

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2014-2015

I. Details of the Institution

1.1 Name of the Institution

Maniben Nanavati Women's College

1.2 Address Line 1

Vallabhbai Road

Address Line 2

Vile Parle (W)

City/Town

Mumbai

State

Maharashtra

Pin Code

400 056

Institution e-mail address

mnwcollege@hotmail.com

Contact Nos.

022-26128840

Name of the Head of the Institution:

Dr. Harshada S. Rathod

Tel. No. with STD Code:

022- 26176196

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	-	2004	5
2	2 nd Cycle	B	2.89	2010	5
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR January to May, 2010 submitted on 20.09.2010
- ii. AQAR June 2010 to May, 2011 submitted on 25.07.2011
- iii. AQAR June 2011- May 2012 (Online) submitted on 26.08.2012
- iv. AQAR June 2012- May 2013 (Online) submitted on 02/09/2013
- v. AQAR June 2013- May 2014 (Online) submitted on 20/09/2014

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)

Home Economics, Vocational Commerce, P.G. Counselling & Clinical Psychology, M.Com. in Human Resource Management, P.G. Diploma in Early Childhood Education

1.11 Name of the Affiliating University (*for the Colleges*)

SNDT Women's University

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

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

✓

2. IQAC Composition and Activities

2.1 No. of Teachers

13

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

-

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

02

2.9 Total No. of members

21

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- 'Yuva Shakti'a street play was enacted in various colleges in Mumbai. (2014-15)

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
Organization of National Level Seminar	Organized Two Day UGC Sponsored Multidisciplinary National Seminar on 'Opportunities & Challenges in Emerging Market Economies'
Workshop on Academic Performance Indicator's	Organized workshop on API
Preparation of RAR	Prepared RAR for the 3 rd Cycle

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

-

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	--	-	-
PG	3	-	-	-
UG	4	-	-	-
PG Diploma	-	-	1	-
Advanced Diploma	-	-	-	6
Diploma	-	-	-	2
Certificate	-	-	-	7
Others	-	-	-	1
Total	07	-	01	16
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	07
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure*

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

Revision of syllabus by the University in the following subjects: English Compulsory Component. In the Arts Stream in the Core Options: English, Economics, Sociology, Gujarati & Hindi.
--

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	14	6	1	1

2.2 No. of permanent faculty with Ph.D.

12

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
14	7	6	-	2	-	-	-	22	7

2.4 No. of Guest and Visiting faculty and Temporary faculty

02

03

14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	22	06
Presented papers	15	25	02
Resource Persons	-	02	-

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

➤ Innovative Teaching Approaches

Classroom Teaching

- Dramatization of prescribed & relevant plays/ stories by students
- Use of dictionary and newspaper cuttings
- Peer tutoring with group assignments and PPT presentation
- Activities related to creative thinking, creative writing, picture, stories, best out of waste etc.
- Exhibitions
- MCQ's
- Screening of Films
- Play Reading

- **Innovative Teaching Approaches**
 - Going beyond the Classroom:**
 - Visits to Industries & Educational Tours
 - Learn & Earn Programmes: Bite Delite
 - Surveys
 - Stalls to Develop Entrepreneurial Skills
 - Street Plays, Skits, Role Plays
- **ICT Integration:**
 - Power-point presentations
- **Training:**
 - Puppet Making
 - Internship opportunities for exposure to industry
 - Training for Linguaphone
 - Cafeteria Practical's e.g. 'Bite Delite' preparation of healthy snacks in bulk to sell and profits given to college and students
- **Institution encourages faculty to adopt new and innovative approaches:**
 - Student / Faculty exchange programme by Economics Department and Department of English

2.7 Total No. of actual teaching days

90 Per Semester

during this academic year

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

Online Question Paper Submission, Photocopy of Paper, Verification & Revaluation of Results

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

04	06	
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. G – Sem V	19	0	21.05	26.32	36.84	84.21
B.A. G – Sem VI	17	5.88	29.41	35.29	17.65	88.23
B.A. E – Sem V	66	4.55	12.12	19.70	13.64	50.01
B.A. E – Sem VI	65	4.62	13.85	26.15	26.15	70.77
B.Com.- Sem V	117	0.85	9.40	35.90	20.51	66.66
B.Com. – Sem VI	115	6.96	20.00	42.61	9.57	79.14
BMS - Sem VI	41	39.02	34.15	9.75	0.00	90.24
M.A. – Sem IV	39	58.97	30.76	7.69	0.00	97.43
M.Com. – Sem IV	14	92.85	7.14	-	-	100.00

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

- Teachers are given Personal Productivity Log in the beginning of the year which includes semester wise Teaching Plan Formats, Academic Calendar, Workshop/ Seminars attended and details of lectures taken. The PPL is signed by the HOD at the end of every month and the supervisor randomly checks the PPL.
- The IQAC has prepared the Teaching Effectiveness Scale which is administered by the Principal and the feedback analyzed by the Office Staff. The Principal meets every teacher and give them the guidance and direction.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	02
Staff training conducted by the university	-
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	-
Others	07

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	20	2	2	-
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

- The college has its own research journal 'Research Horizons', International Peer-Reviewed journal which is listed in International Database EBSCO in June, 2015
- The college organized Inter-collegiate research competitions for students annually.
- 3 teachers have submitted Minor Research Proposal

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	2	1	2	-
Outlay in Rs. Lakhs	-	-	3 lakhs	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	22	27	05
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	02	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2014	UGC	3 lakhs	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				

Any other(Specify)	2014-15	Shobha Foundation & Shri. Hansraj Pragji Trust	1,35,000	1,35,000
Total			4,35,000	1,35,000

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	2	3	-	-	-
Sponsoring agencies	Ministry of HRD	UGC	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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
01	-	01	-	-	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

4

4

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

-

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	<input type="text" value="3"/>	College forum	<input type="text" value="2"/>		
NCC	<input type="text" value="1"/>	NSS	<input type="text" value="8"/>	Any other	<input type="text" value="-"/>

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

- Inter Generation Interaction Project was undertaken in collaboration with the NGO 'Thred'. 85 students interacted with 221 senior citizens regularly spending time together, teaching skills and learning from mutual exchange of information and experiences.
- 20 students of the Rotaract Club of the college cleaned the Juhu Beach after Ganpati Visarjan festival.
- Students participated in: i) Peace Rally organized by Sarvodaya Mandal in memory of Hiroshima & Nagasaki victims at Azad Maidan, ii) Vyasankmukti – Rally organized by Nashaband Mandal, Maharashtra state in collaboration with Social Welfare Department, Mumbai.
- Students enacted a street play on 'Yuva Shakti' at various colleges affiliated to SNDT Women's University
- Edutopia – A Project at MM Pupils High School where 5 students from B.Com. III went to teach spoken English & Maths to Class III students.
- NSS Camp of 7 days was organized at Rotary Anudanit Ashram School, Maswan Village, Palghar in December 150 students stayed there and help to create awareness among 300 school students and villagers about personal health and hygiene and disaster management.
- The students of the Rotaract Club volunteered to distribute 1200 food packets at Tilak Vidyalaya and Gazdhar Park Municipal School, Mumbai.
- 30 students volunteered for Motivating the Public and guiding them for Blood Donation Camp at Andheri Railway Station, organized by Rotary Club of Bombay Airport and Nair Hospital.

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	1.893 acres	-	-	1.893
Class rooms	28	-	-	28
Laboratories	2 FN +1 Psy + 2 Eng	-	-	5
Seminar Halls	1	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	13	9	UGC	22
Value of the equipment purchased during the year (Rs. in Lakhs)	30250	61141.25		91391.25
Others				

4.2 Computerization of administration and library

- Administration & Library are computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12785	1127865	446	96311	13231	1224176
Reference Books	24016	3010972	647	223295	24663	3234268
e-Books						
Journals	82	53912	7	9100	89	63012
e-Journals	8	20200			8	20200
Digital Database	1	5000			1	5000
CD & Video	771	260509	13		784	260509
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	116	5	6	5	0	11	-	18
Added	11	-	-	1	0	1	1	1
Total	127	5	6	6	0	12	1	19

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

- The Librarian gave training to Teachers & Students for OPAC
- Collaborated with MOOC Academy to give classwise computer training to students.
- 2 teachers attended advanced ICT training program organized SNDT Women's University

4.6 Amount spent on maintenance in lakhs :

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	<input type="text"/>
iii) Equipments	1,12,241.25
iv) Others	32,951.00
Total :	1,45,192.25

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students informed about the financial assistance provided by the college
- Providing facilities to pay fees in instalments
- The college has a counselling cell and has appointed a counsellor to guide and help students twice a week.
- Lady Doctor visits college once a week.

5.2 Efforts made by the institution for tracking the progression

- Maintaining a register of students who have passed B.A., B.Com., B.M.S., M.A., M.Com., certificate course for every academic year which helps to track the number of students going for further studies or employment after graduation.
- Being in contact with the Alumni by inviting them frequently to college events like D.J. Party, guest speaker, annual day, remedial teaching and judges.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
906	120	-	Certificate Courses of BNCDC - 324 (UG – 310, PGECE – 14)

(b) No. of students outside the state

22

(c) No. of international students

-

Men

No	%

Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
911	16	2	12	0	941	1001	14	1	10	-	1026

Demand ratio 1:1

Dropout % 18.78

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

-

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- Student Guidance & Counseling Centre
- Practices of constant mentoring by Teachers to students
- 'EVOLVE' Counseling Cell – handles peer pressure cases, relationship issues & other emotional and academic issue
- An independent counsellor visits the college handles issues like stress, academic and career issues
- Placement cell activity like Disha Career Fair, Training & Guidance provided to more than 535 students in selecting their career.
- Training on 'Interview Techniques' by way of workshops conducted by reputed firms.
- Seminar & workshop/ talks organized by Dept. of B.Com.(AFI), Commerce on Career Guidance

No. of students benefitted

635

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
11	22	03	-

5.8 Details of gender sensitization programmes

- The Women Development Cell of the college organized the following programmes:
- Screening of 2 films related to women, talk on Rights of Muslim Women & 'Gender Mela' in collaboration with Vacha Foundation
- The Compulsory paper Women in Changing India & subjects like English Literature & Sociology deal with Gender Issues.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	22	45500
Financial support from government	03	9420
Financial support from other sources	71	37200
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: __NIL__

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- The Vision of the College: “Sa Vidya Ya Vimuktaye” i.e. Knowledge is that which liberates.
Gandhiji’s motto for education for Gujarat Vidyapith, Ahmedabad is the source of our inspiration. The college adopted this motto as its vision from its inception in 1972.
- The Mission statement of the college is: “Empowerment of women through access to Higher Education”.

6.2 Does the Institution has a management Information System

- The Office has Management Information System

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

6.3.1 Curriculum Development

- Teachers who are Member of BOS have contributed in designing the new syllabus for their respective boards.
- Teachers who are not members of BOS have contributed in revising the syllabus in subject of Psychology, BMS & B.Com.(AFI) program.
- Diploma course in Nutrition & Wellness introduced by Dr. BNCDC was designed by Dr. Rita Patil, HOD Dept. Of Food & Nutrition, MNW College

6.3.2 Teaching and Learning

- Departmental and Committee activities help to ensure that key objectives are met. Periodic meetings ensure monitoring of the processes.
- The Academic Calendar acts as guide for conducting and scheduling academic and non-academic activities.
- Teaching plans are prepared for every class and every paper
- Examination schedules are planned in advance
- Regular meetings are conducted to review and monitor activities
- Academically weak students are counselled and guided in order to improve their performance.
- Remedial Teaching and Bridge Courses are conducted
- Advanced Learners are encouraged to take up more challenging assignments.

6.3.3 Examination and Evaluation

- Online submission of 2 sets of Question Papers w.e.f. 2014
- Best Attendance Certificate and incentive marks in Internal Assessment for students with attendance above 95%
- Teachers evaluate papers at the rate of 40 papers per day to ensure declaration of results within stipulated time.
- Parents or Guardians have to collect Results and are counselled by the teachers.
- Open house on the first day when college reopens after vacation (Semester I result) and last day of the term before vacation (Semester II result).
- Photocopy of paper, verification and revaluation of results.

6.3.4 Research and Development

- The college publishes *Research Horizons*, an International Multidisciplinary, multilingual Peer Reviewed Research Journal, listed in EBSCO database, June 2015.
- PG students of M.A. & M.Com. choose different issues pertaining to their respective specialization subjects as topics of dissertations.
- 3 teachers have applied for Minor Research Projects
- Students participated in inter collegiate research competition and won prizes.
- Intercollegiate Research paper competition organized on topics related to 'Millennium Development Goals' thus aligning research by students to National goals.
- Teachers presented paper at National and International Conferences
- Research Papers by faculty published in Journals

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Computer terminal for accessing library catalogue (OPAC) search are available on 2 computers in the library, one in reading room and other in Main Library.
- Wi-fi connection with in the library.
- 8 computers installed in cyber space for giving free internet access to students.

- Equipments in the Library: Computers -8, WebCam-1, Air conditioner -4, LDC -1, UPS Power Back Up – 3.
- 3rd Floor Computer Lab, Food Lab on the 1st Floor, Psychology Lab on the 2nd Floor and Seminar Hall on 4th Floor have LCD facility and Net Connection

6.3.6 Human Resource Management

- Faculty Assessment is done through 'Self-Appraisal', which is assessed by the Principal and feedback is given to the teachers.
- Feedback by students with the help of Teachers Effectiveness Scale
- Teachers have attended Orientation and Refresher courses.

6.3.7 Faculty and Staff recruitment

- Strictly adhering to University Statues, Ordinances, Regulations and Rule for healthy and efficient functions of the college.
- Faculty and staff are appointed as per government or university norms of teaching faculty and non teaching staff.
- The condition of service maintained as per norms.

6.3.8 Industry Interaction / Collaboration

- Disha- A Career Fair and Exhibition, was organized for all students of Junior & Senior College.
- Internship of UG / PG students
- Feedback taken from students who have undertaken internship.
- Industrial visits
- MOUs were signed

6.3.9 Admission of Students

- i. Pre admission forms were prepared which the students had to fill up before filling in the final online admission forms. This strategy immensely helped as the students could fill the forms at home thus enabling students to fill in all the required details at single point of time.
- ii. Each Dept. Prepared a subject scope which was compiled into a booklet and distributed to every student to enable them to make informed choice about subjects that they wish to specialize in
- iii. Lectures by Degree College Teachers to students of Junior College
- iv. Visit to schools in the catchment area Santacruz to Dahisar. Information is given about Junior & Degree College Courses.

6.4 Welfare schemes for

Teaching	Free medical checkup Separate pantry for teachers with electronic appliances such as refrigerator, micro-wave, water-cooler, induction plate, water purifier etc. Free entry in fitness centre for two days in a week Free health and personal counselling Free internet facility
Non teaching	Health awareness lectures by Medical Fraternity are conducted for all teaching and non-teaching staff Medical facility including medicines at discounted rate for non teaching staff Financial assistance for Class III and Class IV employees as required at personal level Provident fund scheme for Class III and Class IV staff of unaided and management staff, Diwali bonus for Class III and Class IV staff of unaided and management employees Class IV staff are encouraged to undertake gardening work for additional income Provided uniform, umbrellas for Class IV staff The Principal stands guarantor for loans from Banks and Provident Fund Employment to the spouse of the deceased staff on compassionate ground
Students	Gym Insurance Counseling Free Internet Concessional Photo Copy Facility Scholarship Sports Coaching

6.5 Total corpus fund generated

1, 20, 59,806

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative	Yes	AG Office		

6.8 Does the University/ Autonomous College declares 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?

- The Question paper is emailed half an hour before the exam and the question papers are then photocopied.
- Teachers evaluate papers at the rate of 40 per day.
- Online submission of examination forms and generation of hall tickets.

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

The college has not planned to have autonomous status.

6.11 Activities and support from the Alumni Association

- Ex-student Clarissa B.A. III (E) from 2013-14 batch was invited to Judge the Personality Contest on 20th August, 2014.
- Ex-student Namrata was invited to Judge the Inter-Collegiate Dance Competition on 21st August, 2014.
- Alumni Meet of the students from the batch 2009 to 2014 was organized by M.Com. I & II students, on 6th September, 2014.
- A Guest Lecture on, 'Practice Aspects of Recruitment' was given by ex-student Manisha Ajara (who is presently working as Head Business Partner for Niojak India Ltd, for M.Com. students on 27th September, 2014.

- 'An Industry Exposure' – a workshop was conducted by 3 students of Vocational TTM students (Maria Tauro, Nisha Suvarna & Purnima Sharwan) on 27th September, 2014. 40 students attended the workshop.
- A Guest Lecture by Ex-student Rita Gada, on the topic 'Career Options after Graduation' was conducted on 27th September, 2014 for 60 B.Com. I students
- MNAA Committee invited 50 ex-students for the D.J. Party organized on 13th December, 2014
- Ex-student, Alumni member, Ms. Shivani Patel, was invited as a remedial tutor for the subject of statistics for B.A. III Gujarati students by Dept. Of Economics in collaboration with MNAA committee from 21st February to 30th March, 2015. (14 sessions).

6.12 Activities and support from the Parent – Teacher Association

- On 4th July, 2014, PTA members were invited to the Orientation Programme for First Year Degree students. They spoke about the role of a Parent in bringing up their wards and the importance of P.T.A.
- Talk on 'Cyber Crime' by Sachin Dedhia was organized by PTA members on the Open House Day on 10th November, 2014.

6.13 Development programmes for support staff

- 'Perna': A Workshop on 'Ethical Hacking & IT Security' was organized by the Admin, IT & Corporate Staff members of colleges across Mumbai. The objective of the workshop was to give an exposure and knowledge of preventing cyber crimes committed online.
- The Admin Staff members participated in Inter Collegiate Competition for Admin Staff members conducted by Shri M.D. Shah Mahila College, Malad. The participants participated in Solo Singing, Carrom & Rangoli competitions. Mrs. Manisha Sasane won the consolation prize in Carrom.
- The Admin Staff participated in the Sports Day around 20 staff members took part in Lemon & Spoon race. The winner were: 1st Prize – Mr. Suresh Chalke, 2nd Prize – Mrs. Aarti Mahadik, 3rd Prize – Mrs. Shraddha Jagtap

- The administrative staff celebrated the New Year Eve Programme
- The Admin staff organized Shree Satyanarayan Puja.
- The college admin staff undertook the project 'Digital Management System for Daily Correspondence & Employee Service Record' and received special recognition for their project at the 9th Best Educational Quality Enhancement Teach (BEQET) President Award, 2014 organized by National Centre for Quality Management, Mumbai.

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

- More plantation
- Garden maintained and extended in 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.

- **Health Mantra: A Monthly Bulletin by Department of Food & Nutrition.** In the academic year 2014, the Head of the Food & Nutrition Department conceptualized an innovative idea of bringing out a health bulletin for all. The purpose of this bulletin was to disseminate nutrition information. It was decided that the bulletin would be published monthly. The Department has signed an MOU with Marico Industries and it was decided to extend the scope of the MOU to incorporate financial sponsorship of *Health Mantras*. Marico industry readily agreed to print 500 copies per month for one year. It was decided that the bulletin would be published every month, from August, 2014.

The following methodology was adopted:

- Encouraging students studying Food and Nutrition to write simple articles related to health and nutrition.
- Answering queries related to nutrition in the bulletin for, which the students of Food & Nutrition were given the task of collecting questions. More than 100 questions were collected.
- Including an Article every month by a Faculty from the Department of Food and Nutrition
- Incorporating Nutritious recipes
- Devoting a section on Myths and Facts related to nutrition which is a contribution by Marico industry.
- Creating an email to receive queries: nutritiondept.mnwc@gmail.com

Outcomes:

The response to '*Health Mantras*' has been extremely good. Students have come forth with questions/ queries which are addressed in the forthcoming bulletins. It provides a platform to the students to express their views and opinions.

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

- The RAR was prepared for the 3rd Cycle
- UGC Sponsored Multidisciplinary National level Seminar on 'Opportunities & Challenges in Emerging Market Economies'
- Students were given training on making ppt.
- Students participated in other Inter-Collegiate Student Research Competitions and have won prizes.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- ANVESHAN – Promoting Research Culture
 - EDUTOPIA – Student Teach Student
- For details see annexure

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Talk on Water Harvesting
- Projects related to various aspects of Environment & Visit to Borivali National Park
- 'Say No to Plastic' Cotton Bags, were made from old clothes by students and distributed to vegetable vendors, under the Yuva Udhyami Project.

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

- Qualified and experienced faculty, 11 out of 22 permanent staff have Ph.D.
- Research oriented staff and students
- The college has a Peer Reviewed International Academic Journal with Global Impact Factor & listed in EBSCO
- Excellent infrastructure and good ambience
- Well equipped and computerized library and Admin Office

Weakness (Area Identified):

- Students Strength
- Students Progression

Opportunities:

- B.Com. and B.A. students graduating have an opportunity to pursue Post Graduation courses available in college.
- Introduction of new courses to meet the changing needs of the society.
- Job opportunities for students after graduation
- Create awareness amongst stakeholders about Institutional Social Responsibility
- Create corpus fund to provide financial aid to students

Challenges:

- Declining strength of students in Gujarati Medium
- Placement in Corporate / Industry Linkage
- Competition with from colleges in the vicinity area
- Retaining staff in self finance courses.

More classrooms required to start more self financed courses

8. Plans of institution for next year

- Introducing Government recognized courses in Dr. BNCD Centre
- Segregating electricity load instead of one – two meters – to each floor separate meter.
- Mobilization of resources for infrastructural facilities, staff welfare & research activities.

Name: Dr. Falguni Desai

Name: Dr. Harshada Rathod

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

ANNEXURES

ANNEXURE 1

ACADEMIC CALENDAR

SENIOR COLLEGE

Ist Term (I, III & V Semester) – 10th June, 2015 to 8th November, 2015
IInd Term (II, IV & VI Semester) – 30th November, 2015 to 3rd May, 2016

July

- SNDT Foundation Day
- Orientation Programme for B.A. I / B.Com. I / B.M.S. I

August

- Youth Week
- Inter Collegiate – Maitreyi
- Independence Day Celebration

October

- Mental Health Week (B.A. I, II, III)
- Examination

November

- Diwali Holidays – 9th November, 2015 to 29th November, 2015
- Examination – Open House for Parents

December

- Annual Day
- NSS Camp
- Christmas Holidays – 26th December to 3rd January, 2016

January

- Sports Week
- Career Guidance
- Prize Distribution

February

- Farewell to Third Years & P.G.

March

- Women's Day

April

- Examination – Open House for Parents

May 3rd is the last working day for Teachers & Students.

STUDENTS APPRAISAL OF COLLEGE FACILITIES

		OUT OF 5
CANTEEN	Quality of food	3.07
	Price of food	3.16
	Variety of food	3.20
	Service	3.00
	Hygiene	2.48
	AVG.	2.98
LIBRARY	Bk Avlbty	3.26
	Staff helpfulness	3.08
	Adeq seating	3.09
	Lib timing	3.66
	Frequency of visits	3.48
	AVG.	3.31
OFFICE	Cooperation	2.43
	Information	2.51
	Timelines	2.46
	Politeness	2.39
	AVG.	2.45
GYM	Timing	2.68
	Environment	2.91
	Equipment	2.37
	Training	2.83
	AVG.	2.70
SPORT	Facilities	2.94
	Equipment	2.84
	Training	2.97
	AVG.	2.92

HEALTH SERVICES	Regularity	3.43
	Availability	2.93
	Quality	3.11
	AVG.	3.16
TOTAL RESPONDENTS		186

THE FIRST BEST PRACTICE

1 Title of the Practice: Digitization of the Administrative work

2 Goals: To create a system to manage correspondence

To develop an Inventory management system to suit the requirements of the college

To develop a system for managing the fees and records of the students

To maintain and store all employee records in digitized formats

3 The Context:

The administrative staff manages the correspondence between various stake holders within and outside the college through the inward and outward registers. Although it is a common method followed by all institutions there were some inherent problems like delay in receiving correspondence by the respective staff which sometimes resulted in missing important dates, using a lot of paper etc.

The services and leave records of all the employees are filed by the administrative staff. But it was found the some documents in case of some employees were missing.

The college caters to a greatly diversified student population, offering various programmes and choice of subjects. The fees vary depending upon the programmes selected, choice of subject by the student, caste, scholarships etc. It was a mammoth task for the Administrative staff to keep track of all the details.

It is in this context that the Administrative staff initiated the process of digitization of the Administrative work.

4 The Practice:

- **Correspondence Management System:**

The following methodology was adopted:

- Creating an individual user account which was secure.
- Creating a system for auto generation of inward and outward number.
- Digital signature facility for the Principal for authentication of the electronic document.
- Option for Marathi typing for state level correspondence.

- **Inventory Management System:**

The following methodology was adopted:

- A store room was created and a store keeper was dedicated to monitor the consumption and distribution of the resources.
- Special software was created to keep track of the entire inventory.
- Over a period of time, with the help of Junior Clerks the requirements were categorized to maintain an optimum number under each item in the store.
- A register is maintained, where the concerned staff has to sign when he/ she uses any of the resources.

- **Fees Collection and Student Information Software:**

Methodology:

- Developing a software application to assist administrative staff and the students with the admission process and other aspects related to students.
- Creating a system that generates profile and forms for the Second and Third year students.
- Configuring the fees for various combinations of subjects into the system, which then automatically gives the correct amount of fees to be paid by the students and printed fee receipts are given to the students.
- Storing the profiles of all the students.
- Creating a system to generate and print leaving certificates of students.
- Training the staff to operate the system by the IT experts.

- **Employee Service and Leave Records:**

The following methodology was adopted (Service records):

- Collecting all the records of all the employees

- Preparing a master check list to track missing documents.
- Requesting all staff members to submit documents, which they had not submitted previously.
- Scanning and storing the data in Document Management System.
- Digitalization of records by the students of Office Management and Secretarial Practice as a part of their internship
- Filing of the hardcopy of documents in respective employees personal folders located in the record room, which have different color codes for easy identification of files.

The following methodology was adopted (Leave Records):

- All leave records for all the employees after 2006 were collected.
- A new format in an excel sheet was created.
- It is regularly updated.

5 Evidence of Success:

● **Correspondence Management System:**

- It has led to timely delivery of documents to concerned staff / authorities.
- Alerts and reminders from the system helped Administrative team to respond to correspondence in time.

● **Inventory Management System:**

- The system has ensured adequate availability of resources at all times.
- It has reduced wastage and costs as usage of resources is closely monitored.

● **File Management Process:**

- The exact file and its location in the record room is available in the Document Management Software.
- The task of locating documents has become very simple, less time consuming and more effective.

● **Fees Collection and Student Information Software:**

- There is a quantum leap in number of admission handled by the office staff. They are able to process 200 admissions per day instead of 70.
- It was easy to tally the amount of fees collected to number of students admitted on a daily basis.
- The college did not have to depend on external agencies for printing admissions forms, leaving certificate, bonafide certificate etc., as they are now printed in-house.

● **Employee Service and Leave Records:**

- Easy accessibility of documents by staff members as records are available online.
- It has minimized the scope for errors
- Employees can easily get information about balance leave as all records are available online.
- A CD of the service and leave records was prepared and given to the respective staff.

6 Problems:

- Problems related to failure of technology
- Paper work has not reduced substantially

THE SECOND BEST PRACTICE

1 Title of the Practice: 'Anveshan': Promoting Research Culture

2 Goals:

- To widen the scope of viewership and invite teaching fraternity from national / international institutes to submit research papers to 'Research Horizons'
- To strengthen and promote quality of research papers published

3 The Context:

The college publishes 'Research Horizons' an International Multidisciplinary Multilingual Peer Reviewed Annual Journal. Acting upon the recommendations made by experts

with reference to the publication of the policy the journal was revamped. The journal now boasts of 13 members in the advisory board, of which 7 members are international experts from USA, Canada, Australia & Sweden. In 2013 the Journal was indexed and abstracted by Global Impact Factor – Australia with value of 0.210.

It was felt that the Journal should be listed in international database to ensure wider dissemination of research by research scholars.

4 The Practice:

- The guidelines for submitting Research paper & subscription forms are made available on the college website.
- The Review Board and Advisory Board members have online access to the journal.

5 Evidence of Success:

- The Journal is now listed 'EBSCO' USA, International Database
- The teaching fraternity, whose papers were accepted for publication after being reviewed, gained in terms of scoring points in academic performance indicators.
- Articles by National / International scholars have been published in the Journal.

6 Problems:

- The process of Reviewing the paper is time consuming
- No additional cost burden was imposed on the college.

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