

MANIBEN NANAVATI WOMEN'S COLLEGE
THE ANNUAL QUALITY ASSURANCE REPORT
(AQAR)
OF THE IQAC
JUNE 2011 TO MAY 2012

PRINCIPAL
DR. HARSHADA RATHOD

"The conventional definition of management is getting work done through people, but real management is developing people through work."

— Agha Hasan Abedi

Conducted by

Shree Chandulal Nanavati Women's Institute and Girl's High School

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IOAC MEMBERS 2010 – 2014

DEGREE COLLEGE STAFF

- Dr. Harshada Rathod
- Dr. Jayshree Palit – Coordinator
- Ms. Asma Shaherwalla
- Dr. Sunita Sharma
- Mr. Jayant Mehta
- Dr. Sujatha Rao
- Ms. Anjani Mehta
- Ms. Sadhana Desai
- Ms. Sheetal Salve (Librarian)
- Dr. Falguni Desai
- Ms. Rita Patil
- Dr. Rajshree Trivedi
- Ms. Sejal Shah
- Ms. Twinkle Sanghavi
- Dr. Ravindra Katyayan
- Ms. Neha Gada (BMS Coordinator)
- Ms. Keyaa Mukherjee (Office Representative)
- Ms. Sudha Narkar (Dr. BNCDL Coordinator)

ABBREVIATIONS

- AQAR : Annual Quality Assurance Report
- BEQUET : Best Education Quality Enhancement Team
- BMS : Bachelor of Management Studies
- BOS : Board of Studies
- CHB : Clock Hour Basis
- Dr. BNCDC : Dr. Bhanuben Nanavati Career Development Centre
- ECCE : Early Childhood Care Education
- FIP : Faculty Improvement Programme
- ICT : Integrated Communication Technology
- IGNOU : Indira Gandhi National Open University
- IQAC : Internal Quality Assurance Cell
- LMC : Local Managing Committee
- MNAA : Maniben Nanavati Alumni Association
- MNWC : Maniben Nanavati Women's College
- NAAC : National Assessment and Accreditation Council
- NCQM : National Centre for Quality Management
- NSS : National Social Service
- OS : Office Superintendent
- PTA : Parents Teachers Association
- RAR : Re - Accreditation Report
- SNTWU : Shreemati Nathibai Damodar Thackersey Women's University
- TCLV : Tapiben Chhaganlal Lalji Valia Junior College

IQAC QUALITY POLICY

The IQAC has adopted its 5 I's Policy

- Involve
- Inform
- Initiate
- Implement
- Improve

SUMMARY

- The AQAR of the IQAC covers the period June 2011 to May 2012.
- **Part A** outlines the plans of the IQAC and the immediate outcomes.
- **Part B** includes a report of the activities of the Departments, Committees and Associations.
- It also highlights the achievements of the students and the faculty.
- **Part C** focuses on the plans drawn up by the IQAC for the academic year 2012 – 2013.

PREFACE

METHODOLOGY OF REPORT PREPARATION

The preparation of the AQAR June 2011 – May 2012 was the prime responsibility of the IQAC coordinator Dr. Jayashree Palit.

The first draft of the report was prepared based on the inputs given by all the staff members.

The information for Part B was taken from the Report Registers maintained by the Magazine and Report Writing Committee.

- The first draft of the report was submitted to the Principal Dr. Harshada Rathod on 15th June, 2012.
- Other staff members, especially IQAC members, were requested to read the report and give their feedback to the coordinator.
- The report was typed by Ms. Nehal Shah
- The report was finalized and sent to the NAAC on 31st July, 2012.

PART A

The Plan of Action chalked out by the IQAC in the beginning of the year towards Quality Enhancement and the Outcomes of the Actions.

"There can be no major change in a complex organization unless there are both sufficient resources and substantial readiness."

- Robert H. Miles

What is the plan of action chalked out by the IQAC in the beginning of the year towards Quality enhancement and what is the outcome by the end of the year?

Plans for Quality enhancement in the college, in the light of the NAAC Re-accreditation of the College in December 2009 (at which the college was accorded a 'B' grade and a CGPA of 2.89) were drawn up for 5 years (1st January 2010 to 30th December 2014) after studying the recommendations and suggestions made by the Peer Team.

Two AQARs have been sent to the NAAC covering the periods January 2010 to May 2010 and June 2010 to May 2011 respectively.

The IQAC selected the following goals for special focus for the academic year 2011 – 2012.

- 1) To increase the number of students enrolled in the Degree College
- 2) To support academically weak and differently abled students
- 3) To prepare the socio – economic profile of F.Y. B.A. / B.Com. students
- 4) To improve and increase the research output of the faculty
- 5) To strengthen library as a learning resource
- 6) To strengthen the functioning of the IQAC.
- 7) To strengthen Placement and Career Guidance Services

1. To increase the number of students enrolled in the Degree College

The objectives of the committee are as follows:-

- To increase the number of students taking admission in B.A. / B.Com. and Junior College first year.
- To improve the visibility and popularity of the institution amongst schools, students and parents.
- To help those students who wish to take admission but are unable to do so due to financial problems.

Methodology:

The committee members visited 35 schools. The schools were selected based on locality and demographics, 800 students attended the presentations. Students facing financial problems, were contacted by the teachers and motivated to seek admission. The college provides scholarship to students who are financially challenged. SMSs were sent to all the students whose contact details were collected. This was done immediately after the results of Std S.S.C. and H.S.C. were announced. Approx 30% of the students who received SMSes contacted the college and enquired about admission. The Enrollment Committee took several steps to secure scholarship for students. Gujarati Vikas Manch provided scholarship to 3 students.

Outcomes:

The following is the data of number of students enrolled in Degree College:

Number of Students Enrolled

Class	2010 – 2011	2011 – 2012	Improvement (%)
B.A. I (G)	29	33	13.79
B.A. I (E)	74	75	1.35
B.Com. I	145	157	8.27

2. To support academically weak and differently abled students

• Remedial Teaching for B.A. Gujarati Medium Students for English Subject:

The Remedial English course for Non-English medium students is to help them speak and write grammatically correct English and build their confidence while interacting with others. The programme is for two years for B.A. I and B.A. II non-English medium students. The students are assessed round the year in the form of written and spoken skills. Often the students are encouraged to present small skits, moral stories in simple English. This exercise boosts their presentations skills and overcoming the fear of speaking the language. The Remedial English workbook has been designed by the department of English keeping the needs of the students. Certificates are given to the students at the end of the year indicating their performance in the programme. Apart from the written and spoken skills, students are also exposed to a variety of audio-visual aids which has great impact on students listening skills. In short the Remedial English course covers all the aspects of language acquisition i.e., listening, speaking, reading and writing.

3. To prepare the socio – economic profile of F.Y. B.A. / B.Com. students

Findings: (Tables in Appendix II)

➤ Table 1.0 Family Profile:

- 66% of the students in B.Com I were from the Hindu community as compared to 54.7% in B.A. I (Guj) medium. The percentage of students belonging to the muslim community doubled from 15.7% in 2010-11 to 29.7% in 2011-2012. Approximately 75% of students lived in nuclear families.

➤ Table 1.1 Academic Qualification & Personal Information:

- 62% of the students opting for the commerce stream had studied in vernacular medium till the Xth standard as compared to 36% of the students from the Art English Medium stream. Academically the performance of the students was better in the Xth standard than in the XIIth standard. 50% of the students in B.Com I, 54% from B.A. I (Eng) and 12% from B.A. I (Guj) medium scored 60% and above in the Xth standard as compared to 27% from B.Com. I, 30% from B.A. I (Eng) and 16% from B.A. I (Guj) medium in the XIIth standard.

- 21% of the students in B.A. I (Guj), 2% in B.A. I (Eng) and 16% in B.Com. I belonged to SC, ST & OBC category.

➤ **Table 1.2 Academic Qualification & Occupation of Parents**

- A very small percentage of parents of the students are graduates / professionals. Most of them are engaged in some kind of small business.

➤ **Table 1.3 Income & Assets owned by the Family**

- A large proportion of students come from lower income groups. 76% of the students in B.Com.I, 63% in B.A. I (Eng) & 95% in B.A. I (Guj) Medium belong to the less than Rs. 1 lakh per annum income bracket. 23% of students from B.Com. I. and B.A. I (Guj) were in the income bracket of 1 to 3 lakh per annum. 12% of students in B.A. I (Eng) belonged to Rs. 3 lakh and above income bracket.
- Ownership of assets which includes house, television, refrigerator and mobile phones is almost universal. But ownership of high end consumer goods like cars, A.C's is confined to less than 10% of students.

➤ **Table 1.4 Occupation of students & lifestyles**

- 25% of students from B.Com I & 16.6% of students B.A. I (Eng) worked part time. Most of them took tuitions or worked in call centers. Students enjoyed considerable amount of liberty in the day to day life. 23% of students in B.Com. I & B.A. I (Eng) faced sexual harassment.

(Findings: Appendix II)

4. To improve and increase the research output of the faculty

- Number of faculty members who attended National and International Conferences - **15**
- Number of faculty members who presented papers at State, National and International Conferences - **8**
- Number of faculty members who won awards – **3**
- Publications by the faculty – (See Appendix III)
- Ongoing Research Projects - **3**

- M. Phil / Ph.D. guides and examiners - 3
- F.I.P – 1
- Ph.D. registered - 4

(A) Faculty Improvement Programme:

1. Ms. Cicilia Chetiar: UGC Sanctioned Faculty Improvement Programme for Ph.D. under XI plan for the subject of Psychology for the period of two years.

(B) Major Research Projects: UGC Sanctioned three Major Research Project for following three subjects:

1. Dr. Harshada Rathod: for the subject of Economics received grants Rs.4,64,200/- on ‘Women Empowerment Through Microfinance’
2. Dr. Pragnya Shukla: for the subject of Hindi received grants Rs.5,51,800/- on ‘‘Svat.>yoTtr ihNdl Ov. gujratl]pNyas me. S5l iv8yk ic.tn : Ok tulnaTmk A@yyn’’
3. Dr. Ila Ved: for the subject of History received grants Rs.4,16,200/- on ‘The Development of Maritime Trade in Kutch from the 17th to 20th Century’’

(C) Minor Research Projects: UGC Sanctioned two Minor Research Project for the following teachers

1. Dr. Sujatha Rao: for the subject of English received grant Rs. 80,000/- on ‘Women and the challenges of Change in Anita Desai’s Novel’’ and submitted the project
2. Dr. Jayashree Palit: for the subject of English received grant Rs.80,000/- on ‘‘The Literary Response to Globalization with special reference to Three writers of the Post 9/11 world’’. Ms. Trupti Sabharanjak is the co-researcher. and submitted the project

(D) Research Project: Under Gandhi Study Centre

Project undertaken by Dr. Sejal Shah, HOD Gujarati, This project was started under the aegis of Centre for Gandhian Studies at Maniben Nanavati Women’s College at Vile Parle (West), Mumbai. The objective of this project was to capture oral history from the surviving but largely

unsung freedom fighters of India who had actively participated in Quit India movement in 1942 under the influence of Mahatma Gandhi.

The goals of this project can be summarized as –

- 1) To capture oral history from unsung freedom fighters
- 2) To bring forth contribution of such freedom fighters in pre as well as post independence
- 3) To collate the information collected as part of this project in a form that can be easily accessed by today's generation so that they can appreciate the rich & vibrant history of freedom struggle and it's heroes which may not be covered in popular historic material

Activities of Research Cells

- The Research Cell organized a 2 day workshop on 'Research Methodology'. Dr. D. S. Janbandhu, Reader and Head of Dept. of Psychology, V.N. Govt Institute of Arts & Social Sciences, Nagpur, was the resource person for the technical session I, II, & III. Dr. Anil Sutar, TISS, conducted technical session IV. More than 50 teachers and students from Mumbai University and other affiliated colleges of SNDT Women's University attended the workshop. 27th & 28th June 2011. M.Com Part II students and Post Graduate Students from affiliated Mumbai and SNDT University participated in the workshop.
- Workshop on "**Work Life Balance**" held on 14th September, 2011 organized by Research Cell and Department of Commerce. Research Paper presentation session was conducted from 8.30 am – 10.30 am. The Chairman of the session was Dr. Ram Sable – Dean Faculty of Commerce, SNDT Women's University. Different research papers were presented by M.Com II students were as follows:

Sr. No.	Title of the Paper	Name of the Student
1	Work Life Balance Among Women Employee's	Nehal Shah
2	Perfect Integration Between Work and Life	Geeta Joshi
3	Work Life Balance and Stress Among the Employee's	Yogita Panchal
4	Work Life Balance – Stress Among Women in Work	Annie Fernandes
5	Work Life Balance Brings Rewards for Call Centre Employees	Poonam Gupta
6	Anger: One's Best Friend or Worst Enemy	Shaikh Arifa
7	Work Life Balance: Dilemma of Modern Society	Mansi Gangar

Annie Fernandes got 1st Prize for the Best research paper – cash prize Rs. 201. Nehal Shah got 2nd Prize – cash prize of Rs.101. It was followed by an interactive session conducted by Dr. Harish Shetty (Psychiatrist). All (20) M.Com. I and II students participated.

Inculcating research skills in students

The Students Training Centre and Research Cell organized an Intra-departmental Research Competition the topic of ‘Environment’ on 17th January, 2012. 2 Judges were invited from Mithibai College, Prof. Rashmi Desai and Prof. Lata Chasi.

Departments approached the given search area keeping in mind their subject perspective. The areas chosen were as follows:

1. Child Development : Impact of Negative Family Environment on Smoking Among Females
2. English : Celebrating Nature
3. Economics : Is India exporting Environmentally Dirty Products Uncovering the Dirty Secrets
4. Food & Nutrition : Effects of Kitchen Waste Disposal on Environment
5. Foundation Course : Mangroves: Natural Bio Shield
6. Gujarati : Environment from Literary Perspective
7. Psychology : Effects of the Technological Environment on Behavior
8. Sociology : Hospital Waste Management

The following departments won the prizes:

- | | | |
|------------------------------------|---|-------------------|
| 1. Department of Psychology | : | First Prize |
| 2. Department of Gujarati | : | Second Prize |
| 3. Department of Child Development | : | Third Prize |
| 4. Department of English | : | Consolation Prize |
| 5. Department of Food & Nutrition | : | Consolation Prize |

5. To strengthen library as a learning resource

Please refer to Part B Questions 21, 22 and 29

6. To strengthen the functioning of the IQAC.

• BEQET

- The college participated in Best Education Quality Enhancement Team (BEQET) conducted by National Centre for Quality Management (NCQM, Mumbai). The topic of the project was: “Systematic use of Space & Resources – Staff Room & Lockers”. It selected the following 2 problems in the staff room. A) Allocation of lockers, B) Clear Demarcation of Space for Junior College Vice Principal, Supervisor & Senior College Supervisor. The college won the consolation prize.

Mention names of teacher team of BEQUET

- ✓ Ms. Anjani Mehta – Team Leader, Supervisor, Degree College
- ✓ Dr. Jayashree Palit – IQAC Coordinator
- ✓ Dr. Falguni Desai
- ✓ Ms. Sadhana Desai

• Academic Audit

- The Principal, Supervisor and IQAC Co-ordinator conducted an Academic Audit for all the Departments and Committees Recommendations were made and given to every department and committee.
- Talk on ‘Staff Enhancement Schemes’ by Dr. Snehal Dhonde, Principal of Night College, on 22nd August, 2011 – all staff members attended.

7. To strengthen Placement and Career Guidance Services

The college placement cell undertook the following activities:

- a) Organized a career fair “DISHA” on 15th & 17th February, 2012.
- b) Put up an exhibition of charts related to various career options and institutions that offered vocational courses.
- c) Workshops on Career Counseling and Grooming were conducted by the well known, Counseling agency Young Buzz India (YBI) on 15th February, 2012 from 8.30 am to 11.30 am by Ms. Saloni Vasa, Counselor. She familiarized the students with various career opportunities in the modern job trends, viz, photography, animation, insurance advice, fire-fighting, government and bank jobs etc. The students had a fulfilling experience at the

session. Ms. Saloni Vasa then gave them tips on grooming in the second session where she showed them how to carry off themselves for personal interviews for jobs.

- d) On 15th February, 2012 the college ground was throbbing with students visiting various stalls put up by more than ten institutions dealing with industries like aviation, education abroad, export training and consultancy, sound engineering, event management, yoga teachers training etc.
- e) 135 final year students appeared for an aptitude test conducted on 17th February, 2012 by the Young Buzz India Counselors Jenny Chettiar, Ekta Sitapara and Alpa Sanghavi. The test included topics like mechanical reasoning, spatial relations, verbal reasoning, numerical ability, personality test and others.
- f) A talk was organized for third year students by Mr. Hiren Pasad.
- g) Students placed in the following agencies for jobs – Crosseum Financial Services, Pradarshak Art Gallery, RL Travels Pvt Ltd., Groffer.com etc.

PART B

Activities Reflecting The Goals and Objectives of the Institution

*Our vision controls the way we think and, therefore,
the way we act... the vision we have of our jobs determines
what we do and the opportunities we see or don't see.*

Charles G. Koch

1. Activities reflecting the goals and objectives of the Institution:

- a) Seminars / Conferences / Workshops, have been organized by various departments to discuss and deliberate on current issues and hereby enhance the quality of teaching – learning process.
- b) All the departments conducted regular class tests, seminars and presentations, so as to continuously evaluate the students. Question bank and model answers were provided by the Departments. Intensive teaching and remedial coaching were conducted by several departments
- c) Value based education is an important aspect of the College activities. Various activities were organized by the UGC sponsored Gandhian Studies Centre to impart value education among students. The NSS unit and other committees conduct various activities to impart value education.
- d) Several extra – curricular and outreach activities were organized by the Departments and Committees.

2. New academic programmes initiated

- Photography
- Certificate Course in Learning Disability and Remediation

3. Innovations in curricular design and transaction:

- a) The Department of English published a Remedial English book under UGC grant.
- b) The following staff are members of University Boards and have contributed to curricular design.

Dr. Harshada Rathod

- Member of Senate,
- V.C. Nominee – member of NSS Advisory Board,
- V.C. Nominee – Member of Continuing and Adult Ed. and Cont. Work,
- Special Invitee of Board of Studies of Commerce

Dr. Sunita Sharma

- Member of Academic Council

Dr. Jayashree Palit

- Member of BOS
- Members of Arts Faculty

Shri. Jayant Mehta

- Member of Adhoc Accountancy Board

Ms. Keeya Mukherjee

- Member of Senate

- c) Dr. BNCDC – curriculum revised for the following courses:- Art & Painting & Decorative Craft.

4. Inter – disciplinary programmes started:

- a) Certificate Course in Gandhian Values and Thought.

5. Examination reforms / process implemented/ followed:

- a) Typed copies of all the papers of English medium B.A. / B.Com. (both sets) were submitted by the respective teachers to facilitate the work. Only Gujarati papers were outsourced.
- b) Sem II & IV time-table was set as per the University Semester V – VI time table. Exams began on 15th March & ended on 28th March.
- c) Corrected papers were to be taken back by 7th April 2012. All the teachers submitted their papers on time.
- d) Results were prepared then & given for preparation was given to Mr. Patil on 12th April for B.A. & 16th April for B.Com.
- e) Result marksheets were ready by 21st April 2012.
- f) Results were distributed on 24th April 2012. Parents were asked to come and collect the results.

6. Candidate qualified : NET / SLET / GMAT:

NIL

7. Initiatives towards faculty development programme:

- Lecture on ‘Financial Planning’ by Ms. Jyotsna Bhatiya of Jyoti Investments, on 30th July, 2011 attended by Senior & Junior College staff members.
- MQ to SQ (Musical Quotient to Spiritual Quotient) by Shri. Hemanshu Nanda, Director, Music, Chinmayananda Institute, for the Staff & Junior, Senior College, Dr. BNCDC and Non Teaching Staff of the college which was sponsored by Shri Pratapbhai Patel, a noted Industrialist. 4th December, 2011.
- Organized a workshop on “Office Communication’ for the Sr. & Jr. Staff on 26th March, by Dr. Sanjana Bhatia.

8. Total number of Seminars / Workshops conducted: 22 (Annexure - VII)

9. Research Projects:

Sanctioned in 2010 – 2011 : 1**

Newly Implemented : 3* + 2**

Ongoing : 3*

Completed : 3**

* Major Research Project

** Minor Research Project

10. Patents generated, if any : Nil

11. New collaborative research programmes : Nil

12. Research grants received from various agencies

- Dr. Ritu Bhatia, Department of Child Development

13. Details of research scholars:

Ph.D. 9

Pursuing Ph.D. 5

Ph.D. scholars on FIP 1

14. Citation index of faculty members and impact factors : Nil

15. Honors / Awards to the faculty:

Honors

Dr. Harshada Rathod

- Invited as a Scrutiny Committee member by SNTD University Affiliation Department to scrutinize fresh proposal to start Arts and Commerce Colleges on 24th January, 2012.
- Invited as a guest jury member for event ‘Aakruti- My Creation’ by Arena Animation at Hare Krishna Hare Rama Temple’ ISKON, Juhu on 3rd February, 2012.
- Invited as a Chief Guest by Shree Vadodra Kutchi Lohar Gnati Mandal on 26th January, 2012.
- Felicitated by Aavkar on the occasion of International Women’s Day by awarding ‘Nari Gaurav Sanman – 2012’ on 10th March, 2012.
- Invited as a external referee for Ph.D. thesis evaluation for Saurashtra University, Rajkot. 19th April 2011
- Nominated for vigilance squad for B.Ed Examination at Wadala, 26th April 2011
- Nominated as a Vice Chancellors nominee for selection grade at Dhule College for the subject of Economics and English on 3rd May 2011
- Nominated as a Subject Expert for F.I.P. for Dept. of Economics PGSR, Churchgate on 5th May 2011
- Nominated as a Vice Chancellor nominee for selection and appointment of Principal and lecturer in subject of FSN and Textile Clothing at Begum Jamila College of Home Science, Andheri.
- Delivered a talk on Vocational Courses after 10th and 12th (Certificate and Diploma) at Career Guidance Seminar and Exhibition organized by Akhil Hind Mahila Parishad and Jan Jagruti Centre and MNWC.
- Life Membership at Yusuf Meherally Centre, Panvel – August 2011 onwards
- Nominated as a V.C. Nominee and subject expert for the selection of lecturer at Sahade, Nandurbar – 4th Aug 2011
- Nominated by V.C. in NSS Advisory Committee for the period of 2 years from 5th August 2011
- Nominated on Senate through standing committee on Principal Category for the period – Sept 2010 to 31st Aug 2015.

- V.C. Nominee for Selection of lecturer, Principal and Librarian, Shahada, Nandeshar.
- V.C. Nominee for Board of Continuing & Adult Education for 5 years at SNDT Women's University.
- Appointed external referee to evaluate M.Phil Dissertation.
- Vishwa Jyotish Sanstha invited as a Chief Guest on the occasion of Guru Purnima Celebration at N.L.School, Malad on 4th September, 2011
- Vijaya Bank – Regional Office, Santacruz invited as a Chief guest on the celebration of Hindi Diwas on 14th September, 2011

Ms. Asma Shaherwalla

- She was invited as an 'expert for the Content Analysis workshop for B.A. II Psychology Experimental Theory and Cognitive Process DC IX and DC XIII, at LJNJ College, Vile Parle. 21st January, 2012

Dr. Sunita Sharma

- Appointed as a member of Selection Committee for selection and appointment of Assistant Professors at Vanita Vishram Management College of Commerce, Surat. July 2011
- Nominated as NODAL OFFICER by the college for the purpose of All India Survey on Higher Education by HRD, Govt. of India, Data Collection (letter dated 22.07.2011). U.G.C., New Delhi.
- Appointed Member of the Vigilance Squad at the University Examination Centre. 12th & 14th October, 2011.

Dr. Jayashree Palit

- Judge for the short story writing competition 'Ping Pong Tales' organized by Mithibai College, Management Studies. 6th January, 2012.
- Member of the Expert Panel for appointment of new lectures at P.N.Doshi College, Ghatkopar. 24th February, 2012.

- Convener of the organizing committee for the Tejaswini Contest organized by the Department of Students Welfare, SNDT Women's University, Mumbai. 14, 15, 16th January, 2012.

Dr. Falguni Desai

- **Dr. Falguni Desai was the** member of the organizing committee for the Tejaswini Contest organized by the Department of Students Welfare, SNDT Women's University, Mumbai. 14, 15, 16th January, 2012.

Ms. Twinkle Sanghavi

- Invited as a Resource Person at P.N.Doshi College, Dept of Sociology, Ghatkopar to deliver a talk on 'Various Sociological Approaches' on 21st September, 2011.

Ms. Sejal Shah

- Judged the Gandhi Passage reading interschool competition organized by Gandhi Smarak Nidhi, Manibhavan, Mumbai. 20th, 26th and 27th July, 2011
- Judged a paper presentation competition organized by Jain Adhyaatm Study Circle, Ghatkopar. 19th February, 2012.
- Invited as a Resource Person in Seminar on 'Samundrayal ni Prachand Garjana' organized by the P.G. Dept of Gujarati, SNDT Women's University. 20th March, 2012.
- Member of the organizing committee for the Tejaswini Contest organized by the Department of Students Welfare, SNDT Women's University, Mumbai. 14, 15, 16th January, 2012.

Ms. Korina Mesman

- Deputed by the Secretary to the Govt. of Maharashtra, Raj Bhavan to conduct Proficiency Test for the post of 88 candidates for Telephone Operator at Raj Bhavan, Walkeshwar, Mumbai – 18th & 19th November, 2011.

Ms. Shobha Dighe

- Appointed Member of the Vigilance Squad by the University Examination Department 10th & 12th October, 2011.

Dr. Ravindra Katyayan

- Appointed as a External examiner to conduct viva voice for Honors programme. An Interdisciplinary research work, by R.D. National College, Bandra. 20th July 2011
- Invited to give a talk on “Surdas’ to B.A. III students at L.J.N.J. Mahila Mahavidyalya, Vile Parle (East). 28th July, 2011
- Appointed as a member of selection committee for the subject of Hindi for 2011 – 2012 by BCUD, SNDT Women’s University Mumbai. July 2011
- Member of Selection Committee for Hindi at WKBSH College of Arts and Commerce, Dhule, Maharashtra. 30th July, 2011
- Appointed examiner for B.A. I and II (CC Hindi, APC Hindi and Composite Hindi) for 2011 by Centre for Distance Education, SNDT Women’s University, Mumbai. May 2011
- Chief Speaker in the Hindi Divas Samaroh of Mumbai Hindi Sahitya Parishad. 20th September, 2011
- Invited as a Resource Person in UGC sponsored State Level Workshop on Modern Examination system on career opportunities in Hindi organized by SNDT Arts & Commerce, College, Amalner, Maharashtra. 26th December, 2011
- Coordinator for Saral Hindi Course started by Hindustani Prachar Sabha sponsored by HPS for Senior and Junior College students.
- Member of Selection Committee for Hindi as Subject Expert for TCLV Junior College. 9th January, 2012.
- Resource person at UGC sponsored National Seminar organized by Jai Narayan Vyas University, Jodhpur. 25th & 26th February, 2012.
- Resource person for Lecture Series organized by Control Hindi Directorate, Ministry of HRD to deliver 3 lectures each at the following venues:
 - 1) Rajasthan University, Jaipur 20th to 22nd February, 2012.
 - 2) Jai Narayan Vyas University, Jodhpur. 23rd to 25th February, 2012.
 - 3) Control University Rajasthan, Ajmer 26th to 28th February, 2012.

Ms. Manasi Joshi

- She was invited as a Chief Guest for Annual Day at Orion School, IES, Hindu Colony. 18th January, 2012.

16. Internal resources generated:

- Several unaided courses have been introduced in the College. This has improved the financial position of the college to some extent. Some revenue is generated from the conduction of various examinations.

17. Details of departments getting SAP, COSIST (ASSIST) / DST. FIST, etc.

Item	Amount Rs.
Major Research – 3 Projects	14,32,200/-
Minor Research – 1 Project	55,000/-

18. Community Services:

- Career Guidance Workshop - Date: 12th – 13th June, 2011
- Seminar on “SAVE THE GIRL CHILD – on World Population Day’ - Date: 11th July, 2011
- Visit to Yusuf Meharally Centre - Date: 1st August 2011
- NSS Peace Rally - Date: 6th August, 2011
- Orientation Programme - Date: 10th August, 2011
- Selling of Flags - Date: 15th August 2011
- Guest Lecture - ‘Women & Health’ - Date: 15th August, 2011
- Guest Lecture - Women’s Property Rights – Date: 19th September, 2011
- Guest Lecture - Cervical Cancer and need of Vaccination – Date: 21st October, 2011
- Guest Lecture on AIDS Awareness - Date: 1st December, 2011
- Street Plays - Date: 17th August, 2011
- Talk on Satvik Diet - Date: 23rd August, 2011
- Screening of the film “DHARMA”- Date: 25th August, 2011
- Screening of Film “Ek Chingari Ki Khoj” - Date: 22nd September, 2011
- Leadership Camp - Date: 21st & 24th November, 2011
- Celebration of World Disabled Day - Date: 4th December, 2011

- Rally - Date: 30th January, 2012
- Leadership Camp - Date: 16th & 17th January, 2012
- Rasta Suraksha - Date: January, 2012
- Dissemination of Information on Gandhiji - Date: 20th October, 2011
- Medical Camp - Date: 30th November & 1st December, 2011
- World Disabled Day - Date: 5th December, 2011
- Special Camp - Date: 18th – 24th December, 2011
- Guest Lecture - ‘Adolescent and Reproductive Health’ - Date: 17th January, 2012
- Volunteering at important college events viz Placement Fair - Date: 15th – 17th February, 2012
- Making of Paper Bags

19. Teachers and officers newly recruited:

- **Teaching**

Dept	U.G.	P.G.	B.M.S.
No. of Staff Appointed	1	2	3

- **Non Teaching** - 2 new staff appointed in the Office

20. Teaching – Non – teaching staff ratio:

No. of Teachers	Aided	Unaided	Total
Permanent	43	4	47
Temporary / CHB / Ad – hoc	9	2	11
Visiting Faculty	3	39	42
No. of Non – teaching Staff	Aided	Unaided	Total
Permanent	17	9	26
Temporary	0	14	14

Ratio: 1: 2.5

21. Improvements in the library services:

- Bar-coding of the books completed. It facilitates the smooth function of circulation without human error.

- Web OPAC facility for student / Faculty
- Book exhibition arranged on 27^h Jan 2012 on various subjects.
- The Library has added one more computers with Internet. Now total number of PCs in the library has gone up to fourteen.
- Library has subscribed N-List programme sponsored by Infflibnet which gives access to 2100 e journals as well 51,000 e books which has beneficial for teachers / Researchers.
- Extra library cards have been issued to PG students on demand.
- Online access to E – journals.
- Library has added pigeonhole cupboard display stand for research Journals
- SMS facility for returning of books (Teachers/Students)
- Xeroxing facility within the library.
- Inter library Loan facility
- Content page Facility to heads of department
- Indexing through OPAC
- Minor Research projects are available for reference

22. New books / journals subscribed and their values:

Sr. No.	Budget Head	Particulars	Total No.	Amount
1	DEGREE COLLEGE Aided Courses	Text Books	191	19848.50
		Ref. Books	202	92,196.75
		CD – Rom	07	2121.00
		Periodicals	39	25,529.00

Sr. No.	Budget Head	Particulars	Total No.	Amount
2	DEGREE COLLEGE Un -Aided Courses	Text Books	29	9637.00
		Ref. Books	34	56,466.46
		CD – Rom	01	180
		Periodicals	14	14026.00

	Particulars	Total No.	Amount
TOTAL	Books	456	1,78,148.71
	CD - ROMs	08	2301
	Periodicals	53	39555

Library Books and Expenditure 2011-12 (AIDED SECTION)		
Budget Head	TOTAL NO OF BOOKS	TOTAL AMOUNT SPENT
DEGREE	366	97743.25
UGC	19	12334.00
JR	8	1968

Library Books and Expenditure 2011-12 (UN - AIDED SECTION)		
Budget Head	TOTAL NO OF BOOKS	TOTAL AMOUNT SPENT
Advertisement	1	335.75
Travel & Tourism Management	3	2700.00
English Dc	184	21743.50
BMS	33	29835.00
MA (Psychology)	12	25688.46
M.Com	-	-
Fashion Design	4	1494.00
Recipes	2	450.00

23. Courses in which student assessment of teachers is introduced and the action taken on students feedback:

Feedback was obtained by the Principal from all the students. The feedback was analyzed and teachers were called and given the assessment of their strengths and weaknesses. The Principal gives guidance and appreciation to all the teachers.

24. Unit cost of education:

(Unit cost = total amount of expenditure incurred divided by total number of students enrolled)

Total Expenses: 50, 09, 823.75

Total Students: 2, 317

Unit Cost = **2,162.20/-**

25. Computerization of administration and the process of admissions and examination results, issue of certificates:

The Computerization process in Library and General Office is complete Admission, Examination Results, Accounts, Salary payments, etc. are all computerized

26. Increase in the Infrastructural facilities:

Display Board – 3

Cupboard – 1

Computers – 6 (Library, Computer Lab and Exam Room)

Printer – 5

Printer, Scanner and Copier – 1

Camera – 1 (with stand)

Digital Camera – 1

Laptop – 1

DVD Player – 1

Library – Pigeon Box – 1

Office Furniture for storage Chairs – 1

LCD Player - 1

27. Technology up gradation

- Upgraded systems in language lab
- Internet connection added in the administrative office
- Added computers in language lab
- Added computer in library

28. Computer and Internet access and training to teachers and students:

- a) Internet connections and access have been provided in Library, Computer Lab and General Office.
- b) An open access system is followed for all teachers and students who want to use the computer facility.

29. Financial aid to students:

- a) Concession in fees is provided to the needy and deserving students Rs. 1,42,080/-
- b) Facility of paying fees in installments is provided to needy and deserving students.
- c) All students are insured for accident under Group Insurance. Per student Rs. 25 is paid for the same to the Insurance Company.
- d) Facility of Mutual Aid Fund is provided to needy and deserving students. Rs. 33,650/-
- e) For the meritorious and economically backward students books are made available by the Central Library for one year under the Book Bank Scheme.

Details of Book Bank facilities provided by the college library are as Follows.

Class	No. of students
F.Y.B.A	6
S.Y.B.A	13
F.Y.B.COM	2
T.Y.B.COM	3
F.Y.B.M.S.	4
S.Y.B.M.S.	1
F.Y.J.C.	2
Total No. of students	31

30. Activities and support from the Alumni Association:

- a) Members of the Alumni Association take active part in activities organized by the Departments and Committees
- b) Most departments have been encouraging interaction between successful alumni and current year students to guide and motivate them.

- c) Preparation of alumni directory for final year students of B.A. & B.Com.
- d) **DJ Evening:** - Alumni attended the D.J. Evening held on 8th December,2011. The star of the evening was the well know T.V celebrity Anand Goradia - ‘Naa Aana Is Des Lado’ fame. Parents put up stalls at part of the colleges effort to encourage Alumni and Students Entrepreneurial activity and there was lucky dip for parents

31. Activities and support from the Parent – Teacher Association

Parent – Teacher interaction is encouraged. The PTA formulated a policy for a partnership between the college and the parents. Parents of F.Y.B.A. and B.Com. students are invited for the Orientation Programme

PTA – Parent Teacher Partnership Policy

Facilities offered by the College: Medical Camp, Doctor, Counsellor, Cooking Course, Computer Course (1 or 2 days), Library Membership, Dr. BNCDC Courses at 5% Discount, Parents can put up stalls in collaboration with college, Advertise their products & services

Parents can lend their services in coordinating: Picnic, Fancy Dress, Visits, Dandiya, Open House, PTA Body, Give talks & demonstration, Exam Supervision, Feedback to the college (Curriculum & other aspects), Peer Team Suggestions and Efforts to comply with the same

Activities:

- a) Meetings are also held with parents seeking to admission to various courses.
- b) Heads of the Departments have interacted regularly with parents of students who have been irregular in attending lectures.
- c) The Examination Committee organized a meeting with parents after the Semester examination of B.A. / B.Com I & II.
- d) **DJ Evening :-** Parents attended the D.J. Evening held on 8th December,2011. The star of the evening was the well know T.V celebrity Anand Goradia - ‘Naa Aana Is Des Lado’ fame. Parents put up stalls at part of the colleges effort to encourage Parents and Students Entrepreneurial activity and there was lucky dip for parents

32. Health Services:

- The medical awareness talk on Thalesmia was done for the B.A. II (English & Gujarati), B.Com II and 185 students, teaching and non teaching underwent the blood test for the

Thalassaemia and Anaemia check up. The check up was sponsored by Inner Wheel Club of Bombay Airport. 30th November & 1st December, 2011

- Dr. Sonal Desai visits the Medical Centre every Tuesday from 11.30 am to 1.00 pm.
- Medical Counseling and advice is given to allay ignorance & rectify myths and misconceptions especially among the young students. Whenever required investigations are asked for in order to reach a diagnosis necessary, referred to specialist.
- Staff & students are encouraged to follow up & give regular feedback. Whenever necessary parents have been called & explained the problems of their wards.
- It is free of cost for all students and staff.
- 60 students were treated this year for ailments like Menstrual problems, skin and hair problems.
- Teaching and Non Teaching Staff and Security staff were also treated for ailments related to Weight, Menstrual problems and Blood Pressure.

33. Performance in sports activities:

Sports

- Annual meeting cum Orientation for teachers at Churchgate, on 7th July, 2011, organized by Department of Physical Education – attended by Ms. Beena Pandya.
- General Orientation with demonstration of fitness activities for students at Churchgate Campus on 18th July 2011 – 13 students attended.
- Workshop on ‘Leadership through Sports’, for students at Churchgate Campus, on 25th July 2011 – 2 students attended.
- Ms. Beena Pandya was the Camp Co-ordinator at SNTD Leadership training camp at Devlali from 31st July to 2nd August 2011 attended by Priti Helia, TYB.Com student.
- Inter-collegiate Badminton, Table Tennis, Chess, Yoga and Elocution Competitions were held on 24th and 25th August 2011, at Churchgate Campus and Matunga, B.M. N. College of Home Science:

- Table Tennis

1) Mittal Jadhav	2 nd Prize	T.Y.B.Com
2) Manisha Parmar	2 nd Prize	S.Y.B.M.S.

- **Badminton**

- | | | |
|---------------------|--------------|----------|
| 1) Rutu Parekh | Participated | T.Y.B.A. |
| 2) Foram | Participated | T.Y.B.A. |
| 3) Karishma Faraiya | Participated | F.Y.B.A. |
- National Level Conference on ‘Sports Management’ for sports teachers and coaches, held at Dhule on 27th August, 2011 organised by W.K. Bhagini Seva Mandal attended by Ms. Beena Pandya.
 - Ms. Preeti Parmar attended a camp held at Darjeeling organized by the Department of Physical Education, Churchgate.
 - Ms. Beena Pandya was the co-ordinator for a camp at Manali. 2nd November to 12th November, 2011.
 - The Sr. College Cricket Team stood 4th in place in Sr. Inter Collegiate Cricket Tournament held in SNTD, Santacruz (W), hosted by M.D. Shah Mahila College, Malad on 7th & 8th January, 2012.

34. Incentives to outstanding sports person:

- a) Healthy Diet to Sportsmen during practices sessions and tournaments
- b) T.A., D.A. was paid as per University Rules and Special Allowances were given to the selected candidate
- c) Cash prizes, Trophies, Medals, Track Suits, Appreciation Certificates, etc. were given to deserving students.
- d) Freeship, part freeship was given to needy and deserving students who excelled in sports activities.
- e) Special teaching sessions were conducted for the students who missed out the regular lectures for representing the College / University.
- f) Physical education teachers were sent for a 10 days training programme conducted by SNTDWU.

35. Student Achievements and Awards:

a) Performance in academics for the year 2011 – 2012

Class	Pass Percentage
B.A. I (Eng)	76.66%
B.A. I (Guj)	86.49%
B.Com. I	75.76%
B.A. II (Eng)	94.92%
B.A. II (Guj)	94.44%
B.Com. II	85.90%
B.A. III (Eng)	59.02%
B.A. III (Guj)	79.59%
B.Com. III	67.23%
B.M.S.	100%
M.Com.	62%
M.A.	93.10%

University Rank Holders

- Ms. Mittal Gori, secured 1st Rank at University in TYBMS Examinations in April 2011.
- Ms. Samiksha Dike, secured 2nd Rank at University in TYBMS Examinations in April 2011.
- Ms. Sharwan Priyanka, secured 6th Rank at University in TYBMS Examinations in April 2011.
- Ms. Samnani Rizwana, secured 9th Rank at University in TYBMS Examinations in April 2011.
- Ms. Jada Tanveer, secured 16th Rank at University in TYBMS Examinations in April 2011.
- Ms. Sharma Saraswati secured 26th Rank at University in TYBMS Examinations in April 2011.

36. Activities of the Guidance and Counseling unit:

- a) Dr. Devangi Vakharia, Counseling Psychologist visits the college every Monday and Thursday from 11.00 am to 1.00 pm.
- b) Psychological Counseling aims to help students to manage their difficulties and transform personal problems into their own personal growth.
- c) For the year 2011-2012, approximately 50 students were counseled and the remaining follow up cases were also counseled.
- d) The major issues / problems faced by the students were: crisis in relationship, stress and other pressures, fears, panics and anxiety, depression, difficult decisions.
- e) The therapies used during counseling were REBT, Cognitive Therapy and Holistic Approach which aims to build on the strengths and provides a safe space to reflect on students emerging career facilitating personal and interpersonal growth.
- f) Counseling also helps students to cope with difficulties and enables them to fulfilling relationships, creativity and self expression, assert your own needs and find paths to self discovery.

37. Placement services provided to students:

- Campus Interview was conducted for which 24 students appeared from October to January.

Name of the Agency	No. of Post Offered
Crosseum Financial Services	3
Pradarshak Art Gallery	4
Talent Discovery Consulting Office	1
Ramlal Travels – Ticketing Job	1
Career Launcher	1

- Ongoing enrollment of students by the Placement Cell.
- Talk on Stress free Studies and Excellence in Examination by Counselor, Mr. Hiren Pasad, Sundaram on 21st January.
- ‘Disha’ career fair and exhibition was organized for all students of Jr. & Sr. College on 15th February.

- Workshop & Talk on Career Options of the future & Grooming by counselor, Ms. Saloni Vora from Yong Buzz, on 15th February.
- Young Buzz conducted an extensive Aptitude Test for 135 girls of TYBA, B.Com & BMS students, on 17th February. Individual counseling was done by Young Buzz after the test.
- Xersize Gymnasium appointed ex-student Bhoomi Shah and Rutu Parekh as a fitness instructor in February & April respectively.
- A talk on ‘Career in Animation’ by MAAC Computers, on 2nd February.
- Campus Interviews conducted for students on May 2nd 2012 by Career Launcher and Axis Securities.

38. Development programmes for non teaching staff:

- a) Training programme for tally – accounting to all the office staff
- b) Facility to use Gymkhana and other sports faculties

39. Healthy practices of the institution

- a) Special coaching for theatre and dance events.
- b) Celebration of Birthdays for staff
- c) Citations to honored Guest and Special Achievers
- d) Food and Nutrition students study the subject Food Entrepreneurship in B.A. III and training is provided for undertaking catering on a large scale from B.A. II onwards to equip them to take up catering business on micro level. Students to catering for guest lectures, seminars, meetings. Students also run a cafeteria in groups, whereby they plan, standardize, buy and prepare and serve nutritious snacks to students and teachers.
- e) Sports facility is extended to alumni and local community
- f) Library facility is extended to alumni , retired teachers and local community
- g) Paper bags, from old newspapers, were made by the students and given to the local vendors in order to create environmental awareness.

40. Linkages developed with National / International, academic / Research bodies

- a) Linkages with NCQM, MSME, Rotary, Inner wheel, Vacha, Ashapura, Sarvodaya Mandal etc.

41. Any other relevant information the institution wishes to add:

- The college took feedback from the final year students of B.A. and B.Com. about the college facilities. The following are the findings:

Facilities	Out of 5
Canteen	3.03
Library	3.43
Office	2.60
Gym	2.81
Sports	2.80
Health Services	2.80

- The college was selected as CAP Centre for the Semester V Final examination held by the SNTD Women's University. Ms. Sadhana Desai & Ms. Anjani Mehta were the CAP Coordinators.

PART C

*Details of the Plans of the Institution for the next
year*

You can never plan the future by the past

- Edmund Burke

The IQAC has made note of the proposed guidelines given by NAAC in May and proposes to focus on the following:

1. Curriculum planning and Implementation
2. Improvement of the Teaching – Learning Process
3. Staff Development programmes enhancing the teacher quality
4. Training Programmes
5. Research Capacity Building
6. Linkages and Collaborations
7. Extension Programmes
8. Environment Consciousness
9. Strengthening the IQAC
10. IQAC Projects
 - 1) ‘Adhaar’ – Focus on Health and Overall Development of the students
 - 2) Operation Sparkle - ‘Cleanliness’

Name & Signature of the coordinator, IQAC

Name & Signature of the Principal

Dr. (Mrs.) Jayashree Palit

Dr. (Ms.) Harshada Rathod

Appendix I

Departmental Activities for Students Organized throughout the year 2011 - 2012

1	Workshops / Seminars for U.G. / P.G. students	29
2	Skill Training for students	8
3	Guest lectures arranged	29
4	Workshops / Seminars / Conference attended by students	9
5	Paper presented by Students	8
6	Local field for students	11
7	Exhibition Arranged	8
8	Rally's arranged	5
9	Competitions organized / participated	21
10	Research Survey by students	1
11	Film Shows Organized	10
12	Collaborative programmes with dept. and committees	21
13	Bridge course conducted	3
14	Quality Catering by students	7

Appendix II

Teachers activities throughout the year 2011 - 2012

1	Workshops / Seminars/ Conference Attended - by staff	
	a) National Level	65
	b) International Level	9
2	Paper Presentation by staff	
	a) Regional Level	12
	b) National Level	17
	b) International Level	12
3	Publication of Research Articles / Papers / Book Reviews	15
4	Invited as a guest speakers / Talks given	30
5	Invited as a squad members	3
6	Invited as a member of Selection Committee for appointments/ promotion	9
7	Honors / Awards / External Refrees	15
8	Nomination on statutory Bodies	4
9	Invited as a Judge	7
10	Invited as a Chief Guest	4
11	Major Research Project in Progress	3
12	Minor Research Project in Progress	3
13	Ph.D. Guide ship	4
14	Production of study material	4
15	Refresher/ Orientation Programmes attended by staff	2
16	Talk / Workshops arranged for staff	4
17	Post graduate lectureship / recognition	9