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

Commerce
Matunga, Mumbai-19

"UTTHAAN"

Internal Quality Assurance Cell (IQAC)

Annual Quality Assurance Report (AQAR)
2015-2016

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 above board academic and administrative work will eventually withstand the challenges posed by the new competitive era.

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

> **2015-2016**

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

> **400 019**

Institution e-mail address

> mmpshah@rediffmail.com

Contact Nos.

> **022-24095869**

Name of the Head of the Institution:

> **Dr. Leena Raje**

Tel. No. with STD Code:

> **022-24095869**

Mobile:

> **09920385557**

Name of the IQAC Co-ordinator:

Mrs. Madhavi Sathe

Mobile:

09892544080

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

1.5 Website address:

www.mmpshahcollege.com

Web-link of the AQAR:

http://mmpshahcollege.com/AQAR.html

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

(**Annexure No. 1 (a, b))**

1.7 Date of Establishment of IQAC:

1st August. 2004

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC
   i. AQAR: 13th January, 2011
   ii. AQAR: 26th January, 2012
   iii. AQAR: 15th September, 2012
   iv. AQAR 26th April, 2014

1.9 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 [ ]

1.10 Type of Faculty/Programme

Arts [✔]   Science [ ] Commerce [✔] Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ]   Management [✔]

Others   (Specify)   [**Mass Media**]

1.11 Name of the Affiliating University *(for the Colleges)*   [**SNDT Women's University, Mumbai**]

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

Autonomy by State/Central Govt. / University	[---]	**Received CPE status in April 2016 (Annexure 1 C)**
University with Potential for Excellence	[--]	UGC-CPE
DST Star Scheme	[---]	UGC-CE [---]
UGC-Special Assistance Programme	[---]	DST-FIST [----]
GC-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   03

2.3 No. of students   ----

2.4 No. of Management representatives   02

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   15

2.11 No. of meetings with various stakeholders: Faculty 05   Students -

    Non-Teaching Staff 02   Alumni -   Others 01

2.12 Has IQAC received any funding from UGC during the year? **Yes** ✓

    If yes, mention the amount   **Rs. 300,000/-** was received in the year 2014.

2.13 Seminars and Conferences (only quality related)

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

    Total Nos. 06   International ---   National ---

    State ---   Institution Level- Workshops 07

(ii) Themes :

Workshops were organised by the IQAC for different stakeholders at the college level:

For Students:-
- In association with the Vivekanand Kendra, a workshop on Team Building and Motivation was organized on 1 October 2015

For the teaching faculty:-
- Attitude and Gratitude on 13 June 2015
- Going the Extra Mile on 13 August 2015 by Mr. Jignesh Sanghavi, Director, Divine Living
- Understanding Student Absenteeism by Dr. Avinash De'Souza, noted Psychiatrist on 8 October 2015 along with the Counselling Cell.

For the IQAC:-
- A workshop on Stress Management for the IQAC members was held on 31 March 2016. The College Counsellor Ms. Snehal S conducted the workshop

For Non-teaching Staff:-
- A Prerna Shibir was organized for the Non-teaching staff along with the Vivekanada Kendra on 9 January 2016.
- Mr. Jignesh Sanghavi, Divine Living, conducted workshops on Anger control, Attitude, Gratitude and power of Appreciation

2.14 Significant Activities and contributions made by IQAC

The significant activities undertaken by the IQAC this year are:-

The IQAC has established the Key Result Areas (KRA) on the basis of the NAAC Peer Team recommendations. The KRAs were categorised into the 7 NAAC criteria. For each criterion, a team comprising of a Team leader, team members and an IQAC member as a Facilitator was planned after seeking consent of each team member to work on the KRA. This organisational framework enabled the efficient functioning of the teams. The KRAs were modified from time to time and new KRAs were added as found essential. The IQAC is monitoring work done by the teams at regular intervals through different interactions between the facilitators and teams, between facilitators of the different teams and between teams and external experts on the IQAC. Feedback and suggestions are given to the teams and facilitators during these interactions.

The IQAC recognised the need for training of students in employability skills. A Campus to Corporate Program aimed at training a total of 175 Final Year Students from each undergraduate course and Part-1 students from each of the Post Graduate courses is planned. This programme is implemented with help from SAS –a multinational company under their CSR. SAS has granted funding for creating 3 Advanced and 3 Basic Smart classrooms. SAS will also help with providing skilled and experienced trainers to conduct modules in the Campus to Corporate Program; absorb students for interning with the organization as well as through campus placement programs.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To monitor the progress made by the Key Result Areas (KRA) teams towards fulfilment of the NAAC Peer Team recommendations	KRA Teams formed to work on each recommendation given by the NAAC Peer Team. Each recommendation was written as an objective of the team. This was based on the SMART (Specific, Measurable, Achievable, Relevant and Time- bound) principles. Each team has a facilitator who is a member of the IQAC. The work of each team is documented and presented before the IQAC regularly. The IQAC then gives suggestions and inputs to improve the pace of work or to use different methodology to achieve the objective. The facilitator also reports the progress made by her/ his team to the IQAC and gives the feedback received to the KRA team. Each facilitator holds atleast 4 meetings with the team each semester. At the end of the semester, the KRA teams present their work before the external experts.
2. To redesign the Teacher Assessment Questionnaire (TAQ) and making it an on-line process	This year the process of gathering teacher's feedback from students was made on-line. The TAQ was designed as a Google form. Every IQAC member in-charge of a batch of students oriented the batch on how to fill in the TAQ on the Google form using codes given for each subject teacher. The data was collected on an Excel sheet which was then statistically analysed. The Principal shared the feedback with each teacher and a signed copy of the feedback was given to the teacher by the Principal.
3. To convert the IQAC newsletter as an e-edition	In order to save paper and create environmental awareness, from this year the IQAC newsletter was released an e-edition on the 5th September 2015- Teacher's Day. The newsletter will be linked to the College website soon.
4. To apply for funds under various Government schemes and Corporate CSR	The IQAC prepared and submitted the following proposals for infrastructure requirements: To UGC- under **College with Potential for Excellence** (CPE). The Officiating Principal presented the Proposal to the UGC during an Interface meeting on 29 January 2016. The College received the CPE status in

		April 2016. To SAS – a multinational company as part of their CSR activity has agreed to help the college set up 3 Advanced and 3 Basic Smart classrooms which will be used for imparting employability skills to our students through a well-designed program- **SNEH**.
5.	To establish linkages for curriculum development and teaching-learning	The IQAC 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. Also initiated the process of collaboration between the college and the Yoga Institute, Santacruz for the level 1, level 2 and level 3 courses in yoga for our students.

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

Management ✓ Syndicate ☐ Any other body ☐

Provide details of action taken

Report- accepted

X *[signature]*
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	**03**	**04***	**03**	-
UG	**05**	**02***	**03**	-
PG Diploma	-	**03***	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	**04**	-	**02**	**02**
Others	**02**	-	-	**02**
Total	**14**	**09***	**08**	**04**

Interdisciplinary	**01**	-	-	-
Innovative	**09***		-	-

* Under Mahatma Gandhi Antarashtriya Hindi Vishwavidyalay, Wardha

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

Pattern	Number of programmes
Semester	**08**
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.

The SNDT Women's University revised the syllabus for the following subjects:

1. First Year B.A Psychology

2. First Year B.A Sociology

3. First Year BA, English

4. Second year BA(Mass Media) and Third year BA(Mass Media) syllabus is in the process of revision

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

The College has become a Distance Education Centre for the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalay, Wardha. This initiative was taken by the Department of Hindi. The College will conduct the following programmes of the said University in the Distance mode:
Post- Graduate level-
MBA,
MSW,
MA (Journalism and Mass Communication),
M.Lib.Sc
Graduate level-
B.Lib.Sc,
BA (Journalism and Mass Communication)
Diploma courses-
PGDE Mass Communication &Film Production,
PGD Journalism and Mass Communication), PGD Computer Applications

Criterion – II
2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
27	**16**	**10**	**-**	**01 (Principal)**

2.2 No. of permanent faculty with Ph.D.   **10**

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	**02**	**-**	**-**	**-**	**-**			**01**	**02**

2.4 No. of Guest Faculty   **04**   Visiting Faculty   **09**   Temporary Faculty   **21**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops **(Annexure No.2G)**	**04**	**03**	**05**
Presented papers **(Annexure No.2A)**	**06**	**15**	**03**
Resource Persons	**01**	**01**	**01**

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

> A detailed description is given in **Annexure No.2B**

2.7 Total No. of actual teaching days during this academic year   **180 days**

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

- Semester III and IV examinations are included as University examinations.
- The Semester I and II examinations are conducted at the College level.
- For all the semesters, internal assessment of 25 marks is conducted by the college.
- Internal assessment is conducted using innovative evaluation methods: skits, power point presentations, online submission of assignments, exhibitions, and field visit reports.
- Provision of verification of marks, revaluation and photocopy of answer sheets both at the university and college levels.

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

Members on Board of Studies: **05**   **(Annexure No.2C)**

Faculty members attending Content analysis workshops: **10**   **(Annexure No.2D)**

Faculty members on Syllabus Restructuring committees: **01**   **(Annexure No.2E)**

2.10 Average percentage of attendance of students   **75%**

2.11 Course/Programme wise distribution of pass percentage: **2015-16**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Total Pass %
BA	**140**	**03**	**35**	**64**	**20**	**87.14**
BCom	**205**	**02**	**43**	**130**	**10**	**90.24**
BMS	**25**	**-**	**12**	**10**	**-**	**88**
BAMM	**29**	**03**	**20**	**06**	**-**	**100**
MA (Counselling Psychology)	**22**	**-**	**06**	**14**	**01**	**95**
MA (Hindi)	**11**	**01**	**06**	**04**	**-**	**100**
MCom (Marketing Management)	**30**	**09**	**16**	**05**	**-**	**100**

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

- The IQAC has been preparing of the **Academic Calendar** (Annexure No. 2F) for every semester. The **Annual Academic Plan Book** has been designed by the IQAC and is used every year by every teacher to plan lessons, to record lectures conducted, the teaching method used and activities conducted in the department. The Academic Plan Book is submitted to the Faculty In-charge at the end of every month for reviewing purpose. **Schedules for Internal Assessment** are prepared at the beginning of each semester and every student receives a copy of the schedule. Thus a student is made aware of when and how internal assessment will be conducted at the beginning of the semester itself. In order to acquire feedback for teachers from students a **Teacher Assessment Questionnaire** (TAQ) has been designed and used. This year, the TAQ was designed as a google form and the feedback from students was taken on-line.

- The KRA team for Criterion II, Teaching- Learning and Evaluation has conducted atleast 4 meetings with each department each semester to understand the various teaching and evaluation methods used by each department for effective learning and encourage departments to use innovative methods, include ICT techniques for teaching, learning and evaluation. A workshop on training teachers in ICT tools in Classroom was organised from 17- 19 August 2015. Teachers are using techniques such as Flipped classrooms, sharing study material through google drives and creating on-line assignments. The departments are monitored through meetings at regular intervals.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	**-**
Staff training conducted by the university	**06**
Staff training conducted by other institutions	**-**
Summer / Winter schools, Workshops, etc.	-
Others **UGC Short Term Courses (Annexure No.2G)** **ICT Training**	**03** **34**

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	**38**	**03**	**02**	**00**
Technical Staff	**00**	**00**	**00**	**00**

Criterion – III
3. Research, Consultancy and Extension

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

- In-house research journal 'Concept 'was released on 12th March, 2016 at the hands of Dr.Vibhuti Patel, Head, PG Department of Economics. This was the first publication after the journal received an ISSN number.
- Dr.Vibhuti Patel conducted a workshop on "Time Management in Research" for the faculty & students of UG and PG, on 12th March 2016. 15 students and 19 faculty members participated in the workshop.
- One day workshop titled "Conceptualization to Presentation of Research Paper" was organized for UG and PG Students on 19th September 2015. Dr Arvind Dhond, Assistant Professor, St Xavier's College, Mumbai was invited as resource person.
- A Competition titled "Research Paper Writing" was held for UG and PG students during Sept-Oct 2015. 16 papers were submitted by the students out of which best 2 papers were selected and published in the research Journal 'Concept'
- Research Cell was allocated infrastructure in September, 2015 for better interaction and documentation.
- 'Earn While You Learn Scheme' was launched in February 2016. 80 students of BA II &III (Mar.Med) participated in the scheme. The project undertaken was aimed at collecting information on the Corporators in Mumbai who won the elections. They used the structured questionnaire & survey method to collect the information. Students were well oriented with series of lectures about the project and data collection techniques. They were assigned the work by Mr. Kadam, Deputy Director, Distance Education, SNDT Women's University

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	--	**1**	--	--
Outlay in Rs. Lakhs	--	**50000**	--	--

3.4 Details on research publications (Annexure no. 3A)

	International	National	Others
Peer Review Journals	**4**	**9**	**4**
Non-Peer Review Journals	**-**	**5**	**8**
e-Journals	**2**	**-**	**-**
Conference proceedings	**-**	**7**	**-**

3.5 Details on Impact factor of publications:

Range | -- | Average | **3** | h-index | **1** | 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	**-**	**UGC**	**INR50,000/--**	**--**
Interdisciplinary Projects	**--**	**--**	**--**	**--**
Industry sponsored	**--**	**--**	**--**	**--**
Projects sponsored by the University/ College	**--**	**--**	**--**	**--**
Students research projects *(other than compulsory by the University)*	**--**	**--**	**--**	**--**
Any other(Specify)Students Research Projects	**--**	**--**	**--**	**--**
Total	**--**	**--**	**INR50,000/----**	**--**

3.7 No. of books published   i) With ISBN No. | **2** | Chapters in Edited Books | **1** |

ii) Without ISBN No. | **---** |

3.8 No. of University Departments receiving funds from: **NIL**

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

| Rs.3250/- |
| Revenue from College Counselling Cell |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	**01**
Sponsoring agencies	--				**Mind Mandala & De'Souza Foundation**

3.12 No. of faculty served as experts, chairpersons or resource persons   **03**

3.13 No. of collaborations   **04**   International   **-**   National   **01**   Any other   **03**

3.14 No. of linkages created during this year: **04**

3.15 Total budget for research for current year in lakhs: **1,34,000**

From funding agency   From Management of University/College   **1,34,000**

3.16 No. of patents received this Year: **NIL**

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
-	--	--	--	--	--	--

3.18 No. of faculty from the Institution who are Ph. D. Guides   **2**

and students registered under them   **3**

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

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

3.21 No. of students Participated in NSS events:

University level | **538** | State level | **139**

National level | -- | International level | --

3.22 No. of students participated in NCC events:

University level | **33** | State level | **65**

National level | **06** | International level | --

Battalion level 404

3.23 No. of Awards won in NSS: **NIL**

3.24 No. of Awards won in NCC:

University level | -- | State level | --

National level | **02** | International level | --

3.25 No. of Extension activities organized

University forum | **08** | College forum | **12**

NCC | **06** | NSS | **12** | Any other | **05**

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

- On the occasion of World Environment day, organized the "Tree Plantation Drive" on 25th June, in association with Lion's Club of Sion.

- The NSS Unit of College has adopted the King's Circle Railway station to maintain cleanliness and beautification of the station. On 20th,21st August, 3rd and 21st September 2015, 12 NSS volunteers and 2 Program Officers participated by painting the inner and outer walls of the station, writing thought provoking slogans and decorating the station with beautiful pictures.

- On 6th August 2015, 57 students participated in 'Hiroshima Day' rally from Azad Maidan to Hutatma Chowk

- Our students helped handicapped children of "Kakoomal and Keslibai Vocational Rehabilitation Centre", Malad, Mumbai, in setting stalls and selling Rakhis to the students of the college on occasion of Raksha Bandhan.

- 125 students participated in Poster, Slogan, Essay and Elocution Competitions on making the students aware of the importance of Road Safety, Rules and Regulations related to road safety on 20th October to 24th October 2015.

- 25 students attended Disaster training Camp on 20th December to 23rd December 2015. It was organized by Chancellor's Brigade at SNDTWU.

- 15 NCC cadets participated in Rashtriya Ekta Din (Run for Unity) organised at State level at Marine lines.

- 15 NCC students have joined the 'Drugs Awareness Rally' held on 21th June, at M.D.Shah Mahila College, Malad.

- MA students from the Department of Psychology conducted Rural and Tribal Outreach programme on 14th February 2016. A workshop on "Career Guidance" was conducted for students of X th standard of K.G. Patil Vidyalaya, Deoghar, Wada. A similar workshop was conducted for tribal students of Shaas Maadhya Ashramshala under the Adivasi Vikas Vibhag, Budhaavali, Wada.

- Department of Psychology has also adopted the Andhra Education Society School, Wadala. The Department and Samvedana Counselling Centre, conducted workshop on 'Importance of Education' on 12th and 13th February, 2016 for the students of IX standard. Individual and group counselling sessions are also held for the school students.

- The Mental Health Day was celebrated on 10th October. Department of Psychology commemorated this day by holding a rally to create Mental Health Awareness. The rally started from college, going towards Matunga Railway Station, then Five Gardens and then back to the college. Colleges like Ruia, Poddar, Khalsa and VJTI were covered on this route. The students carried placards and shouted slogans trying to break the myth around mental illness and the stigma attached to it.

- A Project on 'Towards Safer Roads' was initiated by the Department of English in collaboration with NSS unit. The activities undertaken were poster making and Rally to create awareness about traffic rules and regulations and road safety. Faculty members from the Department also conducted a Story Narration program wherein 12 story telling sessions were conducted for Senior KG students of I.H. Bhatia School, Matunga to encourage reading habit and improve vocabulary as well as understanding concepts through stories.

- SYBA students of Food and Nutrition Department prepared charts and street play on Importance of Breast Feeding and performed the play in the college foyer as well as at the 'Sahyog' centre at Sanjay Gandhi National Park, Borivali before the audience comprising of pregnant and lactating women from the tribal areas in SGNP on 7th August 2015 as a part of the 'Promotion of Breast Feeding week' Posters, Charts and slogans prepared by II and III year students of the Department of Child Development were displayed in the College Foyer on 6 and 7 August 2015 to create awareness regarding Breast Feeding.

- 83 students of BA I, II& III from the Department of Sociology were involved in the project on "Promoting Harmony through Intergenerational Interaction: Dialogue between College Students & Senior Citizens". This was in collaboration with "THRED" an NGO (Trust for Human Resources Enrichment) in Santa Cruz, Mumbai.

- Students of Sociology Department participated in celebrating Valentine's Day on 14th February 2016, at Nana Nani Park, Shivaji Park, Mumbai. This programme was organized by HELPAGE INDIA.

- The Department of Foundation Courses arranged internship for SYBA students at 10 different NGOs to help students understand social concerns and work with disadvantaged sections of society.

- Groups of Marathi medium students went to various locations (Slums, Orphanages, Old Age Homes, Hospitals and Schools, to help them in their daily work for a short duration. Students were sensitized on the importance of giving back to the society by the means of offering to work with the needy at the grass root level

- Dr. Avaneesh Bhatt, Assistant Professor, Dept. of English contributed 75 hours towards teaching English to underprivileged youth through Teach India, A CSR initiative of the Times of India.

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	4650sq. Mts.	--	--	4650sq. Mts.
Class rooms	40	--	--	40
Laboratories	07	--	--	07
Seminar Halls	01	--	--	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	07	--	-	07
Value of the equipment purchased during the year (Rs. in Lakhs)	649188/-	--	**College Management MLA Fund Donations Fees**	
Others: Sound Recording & Video Editing Studio Library College Hall Additional Computer Lab	02 01 01 01	--	**MLA Fund Donations**	02 01 01 06

4.2 Computerization of administration and library

The Following Administrative processes are computerized.

Students: Admission, Student Enrolment, Examinations and Results

Staff: Salary, PF Accounts, Staff Attendance and Leave Records

Correspondence: with UGC, SNDT Women's University, Joint Director of Education, Government of Maharashtra.

Library: Library Cataloguing, use of OPAC, issuing of books to staff, barcoding of library resources

4.3 Library services:

	Existing (2014-15)		Newly added (2015-16)		Total	
	No.	Value	No.	Value	No.	Value
Text Books#	**139**	**9551.62**	**250**	**30406.25**	**389**	**39957.87**
Reference Books	**120**	**88302.19**	**153**	**73284.62**	**273**	**161586.81**
e-Books	**0**	**0**	**0**	**0**	**0**	**0**
Journals	**29**	**102070.00**	**28**	**111664.00**	**28**	**213734**
e-Journals*	**0**	**0**	**0**	**0**	**0**	**0**
Digital Database*	**0**	**0**	**0**	**0**	**0**	**0**
CD & Video	**0**	**0**	**0**	**0**	**0**	**0**
Others (General book& Reference sources)	**36**	**9519.60**	**12**	**2863.00**	**48**	**12382.60**

#Including Book Bank
* **Access to E- journals and databases are offered through INFLIBNET N-List as well**
as online databases extended by the SNDT Women's University Library.

4.4 Technology up gradation

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Dept.	Others
Existing	**158**	**5**	**158**	**01 Centre with 08 Computers**	**5**	**20**	**9 laptops+ 2 Mac Desktops (BMM studio)**	**14**
Added	**11**	**01**	**11**	**-**	**01**	**00**	**00**	**-**
Total	**169**	**06**	**169**	**01**	**06**	**20**	**09**	**14**

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

- All Students have to undertake 100 hours Computer Training
- 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 Faculty members undertook a 3 days Training in ICT for Teaching, Learning and Evaluation organised along with the Department of Education Technology, SNDTWU from 17-19 August 2015. 3 faculty members also participated in additional training programme organised by the Department of Education Technology, SNDTWU in association with the British Council on Research in ICT integration in Higher education
- Faculty members from the Department of English attended a weeklong training programme on Global Business Foundation Skills organized by S.N.D.T.Women's University in collaboration with The National Association of Software and Services Companies (NASSCOM) and Infosys BPO.
- All students have access to the internet in the 6computer 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 are used for teaching as well as evaluation. Teachers have created App based groups and google groups to keep in touch with students and peers.
- The Foundation courses has used Flipped Classrooms for the purpose of teaching BA I students
- A 50" TV screen was installed in the College Foyer to telecast News channels and other informative programmes.
- An additional Computer laboratory with 11 computers and Wi-Fi was set up with the help of the College NSS Unit.
- The College has 2 servers and 3 LAN networks
- Computer hardware and software is upgraded as and when required
- The IQAC prepared and submitted a proposal to SAS for setting up 3 Advanced and 3 Basic Smart Classrooms.

4.6 Amount spent on maintenance in lakhs:

    i) ICT   **280195/-**

    ii) Campus Infrastructure and facilities   **226814/-**

    iii) Equipments   **-**

    iv) Others   **737050**

                                 Total: **1244059/-**

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC facilitated the working of the Anti-Ragging, Grievance Redressal and Prevention of Sexual Harassment through the KRA teams by making brochures, SOPs and providing new infrastructural facilities for these cells.

- IQAC facilitated a Career Fair and Employability Skills Tests for Third Year students through the Placement Cell.

- IQAC facilitated various workshops and Life Skills Programme for the students through the Counselling Cell.

5.2 Efforts made by the institution for tracking the progression

- The PG Depts. and Professional Courses keep in touch with their Alumni through Google groups, Facebook pages and other Social Networking Sites.

- An alumni booklet was prepared to give comprehensive information of 100 of our past students, which can be used as a ready reference by all departments.

5.3(a)Total Number of students

UG	PG	Ph. D.	Others
1617	119	-	-

(b) No. of students outside the state

None

(c) No. of international students

None

	No	%			No	%
Men			Women			100

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1246	209	35	125	01	1615	1402	215	03	115	01	1736

Demand ratio **1:1**   Dropout %: **3.75%**

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**

No. of students beneficiaries **Estimated 250 students**

5.5 No. of students qualified in these examinations

NET **--**   SET/SLET **--** GATE **--** CAT/ CET   08 students appeared

IAS/IPS etc **--** State PSC **--** UPSC **--** Others **--**

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. The cell has also adopted neighbouring school 'Andhra Education Society' and conducted series of workshops for them.
>
> A Career Fair and Employability Skills Tests were also conducted for the students of Third Year along with the Placement Cell.

No. of students benefitted **621**

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
5	**20**	**18**	**51**

5.8 Details of gender sensitization programmes:

Department of Foundation Courses conducted following activities aiming at creating gender sensitivity:

Group Discussions: were held on the following topics Women's Status in India
Women's Rights, Women's Education in India, Women and Law, Problems of working women in India and Stereo-type Gender Roles

Film Screenings: were arranged based on themes related to women's issues such as Meri Adhuri Kahani-Women abetting Violence; Water-Women and Girl Trafficking Matrubhumi-Gender disparity and Provoked-Domestic Violence

Debates: on Should Women work? and Women's Movements in India were organised

Students participated in Role Play: on Women Trafficking

Case studies were presented by students on Violation of Women's Rights

A Poster Presentation on Social Evils and Problems was arranged.

5.9 Students Activities

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

State/ University level | **136** | National level | -- | International level | --

No. of students participated in cultural events

State/ University level | **109** | National level | -- | International level | --

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

Sports: State/ University level | **39** | National level | -- | International level | --

Cultural: State/ University level | **98** | National level | -- | International level | --

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	**19**	**Awaiting funds**
Financial support from other sources	**184**	**3,42,620/-**
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs: State/ University level/ **College** [--]   National level [--]   International level [--]

Exhibition: State/ University level/ **College** [02] National level [-] International level [-]

5.12   No. of social initiatives undertaken by the students   [**09**]

5.13 Major grievances of students (if any) redressed:

Facilities for Female Hygiene Product: Students can now avail sanitary napkins at subsidised rates in the college. The college has made available facilities of sanitary napkin vending machine 'Happy Nappy'. Teachers have been given cards which can be swiped to avail a sanitary napkin for students at lower rates than those available in the market.

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 have a Management Information System:

- The College has sent data to the HRD Ministry, Government of India through All India Survey on Higher Education (**AISHE**) for the years **2011-2012, 2012-2013, 2013-2014 and 2014-2015.**

- The College also fills in information in the MIS forms provided by the Joint Director of Education, Government of Maharashtra.

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

6.3.1 Curriculum Development

- The faculty from the following Departments participated in the syllabus revision workshops: (**Annexure no.2E**)
    a) Psychology
    b) Economics
    c) Sociology
    d) Accountancy
- Feedback received through these workshops is communicated to the respective Boards of study at the University through empaneled faculty members. (**Annexure no.2C**)
- The college has signed an MOU with Mahatma Gandhi Hindi Vishwavidyalaya, Wardha and the college will be offering their Post Graduate, Graduate and Diploma programs in the Distance education mode.
- The college offers an enrichment course in Yoga in association with the Santacruz Yoga Institute.

6.3.2 Teaching and Learning

The KRA team working on the criterion II Teaching, Learning and Evaluation is monitoring the activities related to innovative teaching and evaluation methods adopted by every department. Departments submit report of the activity and the outcome to the team. The team gives feedback to the departments helping them to modify the teaching methods to make teaching learning process more students friendly.

The Academic Calendar, the Academic Plan Book, help the faculty to plan semester wise activities that include teaching plan, co-curricular activities such as field visits, workshops, guest lectures, film screenings, inter and intra class competitions etc. the Academic Plan Book is submitted at the end of the month to the Heads of the departments and then to faculty in-charges for review.

6.3.3 Examination and Evaluation

- The College has a semester system where 75% marks are allocated for the end of semester examination and 25% are for continuous internal assessment.
- The College follows university rules and procedures for conducting the first year exams.
- The College follows university rules and procedures for conducting the first year exams.
- The students have the provision for re-verification and revaluation of their papers as well as getting a photocopy of their answer sheets. This is followed at the college level as well.
- Faculty members plan innovative ways of evaluating students for their internal assessment such as PowerPoint presentations, student's seminars, reports of field visits, discussions following film screenings, on-line submission of assignments, role-play and skits.
- The IQAC developed SOPs to facilitate smooth conduction of College Level Examinations.

6.3.4 Research and Development

- College Journal 'Concept' has received an International Index Number, 2394-8922. Concept was released on at the hands of Dr. Vibhuti Patel. Concept consists of research papers and articles of students, faculty members and researchers selected by a team of peer reviewers.
- The Research Cell presented a budget for research activities which was sanctioned by the management.
- The Research Cell also initiated the Earn while you Learn program where students can work under a research project and get remuneration in return.
- Workshops are organised on research related topics such as Time Management in Research, SPSS training for PG students, How to write a research proposal for faculty members and students.
- 3 faculty members submitted proposal for Major Research and 4 faculty members submitted Minor Research Proposals to the UGC. We are awaiting sanction for the same.

6.3.5 Library, ICT and physical infrastructure / instrumentation (newly added)

Upgrading of library resources/ infrastructure:
- The library committee meets at least twice a year to review and revise library related policies.
- Teachers recommend books, journals and other references in the designed proforma.
- Book exhibitions are organised every year which facilitates purchase of books
- Added 4 new computers to the library network
- Revamping the library LAN for better connectivity
- Books for the IQAC library were procured under UGC XII Plan, IQAC Grant.

Make Library resources accessible:
- The Library has its own website which is linked to the college website; https://sites.google.com/site/goshahlibrary .
- Book Bank facility is available to students; during the year, **253** students availed this facility and borrowed **922** books from this collection.
- Library orientation is arranged every year to orient first year UG and PG students on use of OPAC
- PG students have open access on fixed days
- Display of new arrivals in the library and on the notice board allotted to the library
- Display of reviews of books purchased by the library
- Library is a member of INFLIBNET N-List
- Initiatives undertaken for promoting e-resources

Upgrading ICT facilities:
- Hardware and software were upgraded as needed.

Instrumentation Additions:
- The college received a Flat Screen LCD T.V. which is placed in the College foyer for screening informative programs and news.
- The NSS Unit helped to establish an additional computer laboratory with 11 computers and a printer.
- The College received a Sanitary napkin vending machine for students.
- The college campus is now Wi-Fi enabled.

6.3.6 Human Resource Management

To maximise inherent potential:
- Timely circulation of competition notices to students, faculty and non-teaching staff.
- Scholarships, freeships and sponsorships to support students to complete their graduation and post-graduation
- A Counselling Cell is available for students and staff as well on all working days
- Workshops for non-teaching staff arranged.

To recognise the achievements:
- Faculty members are felicitated on Teacher's Day for their special achievements.
- Faculty members are deputed for Orientation and Refresher courses and other training courses as required for their promotions.
- Faculty members can avail of the seed money and loan facility for publication as well as travel grant for paper presentations provided by the management.
- Non-teaching staff members are felicitated on College Foundation day and Annual day
- Meritorious students and achievers in different co-curricular and extra-curricular activities are awarded on Republic Day.
- The IQAC facilitates the process of API verification for the faculty eligible for CAS promotions.

6.3.7 Faculty and Staff recruitment

To recruit staff according to the recommendations of the UGC and state government:
- CAS based appointments & promotions are made and norms of the UGC and State Government are strictly followed for appointment of Teaching and non-teaching staff.

To facilitate promotion of staff:
- Depending on the requirements, Faculty members are deputed for participating in orientation and Refresher courses and other Staff training courses.

6.3.8 Industry Interaction / Collaboration

The help of industry and NGOs is sought for the benefit of the College:
- Help is sought from the corporates and NGOs for internships and placement of our students. BMS, BMM, MCom and MA (Counselling Psychology and Hindi) students have to complete a month long internship. Students have interned at corporates like Close-up Fabyss, Essel Vision (Zee TV), Ultimate Weddings, 3HD Media/Awery, Marathi Sanman.
- Department of Psychology was the academic partner with Mind Mandela and Desousa Foundation and organised a seminar in the college. Workshop was organized on 'Movement Therapy' by the group Ruhasmi- Centre for Creative Therapies
- For revenue generation for college: classrooms are rented out on public holidays for conducting examinations for various organisations such as Banks, Railways, CA Institute
- The Hall and Auditorium are hired out for seminars , exhibitions and workshops of various organisations
- The Lion's Club is involved in NSS activities such as 'Mutthi Anaaj Daan', Blood Donation Camps, Awareness programmes on Rubella, Thalassemia, Eye check-up camps.
- Placement cell collaborated with Energia Wellbeing, Bombay Stock Exchange, D.Y Patil Institute of Management, Institute of Beauty Culture and Akbar Academy for organising a career fair in college. The Placement cell in collaboration with Edusharp organized psychometric testing on Employability Skills.
- The college in collaboration with SAS under their CSR will create 6 smart classrooms.
- The Lions' club of Sion donated TV screen, LCD projector and sanitary napkin vending machine.

6.3.9 Admission of Students

- 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 Counselling and guidance to students and their parents on the courses that college offers and the most suitable course for a student
- All admissions are on-line. The student fills in the admission form on the University website and states her preference of college and subjects.
- 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 in instalments Prizes for meritorious students Free Counselling Services

6.5 Total corpus fund generated   **106882121/-**

* **The Corpus Fund is raised by SMES for utilisation by all the Institutions run by them.**

6.6 Whether annual financial audit has been done   Yes ✔   No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	Department Heads and Faculty In-charges
Administrative	No	No	No	No

6.8 Does the University/ Autonomous College declare 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?

NA

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

The SNDTWU will facilitate the process of autonomy for any affiliated college if the college applies for the same.

6.11 Activities and support from the Alumni Association

- Alumni who were toppers were invited by the Department of Commerce to guide the present Third year students on how to prepare for university examinations. The Department of Psychology invited two of their alumna as guest lecturers for UG students.
- Two of our alumni have sponsored the fees of two needy students.
- A special page for the alumni called Alumni Connect is added to the College magazine where the alumni can contribute articles.
- Ms Yashashree Shende, past student from the Department of Psychology contributed in the Rural Outreach and the Tribal Outreach Programme held on 30th January 2016 at Wada.
- Ms. Priyanka Jayaram, an alumna of M.A. Counselling Psychology is part of the group Ruhasmi which conducted a workshop on 'Movement Therapy' for our students on 5th and 6th February 2016.
- Ms. Shinde Priyanka, an alumna of the Department of Sociology was awarded the 'Gold Medal' for M.A.in Social Work. She has successfully passed the Ph.D entrance examination & will now pursue her Ph.D.
- Ms. S.Lalitha Subramanium Kolagi, alumna, Department of Sociology was awarded the Smt. Indirabai Kulkarni Prize in the subject of Sociology & C.ApC Home Science at the 65th SNDT University Convocation on 17th February, 2016.
- Alumna Ms Mehazabin Dordi, Department of Psychology, got R.S. Dinanath Memorial Silver Medal for securing highest marks in English Medium at TYBA at the University level.

6.12 Activities and support from the Parent – Teacher Association

Parents were invited to attend the Orientation program for the Fresher students, Foundation Day and the College Annual Day. Students Council arranged a workshop for the Parents on "Lead the Leader to the Future". The PTA organised a workshop on' Effective Parenting'. Parents are invited for interaction with the teaching faculty to discuss the performance of their ward.

6.13 Development programmes for support staff(Annexure no. 6A)

- This year, a Vachhan Katta – A Book Club an initiative of the Officiating Principal was started for the non-teaching staff to develop a liking for reading books, promote healthy discussions and improve interpersonal relationships. The Librarian choose relevant books and 15 sessions of the Book club were held. The Club also helped in bringing the non-teaching staff out from their routine work and spend quality time together.
- The IQAC organized a Prerna Shibir in association with Vivekanand Kendra. The workshop was aimed at team building and co-operation.
- An interaction of the non-teaching staff members with the external experts on the IQAC was arranged. A number of issues related to administration, management of work and personal growth were discussed.
- ICT training was conducted for non-teaching staff members by one of the Junior Clerks
- The Office Superintendent and the Head Clerk attended a workshop on IT Security/ Digital College Administration and Government Policy Rules and Regulation.
- The Office Superintendent, Sr. Clerk, and two Library Attendants, participated in a workshop on "Life Style" by Mr. Sanjay Shah.
- The Sr. Clerk, Jr. Clerk, Library Attendants and a Peon, attended a workshop on "Betterment of Life" at Ghatkopar, PVDT College.

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

- The collaboration with the NGO Stree Mukti Sangathana for waste paper management was continued this year.
- Quotations from the companies providing solar panels are being sought so the college can set up solar panels to take care of a part of its electricity needs.
- An initiative of the Nature club was planting specific trees and plants which attract various species of butterflies garden in the college premises was undertaken.
- The NSS Unit as well as the NCC has organized tree plantation drives in and around the College campus.

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.

1. The college now has a Twitter handle to connect to the student community, alumni, former staff members and others.
2. To save paper notices, digital notices and other documents, college has adopted Evernote, cloud-based software. The aim is to make retrieval of information easy and to make office clutter-free.
3. Remedial Course in Accountancy is introduced for academically weaker students.
4. Entire TYBCom class now has an email id, which is used to exchange study material and exchange questions related to the syllabus.
5. A gender sensitisation module, consisting of five elaborate strategies, was introduced by the English Department for the FYBA English medium class.
6. The Department of Foundation Course initiated Flipped Classrooms, in which students viewed online talks and videos, conducted independent research and discussed the outcome of their research in class. This method made the class more interactive and students more engaged in the learning process.
7. 'Cohesion of Cultures', an initiative of the Department of Foundation Course, is a class programme in which students of English and Gujarati mediums discuss cultural practices of various Indian communities. The purpose of this programme is to teach them about the rich heritage of Indian culture.
8. The department of BA, Mass Media, has its own Facebook page where students interact with each other about their course related concerns. MCom students have created a Facebook page, fliers and bookmarks for the department's publicity.
9. Teacher Assistantship was introduced for the MCom Part II students.
10. MCom students participate in the admission process for the BCom I, counselling and assisting them through it.
11. Psychology Department organised Mental Health Week in January 2016. The week-long awareness programmes included chart exhibitions, skits, film-shows, book-readings, various competitions and talks from exerts. The programmes spread awareness about issues like alcoholism, acid-attacks on women and various issues related to mental therapy.
12. As a special initiative for the non-teaching staff, a book club was started as per the suggestion of officiating Principal wherein, book reading sessions were conducted periodically for the non-teaching staff members. Predominantly Marathi books by eminent authors like Sudha Murty, Dr.Rajendra Barve, Dr. Sanjay Oak, Subrato Bagchi were meticulously selected by the librarian for the sessions. The sessions are being well received by the staff.

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

S.No.	Plan	Action Taken Report
1.	Alternative Energy Use in College	Quotations from the companies providing solar panels is being sought so the college can set up solar panels to take care of a part of its electricity needs using alternate energy sources.
2.	Making the College Disabled Friendly	A washroom at the ground-floor is identified for redesigning it for the differently abled
3.	Making the Campus Environment Friendly	1. We planned to have a butterfly garden in the college premises. The location for the garden was identified and the procedure to set up the garden is on. 2. A proposal to conduct a green-audit is placed so that the audit can take place in this academic year.

7.3 Give two Best Practices of the institution **(Annexure No.7A)**

1. Teaching Assistantships offered by various departments.
2. Adaptation of Evernote, a cloud-based application to save notices and documents, as a step to make a paperless office.

7.4 Contribution to environmental awareness / protection

- On the eve of 'Environment Day' Junior College students planted specific trees in the college premises as an initiative to create Butterfly Garden.
- On 17th December 2015, 80 students were taken to view the exhibition on Rocks, Minerals and Fossils organized by the department of Extra Mural, University of Mumbai, Kalina campus. They could also see the regional scripts on display like Modi, Brahmi Kharoshti.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

The Energy Audit is conducted by the College every alternate year. The Audit was last conducted in 2014-2015

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

- The College received the UGC recognition for grant under College with Potential for Excellence.

- The College established a linkage with the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalay, Wardha to offer degree and diploma courses in the Distance education mode.
- Two students of BA MM Ms. Sophia Shaikh and Ms. Aishwarya Kumthekar have won a scholarship by the US Consulate to study film at Scottsdale Community College and Digital Media technology at NWT College respectively.

Plans of the Institute for the next year

- Continual monitoring of KRA teams' progress

- Implementation of SAS CSR program for improving employability skills of students with the help of placement cell.

- Workshops on quality enhancement in academics and administration for teaching and nonteaching staff.

- Modifying the process of conducting Academic Audit and initiating the process of administrative audit.

Signature of IQAC Coordinator

Mrs. Madhavi Sathe

Signature of IQAC Chairperson

Dr. Leena Raje

Principal

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
SNDTWU	-	Shreemati Nathibai Damodar Thackersey Women's University
TAQ	-	Teacher Assessment Questionnaire
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Seva Mandal Education Society's
Smt. Maniben M. P. Shah Women's College of Arts & Commerce
Matunga, Mumbai,
affiliated to Shreemati Nathibai Damodar Thackersey Women's University, Maharashtra as
Accredited
with CGPA of 3.61 on four point scale
at A grade
valid up to October 24, 2018

Date : October 25, 2013

Director

HC/S5/RAR/22

Annexure 1B

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Quality Profile

Name of the Institution : Seva Mandal Education Society's
Smt. Maniben M.P. Shah Women's College of Arts & Commerce

Place : Matunga, Mumbai, Maharashtra

Criteria	Weightage (W_i)	Criterion-wise Weighted Grade Point (Cr WGP$_i$)	Criterion-wise Grade Point Averages (Cr WGP$_i$ / W_i)
I. Curricular Aspects	100	380	3.80
II. Teaching-Learning and Evaluation	350	1240	3.54
III. Research, Consultancy and Extension	150	500	3.33
IV. Infrastructure and Learning Resources	100	370	3.70
V. Student Support and Progression	100	370	3.70
VI. Governance, Leadership & Management	100	350	3.50
VII. Innovations and Best Practices	100	400	4.00
Total	$\sum_{i=1}^{7} w_i = 1000$	$\sum_{i=1}^{7} (Cr\,WGP_i) = 3610$	

$$\text{Institutional CGPA} = \frac{\sum_{i=1}^{7}(Cr\,WGP_i)}{\sum_{i=1}^{7} W_i} = \frac{3610}{1000} = \boxed{3.61}$$

Grade = **A**   Descriptor = **VERY GOOD**

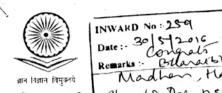Date : October 25, 2013   *Director*

- This certification is valid for a period of five years with effect from October 25, 2013
- An institutional CGPA on four point scale in the range of 3.01 – 4.00 denotes A grade (Very Good), 2.01 – 3.00 denotes B grade (Good), 1.51 – 2.00 denotes C grade (Satisfactory)
- Scores rounded off to the nearest integer

EC/65/RAR/22

UGC Letter for CPE

विश्वविद्यालय अनुदान आयोग
University Grants Commission
(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुर शाह जफर मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

दूरभाष Phone : 011-23212027 फैक्स Fax : 011-23219719
e-mail : nisarmir.ugc@nic.in

ज्ञान विज्ञान विमुक्तये
डॉ. निसार अहमद मीर
संयुक्त सचिव
Dr. Nisar Ahmad Mir
Joint Secretary

INWARD No : 259
Date :- 30/5/2016
Remarks :- Congrats Bhararbhai
Madhen, Hau,
Pl. do the needful.
AAP.
OB meeting 1.6.16.

Speed post

No. F.12-1/2010/2015(NS/PE)   May, 2016

The Principal,
Smt. Maniben M.P. Shah Women's College of Arts and Commerce,
338, R.A. Kidwai Road, Matunga,
Mumbai-400019

27 MAY 2016

Sub:- Award of "Colleges with Potential for Excellence "(CPE) Status during XII Plan period under the CPE Scheme.

Sir/Madam,

This is with reference to the Interface meeting held in the UGC office from 27.01.2016 to 30.01.2016 with the Expert Committee on "Colleges with Potential for Excellence "(CPE) to approve the action plan and budget of colleges during the XII Plan period under the CPE Scheme.

I am pleased to inform you that UGC has approved the College with Potential for Excellence "(CPE) Status to your college under the CPE Scheme for a period of five years. The CPE status will be effective from 1st April, 2016 to 31st March, 2021 subject to submission of following certificates/undertaking from the college:-

1) Declaration that the salary of teaching and non-teaching staff is being paid by the State Government (along with documentary evidence).
2) Undertaking that CPE funds will not be used on un-aided/Self-financing departments/ courses of the college.
3) Certificate to the effect that provisions laid down in the CPE guidelines will be strictly adhered to.
4) Delinking the plus-2 courses, in case of composite colleges.

Pertinent to mention here that during Interface meeting it was observed that some of the colleges have ambiguity about delinking the plus-2 courses from the colleges. In this connection, it is to inform you that as per the XII Plan CPE guidelines, If a college is a composite college, it should take immediate steps to delink the plus-2 courses from the college.

It is reiterated that 1st instalment of grant under the Scheme will be released to the college only after submission of above documents.

With warm regards,

Yours sincerely,

(Dr. Nisar Ahmad Mir)
Joint Secretary

Annexure 2A
PAPER PRESENTATION BY FACULTY 2015-16

Date	Name of Faculty	Title of the Paper presented	Title of Conference / Seminar	Organized by	International / National / State / Regional / College or University level
2-3rd March 2016	Ms. Archana Patki, Ms. Reshma Murali & Ms. Vaishnavi Verma UG & PG Dept. of Psychology	Impact of Teacher Assistantship Programme on Career choice **(Published, ISBN: 978-93-5258-742-1**	Strategies for Implementing Best Practices in Teaching Learning and Evaluation	Dr. Bhanuben Mahendra Nanavati College of Home Science	National Seminar NAAC sponsored
	Ms. Darshana Buch, Dept of Foundation Courses & Ms. Reshma Murali, PG Dept. of Counselling Psychology	Incorporating social work component to bring Qualitative Enhancement in the Teaching Learning Process: A case study of the Department of Foundation Courses and Department of Psychology **(Published, ISBN: 978-93-5258-742-1**			
	Ms Gouri Mohan, Dept. of English	Sensitizing The Campus: The Use Of Queer Narratives As An Intervention Strategy **(Published, ISBN: 978-93-5258-742-1**			
	Mrs. Madhavi Sathe, Dept. of Foods & Nutrition	Impact of classroom teaching on Transfer of Learning: A case study of Second and Third year BA (Nutrition and Meal Management) students **(Published, ISBN: 978-93-5258-742-1)**			
7th August 2015	Dr. Shobha Dedhia, Dept. of Commerce	Women & Microfinance	Status of Women in Transitional Society	B. L. Amlani College of Commerce & Economics	National Conference

24th Feb to 26th Feb 2016		Competencies for the new age librarian: An overview	Libraries in the Changing Information Market place (**Published 978-81-931145-3-7**)	SNDT Women's University Bharatratna Maharshi Karve Library and SHPT School of Library Science	National Seminar UGC sponsored
10th & 11th June 2016	Ms. Ashwini Prabhu, Librarian	Embedded or blended? A dilemma for academic librarians	"Future librarianship : Innovative, Embedded, Sustainable and Emerging trends" (**Published 978-93-85664-16-8**)	SVKM's NMIMS, Shirpur and Khon Kaen University, Thailand	International Conference
11th & 12th Mar. 2016	Ms. Shital Pawar, PG Dept. of Marketing Management		"Young India 2030: Emerging Economic, Social Academic Issues and Challenges"	SNDT Arts and Commerce College for Women, Pune.	National Conference
17Oct 2015		Problems and Prospective of Women Entrepreneurs in India (**Published, ISSN-2394-4560**).	Women Empowerment a Feminist Discourses	P.B Hinduja College	National Conference
18th Feb-16	Dr. Daxa Dave, Dept. of Economics	The Privatization of Higher Education :Issues and Challenges (**Published, ISSN- 2319-4766, Impact Factor-4.889**)	Scaling New Heights and Horizon in Higher Education	Thakur College	International Conference
26 th Feb-16		The Role of FDI in Indian Economy Development	FDI and Economic Development	SIES College Narul	International Conference
6th& 7th Jan 2016		"Urmila Pawer Che Sahitya"	Marathi SahityaParishad"Navadh Nanterche Sahitya"	Smt. P N Doshi Women's College, Ghatkoper	National Conference
6th Feb 2016	Mr. Vasant Pansare, Dept. of Marathi	"Vishakhatil Sangrash"	Innovative Trends in Economics, Commerce, Engineering, Technology & Management	St. Joseph College of Arts & Commerce, Virar	International Conference
15th & 16th March 2016		"Manavi Hakka & Kamala Natak"		LJNL Mahila Mahavidylay, Mumbai	National Conference, UGC sponsored Interdisciplinary

18th Feb 2016		"Draupadi, Goutami, Vimala"	Workshop on Syllabus	SNDT University, Mumbai	State level
6th Feb 2016	Prof. Rashmi Shetye-Tupe Dept. of Marathi	"Mhani Bhashela Samruddha Kartat"	Innovative Trends in Economics, Commerce, Engineering, Technology & Management	St. Joseph College of Arts & Commerce, Virar	International Conference
15th & 16th March 2016		"Manavi Hakka & Berad"		LJNL MahilaMahavidylay, Mumbai	National Conference UGC sponsored Interdisciplinary
18th Feb 2016		"Satyavati, Sant Mirabhai, Sant Lalla"	Workshop on Syllabus	SNDT University, Mumbai	State Conference
March 15 &16,2016	Mrs Rekha P Shelar Dept. of Sociology	Vruddchi Adhikar Aani Vastavata	Human Rights Issues & Social Justice in India'	LJNL Mahila Mahavidylay, Mumbai	National UGC sponsored
13 Feb. 2016		'The Impact of Quality Education :Need of the Hour' (**Published, ISBN :978-93-5149-485-0 87-91**)	'Contemporary Strategies in Higher Education'	Smt. Parmeshwari Devi Tibrewala Lions College of Arts, Science &Commerce, Mumbai.	National Seminar
18Feb. 2016		'Sustainable Education-The Goal of Quality Education' (**Published, ISSN :2231-1475**)	Bhavishya 2016, Scaling New Heights And Horizons in Higher Education'	Thakur College of Science &Commerce, Mumbai	International Conference
25th& 26th March, 2016		VyavasayikVa Tantrik Shikshanatil Vastavata	26th Marathi Samaj ShastraParishad-Indian Education And the Changing Reality	LJNL Mahila Mahavidylay, Mumbai	National Conference
08Jan 2016	Dr.Kiran Singh Dept. of Hindi	"Hindi Upanyahon Main Chitrit Vridhon Ke Dhundh Bhare Jeevan" (**Published, 978-81-725489-8-2.**)		R.J.College. Ghatkopar, Mumbai	National Conference
08Jan 2016	Dr.Usha Mishra, Dept. of Hindi	Riston ke Banane-Bigadne ki dasta bayan karta Upanyas: 'Maine Nata Toda'		Guru Nanak Khalsa College,Mumbai	International Seminar
27Feb 2016		Nai kahani kee vaicharikta		M.D Shah College, Malad, Mumbai	National Seminar

22Feb 2016		Jeevit Manahsthitiyon Ka Path:Sawant Aunty Kee Ladakiyan		M.D. College. Parel, Mumbai	National Seminar UGC Sponsored
30 Nov 2015		Anusandhan ke Aayam.	,	Department of Hindi, SNDTWU	National Seminar
27Aug 2016	Ms. Jyotsana Lal, Dept. of Economics	Interdistrict Disparity in Education in Maharashtra	Rural India In 21st Century	K.C Law College, Churchgate	International Conference
25th& 26th March 2016	Ms. Kiran Jadhav Dept. of Sociology	'Stri Shikshan Ani Badalte Pravaha'	26th Marathi SamajShastraP arishad-Indian Education and the Changing Reality	LJNJ MahilaMahavidya laya Vile Parle,Mumbai	National Conference
15th& 16th March, 2016		Dalit –Manavi Hakka Va Kayde	Human Rights Issues & Social Justice in India	LJNJ MahilaMahavidya laya Vile Parle,Mumbai	National Seminar
25th& 26th March 2016	Mr. Hiralal Bhosale, Dept. of Sociology	Bharatatil Uccha Shikshan Va Jagatikikaran-BadalteVastav'	26th Marathi Samaj Shastra Parishad-Indian Education And the Changing Reality	LJNJ MahilaMahavidya laya Vile Parle,Mumbai	National Conference
22nd and 23rd Januar y2016	Mrs. Renuka Prajapati	"Samarth Bharata sathi Saksham Yuvak".	"Role of Yoga in Youth Development through National Service Scheme"	Pune University	State level seminar

Annexure 2B
Innovative Teaching Learning Methods 2015-16

Teaching-Learning-Evaluation Method	Department
Skit and role play	**Accountancy:** Auditory activities through role play method. **Foundation courses**: Current Concerns in India, Women Trafficking. **Psychology:** MA ll Abortion, Adjustment problem of addicts and their family members, Grief Therapy, Adjustment of family members of Alzheimer's patients. **Food Nutrition:** Importance of Breast Feeding
Flim Screening And Discussions	**Foundation Courses:** Bajrangi Bhaijan, Meri Adhuri Kahani, Bombay, Water, Matrubhumi, Provoked, My Brother Nikhil, Bhopal, Hiroshima Nagasaki Bombings, Neerja, 26/11. **Hindi:** Aapka Bunti, jeena Yahan, Rajani Gandha, Swami, Mohandas, Tahreer, Tamas, Aana na aana Rumkumar Ka, Rehamat ke Farishte, Dharati ab bhi Ghoom rahi hai. **Marathi:** Management of Pandharpur Vari. **Psychology:** Babies, Inside out, Developmental Perspective. **Child development:** Daddy day care, Mathilda, **Accountancy:** Women Empowerment and Motivation **Food and Nutrition:** You tube videos on Food Processing
Powerpoint Presentation	Accountancy Child Development Sociology Marathi(Sociology)
Public Speaking	English
Lecture Demonstration	Child Development Accountancy Economics Hindi Foundation Courses Management Studies Marketing Management Psychology MA Counseling Psychology Sociology
Internship and Summer Training, Field visits	Accountancy Child Development Commerce Foundation Courses Mass Media

Faculty and Student Exchange Programme	Psychology MA Counselling Psychology, Economics
Hands-on Training	To learn the process of filling an RTI, TYBMM(Journalism) students filed RTI's at firms like MTNL and IIT Bombay to gain information about male-female ratio in their organizations as a project.
Poster and Chart Display	Child Development Foundation Courses Psychology Accountancy Food Nutrition
Quiz contest	Economics
Remedial Lectures	Economics Accountancy
Book Discussion	Accountancy Commerce Psychology

GUEST LECTURES ORGANISED

Department	Date	Resource Person	Topic
Accountancy	26-06-2015	Alumni-Anita Nadar, Zeenat Qureshi, Pooja Sargam, Jhanvi Kothare	Motivation and Guidance for University Exams.
	03-12-2015	FABS, Mr.Murugan	Career Planning
	10-12-2015	Pathfinders	Career After BCOM
	08-02-2016	CA Shri Vaibhav Banjan	Capital Gains Taxation
	15-02-2016	CS Prof Charul Patel	Redemption of Preference Shares
	16-02-16	Ms.Prema	Career Planning
	23-02-2016	Snehal Subramaniam	Life Skill
Child Development	23-02-2016	Dr. Seema Gosher	Banking and Loan Facilities for opening a centre
	18-03-2016	Ms. Jay	Entrepreneurial Opportunities

Foundation Courses	09-02-2016	Ms.Snehal S	Youth Suicide
	11-02-2016	Ms.Gouri Mohan	Presentation Skills
	22-03-2016	Ms.Reshma Murali	Stress Management
Hindi	14-07-2016	Dr.Ramdarash Mishra	'Meri Rachna Prakriya'
	03-10-2016	Dr.Ramji Tiwari HOD of Mumbai University	"Ashok ke Phool"
	25-04-2016	Shri Sagar Sarhadi	"Sahitya Aur Film Lekhan"
Management Studies	09-12-2015	MET institute	Career Guidance
	26-02-2016	Mr.Rajeev Naha	Leadership Quality
		Mr.Jignesh Sanghavi	"Better Living and Personality Development
	16-01-2016	Mr.Yasin Patel	PG Course
Masters in Marketing Management	14-07-2015	Ms.Reshma Murli	Setting of Goal & Achieving
	15-07-2015	Ms.Nidhi Savai	"Making effective Presentations"
	16-07-2015	Ms.Usha Kumar	"Personality Development"
	17-07-2015	Ms.Henal Mehta	"How to answer interview effectively"
	04-08-2015	Ms.Ashwini Prabhu	"Use of Inflibnet & E-Resources"
	07-09-2015	Ms.Sudha Chandran	Workshop on Personal Grooming
	09-09-2015	Ms.Raji Ganesan	"Improving Spoken English"
	08-09-2015 & 10-09-2015	Ms. Sushma Bhoir	"Making effective Presentations"
	12-12-2015	Dr.Shubhangi Kulkarni	"How to be a good intern"
Psychology	12-09- 2015	Ms Shweta Chitnis, Alumna, Counselling Psychologist,	School Counselling

Department	Date		
		Shardharshram School, Dadar	
	26-09-2015	Ms Geeta Patil, Assistant Professor, M D Shah Mahila College, Malad	Basic Concepts in Psychophysics
	20-02-2016	Ms Mehazabin Dordi, Alumna, Pursuing Clinical Psychology, SNDTWU, Churchgate	How to write Exam Papers
	29-02-2016	Ms Vrushali Tare, Alumna, Lecturer, M D College, Parel	Interpersonal Attraction
Sociology	15-03-2016	Ms. ReshmaMurli	'Mean, Median & Mode'
	22 to 26-03-2016.	Dr. Daksha Dave	'Mean, Median& Mode'
	23-02-2016	Mrs. Pratibha Kanitkar	'Karl Marx's Theory & Contribution'
	31-03-16	Ms. Shinde Priyanka, Alumna	"Job Oriented Courses after BA"

VISITS/ STUDY TOURS ORGANISED

Department	Date	Visit to
Home Economics-Child Development	10-03- 2016.	Unnati Toy Library, Matunga
	18-03-2016	Cosmikids International Pre-School and Day Care Centre
	10-03-2016	Sweta's Sunshine, Mother-Toddler Centre, Matunga
	16-03-2016	Pannalal Lohe Day Care Centre
	15-09-2015	Shree ManavSeva Sangh, King's Circle
	06-10-2015	MeeraVidyalaya for Mentally Challenged Children, Matunga
	16-09-2015	Kamala Mehta School for the Blind, Dadar
	30-09-2015	Shradhanand Mahila Ashram Matunga

	09-09-2015	VikasVidyalaya for Auditory Challenged Children, Dadar
Food &Nutrition	3-04-2016	Mapro Food Processing , Mala cheese Factory, Mahabaleshwar
Commerce &Accountancy	11th 12th 13th February 2016	Silvassa, Daman, Tithal for Industrial Visit to Cello Ltd, Food processing industry and working of a Trust
	2nd to 5th January 2016	Ahmedabad City tour
	11-01-2016	Prince Trade Fair, Somaiya College Ground, Ghatkopar
	16-01-2016	Fazlani Altius Business School, FABS, Powai
Foundation Courses	07-10-2015	Nehru Centre
	15-02-2016	Chhatrapati Shivaji Museum,Fort

Annexure 2C
Faculty members on University Board of Studies 2015-16

Board of Studies, Economics	Mrs. Renuka Prajapati
Faculty of Social Science, Member Board of Studies, Sociology	Dr. Bhavana Dubey (Co-opted Member)
Board of Studies, English (Ad Hoc)	Dr. Kaveri Pal
Board of Studies, Accountancy (Ad Hoc)	Dr. Seema Gosher
Board of Studies, Management Studies (Ad hoc)	Dr. Shobha Dedhia

Annexure 2D
List of faculty attending Content Analysis Workshops 2015-16

Mrs. Soumya Nichani BMS Faculty	Attended a workshop on Content Analysis organised by BMS Dept, MMP Shah college on 09/01/16
Mrs. Renuka Prajapati and Dr. Daksha Dave Dept. of Economics	Attended Workshop on "Content Analysis and Preparation of Question Bank" for B.A. II for semester III at Dongarkathore and on 29th September 2015 and for Semester IV on 16th January 2016 at Dhule
Mrs. Sujata Agarwal, Dr. Renuka Munagala, Ms. Hemlata, Singh, Ms. Soumya Nichani BMS Faculty	Organized content analysis workshop for all papers of TYBMS Sem VI
Ms Vaishnavi Verma, Ms Reshma Murali and Ms Jennifer Chandani Dept. of Psychology	Participated in a 'One-Day Dissertation Format Planning Workshop' conducted by the University Department of Psychology, Churchgate SNDTWU on 15th July, 2015

Annexure 2E
Faculty on Syllabus Restructuring Committees 2015-16

Mrs. Renuka Prajapati, Dept. of Economics	Syllabus Restructuring Committee of BoS Economics Dept. at SNDTW University

Annexure 2F
Academic Calender 2015 – 16
I ST Term
B.A/B.Com/BMS/BMM

Jun-15			Jul-15			Aug-15			Sep-15			Oct-15			Nov-15		
Date	Day	Title	Date	Day	Title	Date	Day	Title	Date	Day	Title	Date	Day	Title	Date	Day	Title
10	Wed	College reopens	1	Wed		1	Sat	Foundation Day	1	Tue		1	Thu		1	Sun	
11	Thu		2	Thu		2	Sun		2	Wed		2	Fri	Gandhi Jayanti	2	Mon	
12	Fri		3	Fri		3	Mon		3	Thu		3	Sat		3	Tue	
13	Sat	IQAC Workshop	4	Sat	Orientation B.A., B.Com, BMS, BMM/ Muthi Anaaj Daan: NSS Unit	4	Tue		4	Fri		4	Sun		4	Wed	
14	Sun		5	Sun	SNDTWU Centennial Celebrations	5	Wed		5	Sat	Teacher's Day	5	Mon		5	Thu	
15	Mon	Sem III & V Classes begin	6	Mon		6	Thu		6	Sun		6	Tue		6	Fri	
16	Tue		7	Tue		7	Fri		7	Mon		7	Wed		7	Sat	Sem I Marksheet submission
17	Wed		8	Wed		8	Sat		8	Tue		8	Thu		8	Sun	
18	Thu		9	Thu		9	Sun		9	Wed	Project Submission Sem I,III,V	9	Fri		9	Mon	Diwali Vacation
19	Fri		10	Fri	Sem -I Class	10	Mon		10	Thu		10	Sat	Teaching Days	10	Tue	

Smt. Maniben M.P.Shah Women's College of Arts & Commerce, Matunga, Mumbai-19

					Begin								complete d for Sem III, V		
20	Sat		11	Sat	ATKT Sem I, II, III, IV (old)	11	Tue		11	Fri		11	Sun		11	Wed	
21	Sun		12	Sun		12	Wed		12	Sat		12	Mon		12	Thu	
22	Mon		13	Mon	ATKT Sem I, II, III, IV (old)	13	Thu		13	Sun		13	Tue		13	Fri	
23	Tue		14	Tue	ATKT Sem I, II, III, IV (old)	14	Fri		14	Mon		14	Wed		14	Sat	
24	Wed		15	Wed	ATKT Sem I, II, III, IV (old)	15	Sat	Indepen dence Day	15	Tue		15	Thu		15	Sun	
25	Thu	Yoga Day Celebrations	16	Thu	ATKT Sem I, II, III, IV (old)	16	Sun		16	Wed		16	Fri		16	Mon	
26	Fri		17	Fri	ATKT Sem I, II, III, IV (old)	17	Mon		17	Thu	Ganesh Chathurthi	17	Sat		17	Tue	
27	Sat	Dept. Meeting	18	Sat	Ramzan Id	18	Tue		18	Fri		18	Sun		18	Wed	
28	Sun		19	Sun		19	Wed	Int Assess ment Sem I,III, V	19	Sat		19	Mon		19	Thu	
29	Mon		20	Mon		20	Thu	Int Assess ment Sem I,III, V	20	Sun		20	Tue		20	Fri	
30	Tue		21	Tue		21	Fri	Int Assess ment Sem I,III, V	21	Mon		21	Wed		21	Sat	
			22	Wed		22	Sat	Int Assess ment	22	Tue		22	Thu	Dassera	22	Sun	

						Sem I,III, V Dept. Meeting								
			23	Thu		23	Sun		23	Wed		23	Fri	**Sem I Exams**	23	Mon	
			24	Fri		24	Mon	**Int Assessment Sem I,III, V**	24	Thu		24	Sat	**Dept. Meeting**	24	Tue	
			25	Sat	**Dept. Meeting**	25	Tue	**Int Assessment Sem I,III, V**	25	Fri		**25**	Sun		25	Wed	
			26	Sun		**26**	Wed		**26**	Sat	**Dept. Meeting**	**26**	Mon		**26**	Thu	
			27	Mon		27	Thu		**27**	Sun		27	Tue		27	Fri	
			28	Tue		28	Fri		28	Mon		28	Wed		28	Sat	
			29	Wed		29	Sat	**Raksha Bandhan**	29	Tue		29	Thu		**29**	Sun	
			30	Thu		**30**	Sun		30	Wed		30	Fri		30	Mon	**College Reopens**
			31	Fri		31	Mon					31	Sat	**Teaching Days completed for Sem I**			

II nd Term
B.A/B.Com/BMS/BMM

Dec-15			Jan-16			Feb-16			Mar-16			Apr-16			May-16		
Date	Day	Title	Date	Day	Title	Date	Day	Title	Date	Day	Title	Date	Day	Title	Date	Day	Title
1	Mon		1	Thu		1	Sun		1	Sun		1	Wed		1	Tue	Maharashtra Din Celebrations
2	Tue		2	Fri		2	Mon	ATKT Exams ends	2	Mon		2	Thu	MAHAVIR JAYANTI	2	Wed	
3	Wed		3	Sat		3	Tue		3	Tue		3	Fri	GOOD FRIDAY	3	Thu	
4	Thu		4	Sun		4	Wed		4	Wed		4	Sat		4	Fri	
5	Fri	Students' picnic	5	Mon	College reopens	5	Thu		5	Thu		5	Sun		5	Sat	
6	Sat	Mahaparinirwan Din	6	Tue	GSSM Study Tour	6	Fri		6	Fri	Dhulivandan	6	Mon	FY BA, Bcom, BMM, BMS Sem II exams	6	Sun	
7	Sun		7	Wed		7	Sat		7	Sat		7	Tue		7	Mon	
8	Mon		8	Thu	Aakar BMS Festival/ Study Tour ends	8	Sun		8	Sun		8	Wed		8	Tue	
9	Tue		9	Fri	Aakar BMS Festival	9	Mon		9	Mon		9	Thu		9	Wed	
10	Wed		10	Sat	Best Student Award	10	Tue		10	Tue		10	Fri		10	Thu	
11	Thu		11	Sun		11	Wed		11	Wed		11	Sat		11	Fri	

Date	Day	Event	Date	Day	Event	Date	Day	Event	Date	Day	Event	Date	Day	Event	Date	Day
12	Fri		12	Mon	BMS I.V./Int. Asses BA,Bcom I,II,III	12	Thu		12	Thu		12	Sun		12	Sat
13	Sat	Dandiya raas	13	Tue		13	Fri		13	Fri		13	Mon		13	Sun
14	Sun		14	Wed	MAKAR SANKRANTI	14	Sat		14	Sat		14	Tue	DR. AMBEDKAR JAYANTI	14	Mon
15	Mon		15	Thu		15	Sun		15	Sun		15	Wed		15	Tue
16	Tue		16	Fri	BMS I.V. ends	16	Mon		16	Mon		16	Thu		16	Wed
17	Wed		17	Sat		17	Tue	MAHA SHIVRATRI	17	Tue		17	Fri		17	Thu
18	Thu	Teachers' Picnic	18	Sun		18	Wed	BMA Trophy Competition	18	Wed		18	Sat	Dept. Meeting	18	Fri
19	Fri		19	Mon		19	Thu	CH. SHIVAJI JAYANTI	19	Thu		19	Sun		19	Sat
20	Sat	Dept. Meeting	20	Tue		20	Fri		20	Fri	90 teaching days SY & TY	20	Mon	FY Marksheet Submission	20	Sun
21	Sun		21	Wed		21	Sat		21	Sat	GUDI PADWA	21	Tue		21	Mon
22	Mon	College Annual Day	22	Thu		22	Sun		22	Sun		22	Wed		22	Tue
23	Tue	Razzmatazz BMM Festival/ NSS Camp	23	Fri		23	Mon		23	Mon		23	Thu		23	Wed

24	Wed	**Razzmatazz BMM Festival**	24	**Sat**		24	**Tue**		24	**Tue**		24	**Fri**		24	**Thu**	
25	Thu	**X MAS**	25	**Sun**		25	**Wed**		25	**Wed**		25	**Sat**		25	**Fri**	
26	Fri	**X MAS VACATION**	26	**Mon**	**REPUBLIC DAY**	26	**Thu**		26	**Thu**		26	**Sun**		26	**Sat**	
27	Sat		27	**Tue**	**ATKT Sem I,II BA,Bcom, BMS, BMM**	27	**Fri**		27	**Fri**	**Dept. Meeting**	27	**Mon**		27	**Sun**	
28	**Sun**		28	**Wed**		28	**Sat**	**Dept. Meeting**	28	**Sat**	**Ram Navami**	28	**Tue**		28	**Mon**	
29	Mon	**NSS Camp ends**	29	**Thu**					29	**Sun**		29	**Wed**		29	**Tue**	
30	Tue		30	**Fri**					30	**Mon**		30	**Thu**		30	**Wed**	
31	Wed		31	**Sat**	**Dept. Meeting**				31	**Tue**	**90 Teaching Days FY**				31	**Thu**	

Annexure 2G

Workshops/seminars/Conferences attended by Faculty2015-16

Department	Date	Workshops/seminars/Conferences	Organised at
Accountancy	02/12/15	Companies Act - Secretarial Standards 1 and 2 and E forms	Kalbadevi CPE Study Circle of WIRC
	03/12/15	IT Security in a CAs Office	Kalbadevi CPE Study Circle of WIRC
	27/11/2015	2 Day Workshop on ERP and Digitalization	Committee on Information Technology of the WIRC of ICAI
	07/12/2015	4 Day Intensive Course on Construction Industry	Western India Regional Council
	10/12/2015	Regulatory Compliances under the Companies Act	Kalbadevi CPE Study Circle of WIRC
	15/12/2015	Recent Judgements iunder the Income Tax Act and Arbitration	Kalbadevi CPE Study Circle of WIRC
	22/01/2016	Personal Enhancement through Mind Programming	Kalbadevi CPE Study Circle of WIRC
	01/03/2016	Finance Act, 2016 - Direct Tax	Kalbadevi CPE Study Circle of WIRC
	17/8/15, 18/8/15 & 19/8/15(3 days)	Integrating ICT in higher education	SNDT WU, Mumbai
	02/03/2016	Penalty Provision Sec. 271(1)(c)	Kalbadevi CPE Study Circle of WIRC
	1/9/2015 to 3/9/15(3 days)	Research in ICT integration in Higher education.	SNDT WU, Mumbai
	15/06/15	Soft Skill & Personalty Development	Western India Regional Council
	06/06/15 to 04/07/15	Direct Taxes Refresher course	WIRC of ICAI
	17/8/15, 18/8/15 & 19/8/15	Integrating ICT in higher education	SNDT WU, Mumbai
	22/8/15 & 23/8/15	All India Chartered Accountants Summit - Celebrating Women Excellence	Women Members Empowerment Committee
	30/11/15	E Initiatives of GOI in Tax Department	Western India Regional Council

	18/12/15	Workshop on Direct Taxes	Direct Taxes Committee
	Jan 2016	E-learning Course on Customs and Sales Tax Act	ICAI
	09/01/16	Content Analysis	BMS Dept, MMP Shah
	18/03/16	Goal Setting, & Unleashing your potential	Human Development Centre organized by the ICAI
Commerce			
	14.01.2015	Rural India & Case of Women Empowerment	B L Amlani College of Commerce & Economics
	21.02.2015	HRD, Education, Human Rights	Lala Lajpatrai College of Commerce & Economics
	11.04.2015	Management Science & HRD Approach in Education	Kishincahnd Chelaram Law College
	07.08.2015	Women & Micro Finance	B L Amlani College of Commerce & Economics
Psychology	17th, 18th, 19th August 2015	ICT Training	Department of Education Technology, SNDTWU
	4th of September, 2015	'Sticky Issues in Counselling'	De Sousa Foundation in association with Mind Mandala
		'Women connect for Leadership and Change'	Rajiv Gandhi National Institute of Youth Development, Sriperumbudur, Jalgaon.
	10th and 11th February, 2016	'Cognitive Assessment and Enhancement of Children'	Maniben Nanavati Women's College
Foods and Nutrition	7-9 Dec 2015	International Symposium on Caring for People	Nutrition Society of India and IDC, IIT Powai

Annexure 2H
UGC short term courses and other training programs

- Mrs. Renuka Prajapati, Dr. Daksha Dave from the Dept. of Economics and Dr. Bhavana Dubey from Dept. of Sociology attended UGC short term course on 'Mentoring' organised by UGC Human Resource centre, University of Mumbai.

- Dr. Avaneesh Bhatt Completed 56 hours of training by the Teach India initiative. The training was about teaching spoken English skills to underprivileged youth of Mumbai.

- Ms. Reshma Murali attended a Training Programme in treating Children and Adolescents at Mumbai Organized by Albert Ellis Institute Affiliated Training Centre on 6th and 7th Feb, 2016.

- 28 faculty members attended workshop on ICT in teaching-learning organised at the college in collaboration with the Dept. of Education Technology, SNDTWU from 17- 19 August 2015.

- Dr. Shobha Dedhia, Dept. of Commerce, Dr. Seema Gosher, Dept of Accountancy and Ms. Jyotsna Lal, Dept. of Economics attended additional 3 days training program on Research in ICT Integration in Higher Education at Dept. of Education Technology, SNDTWU.

- Dr. Kaveri Pal, Dr. Avaneesh Bhatt and Ms Gouri Mohan, Faculty from Dept. of English attended a weeklong training programme on Global Business Foundation Skills organized by S.N.D.T.Women's University in collaboration with The National Association of Software and Services Companies (NASSCOM) and Infosys BPO.

Annexure 3A
Research Publications by Faculty 2015-16

Name of Faculty	Date	Title with page no.	Name of Journal	ISSN / ISBN no.	Whether peer reviewed. Impact Factor, if any
Dr. Shobha Dedhia Dept. of Commerce	June-August 2015	Quality Of Work Life In Cement Industry Of Maharashtra Page No. 5 to 7	Research Dimensions	ISSN: 0916-8564	-
	Sept. 2015	Identifying & Defining Talent Management in Business Page No. 14 to 20	Concept Vol I	ISSN: 2394-8922	Yes
	Sept-Oct 2015	Work Culture and HRD Climate at Cadbury India Ltd. Page No. 60 to 64	Electronic Interdisciplinary Research Journal (EIIRJ)	ISSN-2277-8721	Yes. Impact Factor- 2.085
	Aug-Nov 2015	Urban Poverty: Dimension & Magnitude - Case Study Page No. 53 to 57	Educator Research Journal (ERJ)	ISSN 2394-8550	Yes. Impact factor 2.148
Ms. Shital Pawar PG Dept. of Marketing Management	Sept. 2015	'Changing Business Environment with reference to Online Shopping in India: Issues and Challenges' Pg. No 21	Multidisciplinary Peer Reviewed Journal "Concept"	ISSN No. 2394-8922.	Yes

	Sept. 2015	'A Study On Reward And Recognition- A Tool For Promoting Desired Organizational Performance' Pg. No. 65	Multidisciplinary Peer Reviewed Journal "Concept"	ISSN No. 2394-8922.	Yes
	11th & 12th Mar. 2016	Youth and Digital India: A Wave of Online Shopping" Pg. No. 153	International Journal of Management and Economics	ISSN No. 2231-4687	Impact Factor – 1.52.
Dr. Daxa Dave Dept. of Economics	5th Sept.2016	The Public Private Partnership in Infrastructure: Issues and Challenges	Concept	ISSN- 2394-8922	Yes
	Jan-15	SWOT Analysis of Tourism Industry in India	In Search of Knowledge - Vol--3 Jan-15	ISSN- 2278-1234	Yes
Dr. Seema Gosher, Dept. of Accountancy	Jan -Mar 2016	A Study On Learner's Satisfaction Level In Higher Educational Institutes: A Study Of Undergraduate Commerce College Of Mumbai University With Reference To Western Mumbai Zone.	Scholarly Research journal for interdisciplinary studies -an international	ISSN 2319-4766	Yes

	14th March, 2015.	Engaging in Globalizatio n : Implications for Gender Relations	Promotion of Ethnic and Human Values	ISBN : 978-93-81549-78-0	-
	21st Feb, 2015.	Gender Issues at Work place	India 2020-Challenges and Opportunities	ISBN: 978-93-5202-817-7	-
Mrs Rekha P Shelar Dept. of Sociology	July-Sept, 2015.	Industrial Waste Management in India pg :49-55	Shodh- Chetana	ISSN: 2454 -1877	-
	Jan 7th & 8th, 2016.	Social Security And Community Care For Geriatrics Pg 76 to 81	"Geriatric Concerns in india- Past, Present and Future"	ISBN :978-81-925489-8-2	Yes
	03/01/2015	Vruddhan varela attacharya – Ek samajika samayse.	In Search of Knowledge - Vol--3 Jan-15	ISSN :2278-1234	-
Dr. Heena Shah Dept. of Sociology	24 & 25th March 2015	Corporate Social responsibilit y: Towards Prospective Development & Growth	Emerging Market Economies	ISBN: 978-81931585-0-0	-
Dr Usha Mishra Dept. of Hindi	08/01/2016	"Hindi Upanyashon Main Chitrit Vridhon Ke Dhundh Bhare Jeevan"178-184	R.J. College Ghatkopar, Mumbai	978-81-725489-8-2.	Yes
	Sept.2016	Vibhajan aur sampradayik dushchakre ko chitrit karti Narendra Mohan ki do lambi kavitayen.10 5-106	Concept	ISSN- 2394-8922	Yes

	July-Sept,2015	Vaishvik Sampradayik ta Ko Chittrit Karta Upanyas:Kit ane Pakistan128-131	Srijan Sandarbh	0976-7290	-
	May,2015	Neena Pol ka katha sansar:Badal ate samaaj ka aks84-87	Anveeksha(Research Magzine)	0976-674x	-
	April-June,2015	Dr.P.Jayram an se batchit-Dr. Usha Mishra50-54	Hindustani Zaban	Reg.no.188/8/69	-
Ms. Dimple Gutka Dept. of Commerce	Feb-16	A study of nutritional labelling of packaged food products & consumer perceptions and preferences in Mumbai	Concept	2394-8922	Yes
	Feb-16	Who is the real consumer?	Concept	2394-8922	Yes
Dr. Shubhangi Kulkarni PG Dept. of Marketing Management	Mar-16	A study of impact of television advertisemen ts on children's buying behaviour leading to excessive consumerism .	Emerging Market Economies	978-81-931585-0-0	-

Details of Book Published for Academic Year 2015-16

Sr. No.	Name of Faculty	Title with page nos.	Type of Book & Authorship	Publisher & ISSN / ISBN no.	Peer reviewed
1	Dr. Shobha Dedhia, Dept of Commerce	Management and Development of Organisational Staff	Reference Book – Single Author November 2015	Lulu Publication, 3101 Hillsborough St, Raleigh, NC 27607, United States ISBN- 978-1-312-42750-1	-
2		Edifying Effective Training and Development	Reference Book – Single Author April 2015	Laxmi Publication ISBN- 978-1-312-42747-1	-

Annexure 6A
Workshops for Non-Teaching staff 2015-16

Resource Person: Mr. Jignesh Saghavi, Divine Living

1.	07th August, 2015	Anger Control
2.	13th September, 2015	Attitude
3.	03rd October, 2015	Gratitude
4.	10th March,2016	Power of Appreciation

Vivekananda Kendra Collaboration with IQAC

1.	09th January, 2016	Prerana Shibir

IQAC-QAC Experts Interaction

1.	03rd December, 2015	Interactive Session

Best Practice I

Teaching Assistantships

Goal:

To internalise the practice of 'earn while you learn' among students and provide them with valuable work experience.

Context:

We noticed that some of our students of masters' classes were academically strong, with a clear understanding of concepts and an ability to communicate ideas clearly. These students were selected to be teaching assistants, and given teaching responsibilities at undergraduate level.

Practice:

The departments of Hindi, Marketing Management and Psychology have selected students from their master's class for teaching assistantships. Under regular review and continuous supervision of the regular senior teachers, the post graduate students teach certain topics to the undergraduate students. The college management, too, approved of the practice. Every year, about six students are selected for teaching assistantship by these departments.

Evidence of Success:

The teaching assistants have successfully fulfilled their duties, and the evaluation of their performance is also more than satisfactory. The undergraduate students, too, have given good feedback about their class experience. Some of these teaching assistants also discovered their professional calling and opted to join academics later.

Challenges:

Meeting the expectations of the students may be a challenge for the Teacher- assistant and here extra guidance from the supervisor may be sought.

Incorporation of Digital Media for Various Purposes

Goal:

To improve communication, increase efficiency and bring transparency in general by using digital applications, specifically, Evernote, Twitter and WhatsApp.

Context:

For more than a decade the college office exclusively uses computers for creating documents. Yet, it was observed that taking printouts and filing hardcopies of most documents was a norm.

In the last few years, many of the documents in our everyday life have shifted to 'digital' versions, making hardcopies inessential, for example railway tickets, phone bills, payment receipts and so on. Even some letters, if computer generated, no longer require a printout, and, if printed, they don't require signatures to authenticate them. These digital copies are easier to store, sort out and access. This gave us a reason to find a system where we can store important documents for an easy future access.

We also felt a need to communicate with our alumni and former teachers, because we wanted to know the progress of our students in the real world, and we wanted to connect to former teachers because we wished to utilise their experience and knowledge for the college. This requirement was mutual as those students who have left the institution also wished to link to their alma mater; whereas, the former teachers wanted to know about the changes taking place in the college and understand the larger changes taking place in higher education.

With the growth of the institution, the college urgently required an efficient means of communication as notice boards did not prove to be adequate for quick transmission of official or important messages.

Practice:

We have chosen Evernote, a cloud based application, for the purpose storing digital documents. We found the application to be an efficient system as it works on computers, on the web and also on smartphones. The documents can be emailed, scanned or photographed to save in Evernote. Various 'notebooks' made in the software can make it easy to categorise important papers.

Twitter, the microblogging site, was noted to be the most popular and effective broadcasting medium for connecting to a large number of people. We have opened a Twitter account and it is updated once a week. Gradually, various stake-holders are following our Twitter handle @mmpshah.

The most popular messaging service WhatsApp was used for informal messages by all the teachers. We took advantage of this ubiquitous software and made a group called 'MMP Shah

Official', to be used as a notice board. Now, all the important notices are communicated through this WhatsApp group.

Evidence of Success:

Although, this practice is in the initial stage, Evernote has shown promise to be helpful and valuable. The best feature is to give more than one 'tags' to every saved document, so that it can be searched from the storage with the right search words.

Our Twitter handle is gradually becoming popular and more and more students and teachers are following it. Significantly, many former students have given a good response by commenting or liking the tweets.

The use of WhatsApp for official notices and messages has gained excellent response, as the communication has now become quick and personal. The messages are literally delivered personally on one's phone, making it almost impossible to ignore. Moreover, the teachers now easily refer to the messages again, without bothering to visit the staffroom noticeboard.

Challenges:

The administrators had to undergo a learning curve before using Evernote. We believe that more students and teachers will follow our Twitter handle, as the number of followers is increasing at a slow pace.

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