26-4-2013: Art of Speaking, by Principal Dr. Suman Jain

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

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

- Foundation Courses, Sociology and BMM have incorporated environment related projects based on their curricula
- Notifications in all class rooms and college campus indicating the need for switching off lights and fans and other electrical equipment when not in use
- Fixing CFL and LED lamps in the Hall, auditorium and Computer Labs
- Tree Plantation drives every year by NSS and NCC units
- A plant nursery is maintained by the college
- Workshops on ‘Best out of Waste’; ‘Importance of Environment’
- Nature Club organized visits to Mahim Nature Park, Mangroves in Mumbai; Visited exhibitions organized by Friends of Trees, visited Sewri wetlands to observe Flamingoes
- Students volunteer at exhibitions organized by Friends of Trees

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.

- **Departmental Internal Audit:** The IQAC introduced Internal Audit for all the Departments. A proforma was designed taking advice from the QAC members Mr. Uday Gaitonde, former Executive Director, NCQM and Prof. Sunil Mantri, Principal, NM College of Commerce and Economics, Mumbai. Each department was required to fill in this proforma which would help the departments to identify their strengths and weaknesses and help in formation of the departmental development plans. The audit will be checked by the IQAC and the Principal and suggestions will be given to each department. It will be an annual audit in the beginning till the departments get used to the procedure and then a semester-wise audit will be introduced.
- **KRA: Key Result Areas** based on the NAAC Peer Team recommendations were identified with the help of the QAC members. KRA teams were formed. A workshop on “QC Tools and Root Cause Analysis” was organized for these teams to understand how to proceed with the KRA. This exercise helped in facilitating the process of writing the NAAC RAR as each team could compile

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

College Website: Information on Upcoming Events, Uploading Exam Schedules, Updating Staff Details, Photo Gallery

Teacher Assessment Questionnaire: Collected, analyzed and distributed TAQs for all permanent faculty members

Workshops: Conducted the following workshops “API, CAS and PBAS”, “KRAs, Root Cause Analysis and QC Tools”, “API as an Impetus for Teacher’s Growth”

100 Hours of Compulsory Computer Training: Additions to the syllabi (Annexure No.10), Conducted orientation for students

NAAC Visit: RAR sent on 9th Nov 2012.

7.3 Give two Best Practices of the institution

Mental Health Week

Environment Awareness

[Annexure No.11 (i), Annexure No.11 (ii)]

7.4 Contribution to environmental awareness / protection

Workshop on Eco-friendly Ganesha idol

Observing Earth Hours, Tree Plantations, Plant Nursery, Guest Lectures

7.5 Whether environmental audit was conducted? Yes ☐ No ☑

(Energetic Solutions Ltd. was invited to conduct an Environmental Audit but the same was not found to be financially viable by the Management)

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

University Rank Holders:

Ms. Bharati Jain	2nd rank in MCom
Ms. Monica Parmar	1st rank in BA (Guj. Med)
Ms. Mariam Fakri	3rd rank in BCom
Ms. Sweety Pukhraj	2nd rank in BMS
Ms. Swati Singh	1st rank BMM
Ms. Kiran Singh	3rd rank BMM

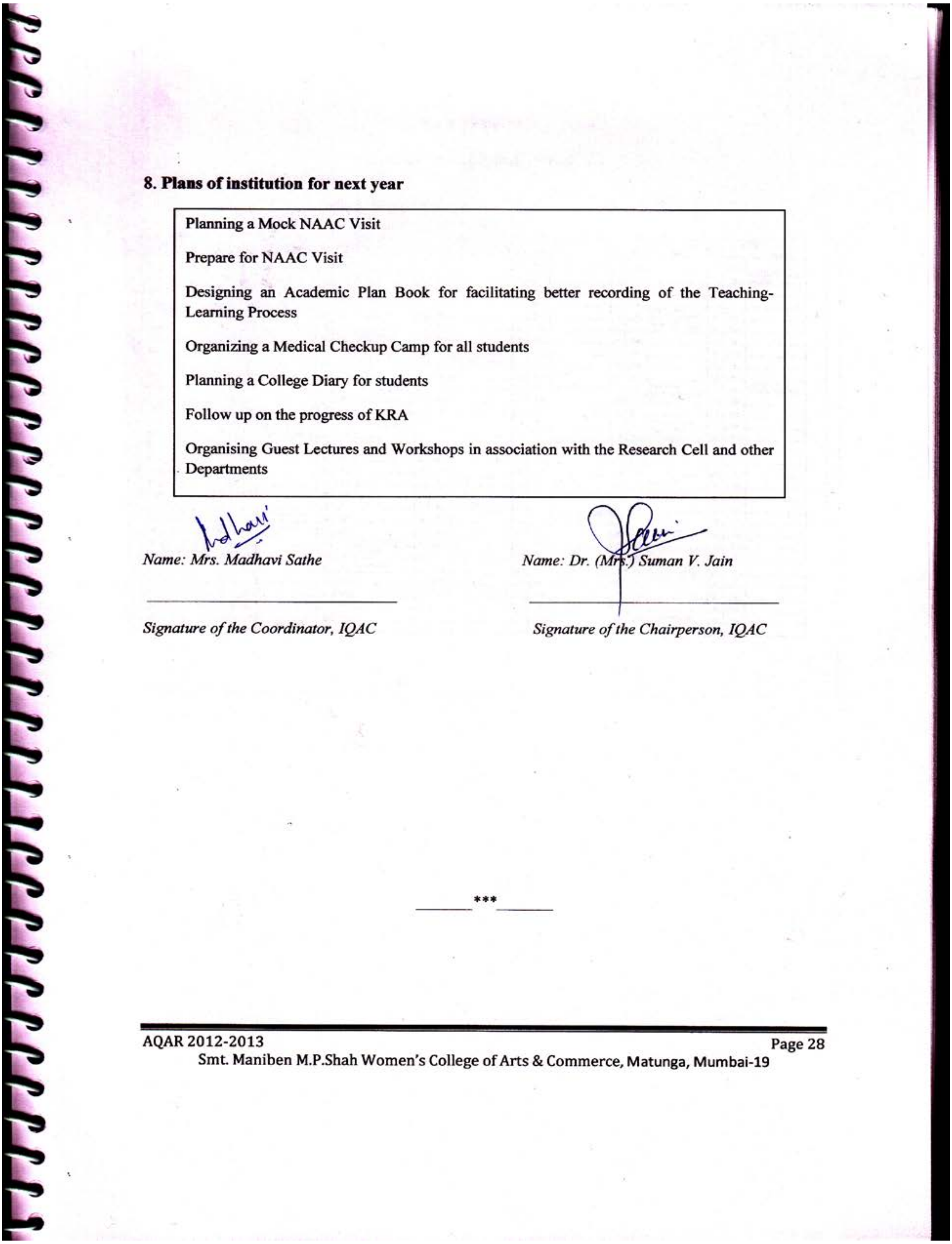
Department of Hindi organized a 2 day UGC sponsored National Seminar on “Harivanshrai Bachchan: Vyaktitva aur Krutitva” on 25, 26 March 2013. Noted Hindi writers, poets and critics addressed an audience of students and teachers.

Department of Hindi organized a ‘Kavi Sammelan’ on 19th Jan 2013; renowned poets like Dr. Nandlal Pathak, Shri Subhash Kabra, Shri Ajay Pandey, Shri Vasant Arya and Shri Devmani Pandey recited their poems

The Home Economics Department organized Breast Feeding Week, an intercollegiate event with a poster competition, cookery contest and a lecture by a senior pediatrician on “Importance of Breast Feeding” on 13, 14 August 2012.

BMS celebrated AAKAR, inter collegiate festival on 7, 8 September 2013 which saw a collection of a sponsorship of INR 1.80 and participation of 15 colleges affiliated to SNDT Women’s University and Mumbai University. The event was well advertised on 93.5 Red FM and ABP News Channel.

BMM celebrated RAZZMATAZZ, inter collegiate festival on 9, 10 January 2013 which attracted 20 colleges from all over Mumbai. The theme of the festival was ‘Carnival’. The entire college had a carnival look complete with joy rides. Well known media personalities were invited as guests and judges.



8. Plans of institution for next year

Planning a Mock NAAC Visit Prepare for NAAC Visit Designing an Academic Plan Book for facilitating better recording of the Teaching-Learning Process Organizing a Medical Checkup Camp for all students Planning a College Diary for students Follow up on the progress of KRA Organising Guest Lectures and Workshops in association with the Research Cell and other Departments

Name: Mrs. Madhavi Sathe

Signature of the Coordinator, IQAC

Name: Dr. (Mrs.) Suman V. Jain

Signature of the Chairperson, IQAC

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