



Utthaan

Internal Quality Assurance Cell



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Cycle 3 Focus Areas:

- Research
- Institutional Social Responsibility

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NAAC Re-Accreditation (Cycle-3): Aiming for the Next Level –1

After 3.61/4, in the 2nd cycle of accreditation of our college, where do we go from here? We need more innovative and unique efforts to maintain or better the grade. The Exit Report given by the NAAC Peer Team outlines the path we need to follow.

We need to focus on developing more collaborations for the purpose of academics and research. The College Research Cell should play a significant role in disseminating information related to newer fields of research, methodologies and journals available for publication.

Research Cell should assist departments with acquiring grants from various research bodies and in developing collaborations. Encouraging faculty and students for publishing research papers in peer reviewed and refereed journals is a keystone in enhancing the institutional research culture.

It is also essential to involve the management in this process by making a representation to them for annual budgetary provision for

research and publication .

Integrating social work component along with the regular curriculum of every department is a good way of making students understand their social responsibility. Each department can think of ways in which they can contribute in making our society a better place and thus contribute to national development. Adopting and developing an area; adult literacy, imparting an income generating skill to a group; awareness raising programmes, introducing specialized courses such as NGO Management and more can become a part of institutional social responsibility . We can also involve parents and alumni in this endeavor and tap resources from them. There is need to bench-mark the work that the Psychology Department has been doing and further build up on its strengths.

Introducing more PG courses has to be on our priority list. Feasibility study for implementation of specialized courses such as Hostel and Guest House Management

can be undertaken.

The teaching and the non-teaching faculty needs to facilitate and streamline processes and procedures in order to enable smooth functioning of day to day activities.

It is important that in all activities we have a student centric approach. Involving students in the decision making processes, providing opportunities for their holistic development, providing financial support to students who come from resource limited settings to complete their education by making government and institutional scholarships and freeships accessible has to be implemented.

The IQAC has already identified Key Result Areas and work has begun in order to fulfil the NAAC Peer Team recommendations. It is upto each one of us to be involved actively and work towards bettering the grade in the 3rd Cycle of accreditation due in the year 2018.

-Ms. Madhavi Sathe

Corporate Social Responsibility and Education

Corporate Social Responsibility is a form of corporate self-regulation integrated into a business model. A growing number of corporates feel that CSR is not just another form of indirect expense but is important for protecting the goodwill and reputation, defending attacks and increasing business competitiveness. Estimates based on the Companies Act, 2013, CSR commitments from companies can amount to as much as 20,000 crore INR. CSR programs ranges from community development to development in education, environment, healthcare etc.

CSR related to Education:

Many countries of the world, including India find the need to restructure the education system at all the levels. This is faster when the corporate also contributes in this direction. With the entry of commercial aspect in the field of education (self finance courses, private universities etc.) experts have moved on to consider whether higher education institutions might also be conceptualized as corporations in their own right and whether the current preoccupation with ideas of corporate social responsibility might have any progressive potential for

those of us interested in addressing the operating principles and practices of the institutions where we work.

The role of CSR in education is thus mitigating the skills gap with considerable experimentation, and learning-by-doing along the way. In this process, the affected individuals, companies, and society at large are likely to benefit. We, the members of teaching fraternity need to identify the related opportunity of corporate partnership and contribute our level best to enhance quality of education at all levels.

- Dr. Shobha Dedhia



"Eventually everything connects-people, ideas, objects. The quality of the connections is the key to quality per se." - Charles Eames

The prime determinant of a good educational institution is the quality of citizens it gives back to the nation.

I have a vision for this college:-

- To nurture myriad talents
- To educate students and help them acquire the knowledge that they seek.

- To mould our students to be sensitive, reflective and contributing world citizens.

A benefit, though intangible, is the satisfaction and happiness that we as teachers derive in creating a better society.

The process of providing invaluable human resource is quality driven and as John Ruskin says " Quality is never an accident. It is always the result of intelligent effort."

The strong IQAC of our college has been carrying out continual efforts to enhance academic and administrative procedures. I congratulate

the IQAC for all the efforts that they take and for their latest initiative of publishing this newsletter.

Our college is an effective blend of skill, intelligence and passion. We have time and again proved that we can achieve giddy heights of success. Our college name is synonymous with our personalities- Who can deny us the piece of sky we claim is ours! We love our college and we have the requisite skills, hence we truly believe we can create a masterpiece.

Wishing the IQAC well...

- Ms. Archana Patki
Officiating Principal

"QUALITY IS EVERYONE'S RESPONSIBILITY"

W. Edwards Deming

Cost Effectiveness in Education

Cost-effectiveness in education refers to the consideration of alternatives in which both costs and consequences are taken into account in a systematic way. It is a decision-oriented tool that is designed to achieve particular educational goal in most efficient way. For example, there are many alternative approaches for pursuing such goals in cost effective manner. These include the adoption of **new materials or curriculum, educational television, internet education, virtual classrooms** and so on.

The purpose of cost-effectiveness

analysis in education is to discover which program or combination of programs can achieve particular objectives at the lowest cost. We know that technology changes – rapidly – and newer, more cost effective and more powerful technologies will continue to emerge in education.

Internet education is one of the powerful and cost effective ways of expanding education. But it is still a distant dream in remote and rural areas. In many developing, societies adequate numbers of trained teachers are unavailable-particularly in rural areas-or popula-

tions are so sparsely distributed that there are not adequate numbers of students in school attendance to justify minimum personnel requirements. Educational television has been viewed as an alternative for delivering instruction that might be less costly and that also might raise the quality of education. Studies found that the television is relatively cost-effective in comparison with traditional schools and it can produce better students at lower cost.

- Ms. Jyotsna Lal



Editorial

The very first issue... apprehensions and responsibilities overwhelm us. The first steps have been taken and from here there is no looking back.

The idea to bring out an IQAC Newsletter was perhaps one of the first thoughts that crossed minds post NAAC Re-Accreditation; or perhaps we should say from the day the Peer Team stepped in for the visit.

The process of re-accreditation opened up better and stronger opportunities for collective endeavours towards quality enhance-

ment.

The IQAC has, based on Peer Team suggestions, and with generous help from our QAC member, Mr. Uday Gaitonde; formulated Key Result Areas.

The percolation of this relatively new concept in academia is taking place. Teams are gradually being steered towards the attainment of their goals. Continual quality progress through shared perspectives is what we have to achieve.

This newsletter and its subsequent issues will target and voice vital

quality concerns of our institution. It has been designed to act as a source for quality initiatives.

The first issue contains articles from all IQAC faculty members. We warmly welcome articles on quality matters from our invaluable staff and students for the subsequent issues.

WISHING ALL THE VERY BEST

Ms. Gouri Mohan
Ms. Darshana Buch
Editors

Continuous Evaluation Process

The Continuous Evaluation Process CEP is an effective tool to enhance the quality of teaching learning processes in educational institutions. Continuous Evaluation Process ensures that every student not only acquires the knowledge and skills but also the ability to use these competencies in real life situations.

It means the regularity of assessment, frequency of unit testing, analysis of learning gaps, use of corrective measures, retesting and feedback of teachers and students for their self-evaluation.

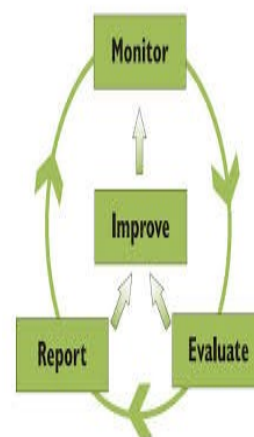
CEP helps in reducing stress of students by:

- Identifying learning progress of students at regular time intervals.
- Employing a variety of remedial measures of teaching based on learning needs and potential of different students.
- Encouraging learning by using a variety of teaching aids and techniques.
- Involving students actively in the learning process.
- Recognizing and encouraging specific abilities of students, who do not excel in academics but perform well in other co-curricular areas.

The purpose of introducing a CEP is to develop and evaluate those skills and abilities, which an uniform written examination may not be suited to appraise.

Teachers should be trained to identify the abilities and skills they are expected to develop in their students. Taking into consideration the possible limitations of time, effort, acceptability and finance; teachers can make a choice of method and design of the CEP.

- Ms. Darshana Buch



Standard Operating Procedure : The Need of the Hour

A Standard Operating Procedure (SOP) is a detailed document with instructions to achieve uniformity of the performance of a specific function. An effective SOP communicates who will perform the task, what materials are necessary, where the task will take place, when the task shall be performed, and how the person will execute the task.

IQAC has identified the need to develop SOPs for the institution. The rationale being, this would ensure that all administrative action moves from a people cen-

tric to a process centric mode making all processes prompt, effective, accessible and transparent.

Formulation of an SOP for a process has to be undertaken as follows:

- At first the process has to be investigated in detail.
- Next a description of the procedure has to be prepared. A flow chart of the process is very helpful in gaining insights.
- Monitoring actions of all involved in the process at every level has to be undertaken.

- Accountability of individuals involved should be assessed.
- Gaps in the process have to be identified and this can be based on best practice/standards.
- Corrective actions should be suggested.
- A review or revision of the SOP should be carried out.

Designing SOPs for our institution processes would ensure that its functioning is uncomplicated, hassle-free and advantageous to all stakeholders.

- Ms. Gouri Mohan

**“Coming together
is a beginning,
keeping together
is progress and
working together
is success ”
Henry Ford**

Green Audit

Our college has to undergo a Green Audit, an exercise to test the energy efficiency of our equipment used on the campus. This will be the first step towards making our college 'environment friendly', an important goal identified by the IQAC. A Green Audit involves a thorough check-up of all the electricity-consuming appliances/devices, gas stoves, water taps and battery operated tools. Apart from testing all these apparatuses, the auditors will also study our electricity bills, water bills and gas bills.

This audit will reveal how we use these devices, making us aware of

our consumption pattern, a fact to which we do not pay attention until we learn it through obvious statistics. In addition, the audit will identify the defects in devices. We often ignore small technical faults so long as the machines keep working, even when these faults result in energy wastage. If we repair every small technical defect in all the tools, it will make a significant difference in our overall energy usage. In some cases, it would also be advisable to buy devices with the latest technology, because companies now manufacture conservation friendly products. A Green Audit might be expensive, but today, every progressive institute

makes efforts to become as 'green' as possible, bringing down its carbon footprint to an acceptable level. If we take right actions now, we shall contribute to the life-quality of future generations.

IQAC is committed to making our campus environment friendly, making every effort to manage resources and taking steps to better manage the waste produced within the college premises. We are just thinking this aloud: How about setting up solar panels for at least our partial electricity needs? Sooner the better, we believe.

- Mr. Avaneesh Bhatt



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Volume I, Issue I

Vision

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

Mission

Education for a living and for making a better living

Quality Policy

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

GLOSSARY OF TERMS

Quality Circle : A volunteer group composed of workers, who do the same or similar work, usually under the leadership of an elected team leader, who meet regularly in paid time. They are trained to identify, analyze and solve work-related problems and present their solutions to management and where possible implement the solutions themselves in order to improve the performance of the organization, and motivate and enrich the work of employees.

Six Sigma : A set of techniques and tools for process improvement. It was developed by Motorola in 1986. Six Sigma seeks to improve the quality of process outputs by identifying and removing the causes of defects (errors) and minimizing variability in manufacturing and business processes.

PDCA (plan-do-check-act) : An iterative four-step management method used in business for the control and continuous improvement of processes and products. It is also known as the **Deming circle**.

Soft Skills for Teachers

Soft skills are personal attributes that help describe an individual's ability to interact with others. They are also known as people skills. They help complement hard skills to enhance an individual's relationships, job performance and career prospects. Soft skills are interpersonal and broadly applicable across job titles and industries.

Many soft skills are tied to individuals' personalities rather than any formal training, and are therefore considered more difficult to develop than hard skills. For faculty, the ability to use effective soft skills can make or break a career. While it may seem obvious that such skills would factor importantly in a classroom, soft skills are also vital when working with parents, administration and other teachers.

Soft skills include oral and written communication, Teamwork, Work ethic, Critical thinking and prob-



lem solving, Leadership, Ability to work under pressure, Creativity, Time management, Paying attention to detail, etc.

Faculty members have the responsibility of not only teaching their syllabus, but also maintaining the classroom interaction. It is crucial for teachers to have effective skills to give valuable feedback to students, motivate and reinforce them, resolve classroom conflict, mentor and empower them and also facilitate group discussions.

Strategic listening, innovative

teaching aids, effective communication skills, competent administrative /organizational skills and ability to translate latest trends in the field into the classroom, are some of the crucial requirements of teaching.

Soft skills can be acquired by undergoing comprehensive training in certain areas like computers and refresher courses on the latest pedagogy. Soft skills can also be gained through self introspection and motivation to steer an effective classroom environment. On the job, skill acquisition can take place by paying keen attention to communication and interpersonal relationships.

Teachers can undergo workshops on life skills and need based pedagogical training to deal with classroom conflict, enhancing problem solving skills and creativity.

- Ms. Vaishnavi Verma