



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	SMT. MANIBEN M. P. SHAH WOMEN'S COLLEGE OF ARTS AND COMMERCE
Name of the head of the Institution	Dr. Leena Rajan Raje
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	022-24042362
Mobile no.	9920385557
Registered Email	021.mmpshah@gmail.com
Alternate Email	principal@mmpshahcollege.in
Address	338, R.A.Kidwai Road, Matunga
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400019

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Women			
Location		Urban			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		Ms. Madhavi Sathe			
Phone no/Alternate Phone no.		02224095869			
Mobile no.		9892544080			
Registered Email		misathe@gmail.com			
Alternate Email		iqac@mmpshahcollege.in			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://mmpshahcollege.in/images/pdf/aqar_2017-18.pdf">https://mmpshahcollege.in/images/pdf/aqar_2017-18.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://www.mmpshahcollege.in/calender.php">https://www.mmpshahcollege.in/calender.php</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	A	3.61	2013	25-Oct-2013	24-Oct-2018
3	B++	2.88	2019	09-Aug-2019	08-Aug-2024
1	B+	77.25	2004	08-Jan-2004	07-Jan-2011
<b>6. Date of Establishment of IQAC</b>			01-Aug-2004		
<b>7. Internal Quality Assurance System</b>					

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Guidance Session for NAAC Steering Committee by Dr. Smriti Bhosale, Principal, LJNJ College, Mumbai	21-Sep-2018 1	10
Sharing experiences as a member of NAAC Peer Team by Dr. Kumadavalli, Former BUCD Director, SNTDWU,	18-Sep-2018 1	57
Workshop for Effective use of New NAAC Format for Accreditation thOrientation by Dr. Smita Asthana IQAC Coordinator, St. Ann College, Hyderabad	29-Oct-2018 1	60
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	CPE	UGC	2016 1825	15000000
Institution	XII Plan	UGC	2012 1825	2798500
Institution	IQAC XII Plan	UGC	2012 1825	300000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

**Yes**

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

**2**

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

**Yes**

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

1) Preparing proposal and applying for Autonomy 2) Conceptualizing and Setting up the Academic Advancement Centre 3) Extending the SMES Ethics Committee for research to Arts and Commerce Programmes 4) Allocating proper finance for Value added courses through UGC CPE Grants 5) Strengthening the Scholarships and Freeships committee to reach more students for better utilization of funds

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Strengthening the functioning of the Scholarship and Freeships Committee for better fund utilization	In the year 20182019, the committee disbursed an amount of 2227322/ as freeships. 22 students received Government Scholarship of amount 196879/.
Conduct External Academic Audit	The External Academic Audit was organised on January 17, 2019
Conduct Internal Academic Audit	The Internal Academic Audit for all departments was organised from September 27 to October 11, 2018
Preparation of proposal and applying for Autonomy	The proposal for Autonomous Status for college was prepared by the IQAC and forwarded to the Registrar, SNTWU on August 18, 2018
Preparation of SSR by NAAC Steering Committee for the third cycle of accreditation	The IIQA and SSR were uploaded on college website after clearing the DVV process on May 15, 2019
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Council Meeting	14-Oct-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
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Date of Visit	06-Oct-2018
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2019
Date of Submission	24-Jan-2019
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The Institution has currently MIS systems in the following areas of operation: 1) InwardOutward, 2) Payroll management and Salary Management 3) Admission and Fees Management 4) Issuing Leaving Certificates 5) Examinations The modules are operated by multiple vendors like SNTWU Digital University Portal powered by Maharashtra Knowledge Corporation Limited (MKCL), Future Tech Partner. Tally.ERP9 and CloudBased Software ACADMiN through Futuretech Partner was purchased in the Academic Year 20182019 to facilitate complete Office Automation. The institution is trying to centralize all modules under one vendor.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution has a well-defined mechanism for curriculum delivery and documentation. Curriculum Design: The institution follows the syllabus prescribed by SNTW Women's University, Mumbai. Many senior faculty members are on the Board of Studies at the University and hence are able to suggest inputs as received from students and other members of the faculty in the institution. The faculty members also help in the design of certificate, diploma, and value-added courses. Curriculum Delivery: The departments plan out the activities to be conducted for the coming academic year. The IQAC has customized a Department Budget Format. This has enabled the departments to streamline and execute with effectiveness their activities for teaching-learning and evaluation like Field Visits, Seminars, and Workshops. The departments fill in the format and submit for the approval of the Principal. The Principal and the IQAC plan out the Annual Academic Calendar for the academic year to accommodate tentative University examination schedules, annual college activities, department seminars, conferences, internal assessment schedules. The academic calendar is planned based on new courses to be added, modifications in existing courses. At

the beginning of the academic year, an Orientation Programme is scheduled for first year Under-Graduate and Post-Graduate students. The subject offered under each faculty, the assessment patterns, college activities are communicated to the students through the Orientation program. The IQAC has designed and developed an Academic Plan Book. The Plan Book includes information about the teaching plans for the semester. It includes curriculum progress, TLE tools, and additional activities. At the end of the month, the Head of Departments and Coordinators check the Plan Books. Final checking is done by Vice-Principal and suggestions are given for enhancement if required. The Parent-Teacher periodic interactions update parents on the progress of their wards. This has also enabled the faculty to get feedback from parents on the various teaching-learning-evaluation aspects informally. Since 2018-2019 formal curriculum feedback forms have been designed and executed. From the academic year 2014-2015, the IQAC has designed and implemented departmental audits to evaluate the effectiveness of the implementation of the curriculum. The Principal presides over the term ending meeting during which the activities of the year are reviewed and suggestions are given to departments for the coming academic year. Documentation: Program brochures, academic calendar, the academic plan book, all help streamline the documentation of the curriculum delivery. A monthly report is prepared for recording all activities and achievements of the department, its faculty, and students. During the audit of departments, the departments present the documents as proof of compliance of all activities reported for the year. Thus the institution has a well-defined mechanism for curriculum delivery and documentation

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	PG Diploma in Sports Psychology	21/09/2018	52	Sports Psychology	Counselling and Assessment for Athletes

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Nil	12/06/2018
No file uploaded.		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Nil	12/06/2018

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	20

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
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Journalism (Marathi)	19/09/2018	36
Photography (BMM)	28/11/2018	30
Foundation Course for Competitive Exams	08/08/2018	56
Language Laboratory Courses	22/08/2018	306
English Language Proficiency Programme	28/06/2018	110
Basic Course in English Language Enhancement Programme	31/07/2018	68
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	Counselling Psychology	33
MA	Hindi	13
MCom	Marketing	24
BA	Mass Media	37
BCom	Accounts, Finance and Insurance	79
BMS	Marketing and HRM	3
BMS	Finance and HRM	1
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

#### 1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The feedback received is analyzed and used for the overall development of the institution. Faculty specific "Teacher Assessment Questionnaire" helps the faculty and the departments realign the curriculum delivery based on student aspirations. Aspects related to innovations in TLE and ICT in TLE is modified each year based on the feedback given by the student. This feedback also helps the institution to plan ICT innovation. The addition of 13 more Smart Classrooms and ICT-enabled teaching spaces, additional computers, language laboratory to the existing infrastructure finds its genesis in the technology needs expressed by students. The "Student Satisfaction Survey" helps determine and maintain the quality standards of the institution. From rehiring of canteen caterers to campus cleanliness is a reflection of feedback received. The</p>

stakeholders' feedback received during various Statutory and Non-Statutory meetings assist the institution in planning ahead. The proposal for Autonomy status has been planned based on the feedback from these varied bodies.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Accounts, Computer applications and Marketing	240	274	265
BA	Sociology, Psychology, hindi, Economics, Marathi	240	230	225
BMS	All Specializations	60	78	65
BA	Mass Media	60	55	47
BCom	Accounts, Finance and Insurance	120	130	98
MA	Psychology	30	52	33
MA	Hindi	30	13	13
MCom	All Specializations	40	30	29

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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1884	122	36	4	5

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
46	22	14	22	22	12

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)



2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In order to plug the gap caused by a non-formalized mentoring system adopted by departments thus far, the institution plans to follow a formalized structure of mentoring from the academic year 2019-2020. Presently departments address academic and non-academic issues of the students at an informal level. Techniques like Peer-mentoring and Peer-tutoring are currently applied to resolve student-related issues. The faculty members also ensure that they give sufficient time off-classroom on one-on-one interactions with needy students, to smoothen their academic journey. The proposed Mentoring system will function with the objective to have a positive impact on the students' academic and personal life trajectories. Human connection built on trust is the glue that binds students' academic and personal lives and helps them make sense of their futures. Mentoring allows all students a chance to meet with a dedicated teacher periodically as a part of their academic and personal development. Students will be meeting the same mentor over a period of one year, providing them with a sense of continuity and allowing the teachers (Mentors) to know their mentees deeply. The system proposed will follow the following process: Teachers will be given a list of mentees individually and allotted a classroom for interaction. The sessions will be structured so as to have uniformity among teachers and the topics to be discussed in class. All students have time with their mentors, allowing them to have an authentic dialogue. The benefits of mentorship are tangible for both students and teachers. Mentors will have to maintain regular feedback from students to know the effectiveness of the program.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2006	46	0:0

**2.4 – Teacher Profile and Quality**

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
30	24	6	0	12

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Ms. Nikita Kotkar	Lecturer	1st prize in Ladies singles and Runner up trophy in Mixed Doubles Event, 11th Corporate Sports Table Tennis Tournament
2018	Dr. Leena Rajan Raje	Principal	Human Excellence Golden Award, The Academy of Universal Global Peace
2018	Ms Renuka Prajapati	Associate Professor	Human Excellence Golden Award, The Academy of Universal Global Peace
2018	Ms Madhavi Sathe	IQAC / CIQA coordinator	Dedicated Services to Education, Lion's Club of Sion

2018	Ms Nidhi Savai	Lecturer	Dedicated Services to Education, Lion's Club of Sion
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	001	Semester III	09/10/2018	29/11/2018
BA	001	Semester IV	03/04/2019	20/05/2019
BA	001	Semester V	10/10/2018	29/11/2018
BA	001	Semester VI	04/04/2019	20/05/2019
BCom	002	Semester III	09/10/2018	29/11/2018
BCom	002	Semester IV	03/04/2019	31/05/2019
BCom	002	Semester V	09/10/2018	29/11/2018
BCom	002	Semester VI	04/04/2019	13/05/2019
BMS	101	Semester III	08/10/2018	15/11/2018
BMS	101	Semester IV	01/04/2019	30/04/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution examination patterns and schedules are as per the SNDT Women's University norms. The total marks allotted to internal evaluation too thus follow the norms set by the University. But flexibility is offered to the departments in the variety of evaluation techniques and formats that can be used, thus facilitating the Continuous Internal Evaluation (CIE) system at the institutional level. Based on formal and informal feedback given by the stakeholders and during audits, the departments are mentored to adopt reforms in their CIE systems. The Examination Committee headed by the Principal and the IQAC provides department guidelines and assistance in implementing reforms. Formative evaluation methods such as role-play, scrapbooks, projects, field visits, skits internship, film discussion, poster presentations, debates, chart displays, to name a few are implemented by the departments. Departments are advised to implement at least two of the methods in their evaluation systems. Summative evaluations in the form of quizzes, written exams, report writing, to name a few, are used to consolidate the learning of the students. The quality parameters of these techniques come up for review during the Academic Audit. IQAC members and other panelists review the techniques based on the documentary evidence submitted by the departments.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words) The SNDT Women's University provides the institution with a Yearly Academic Calendar, which the institution customizes based on its schedules and programs. This received calendar includes: • 90 teaching days every semester and the semester term working days • Public

holidays and vacations • University Examination schedules • University Co-curricular and Extracurricular schedules At the institution level, every department is asked to plan their annual activities and submit the budget to the Principal for approval. Based on the submissions and the University norms, The Principal and the IQAC schedule the annual academic calendar. This institutional calendar incorporates the following: • Internal exams schedules and submission dates for the internal assignments • Institutional non-instructional days such as Foundation Day, Annual Day, and Sports days are marked out • Departmental Co-curricular and Extra-curricular events are marked out The academic calendar is printed in the college diary and also displayed on the college website. The notices regarding the same are circulated among students using social media. The schedules planned are adhered to unless there are unavoidable circumstances such as heavy rains or disruption in public transport which causes difficulty for teachers and students to attend college. In such eventuality, the Office-Bearers circulate revised schedules.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://mmpshahcollege.in/programsOffered-degree.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
001	BA	All Specializations	153	111	72.54
002	BCom	General and Vocational	195	159	81.53
126	BCom	Accounts, Finance and Insurance	95	95	100
131	BA	Mass Media	35	35	100
101	BMS	Management Studies	56	45	80.35
011-10	MA	Counselling Psychology	22	22	100
011-03	MA	Hindi	7	7	100
012	MCom	Marketing	30	28	93.33
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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://mmpshahcollege.in/images/pdf/college-survey-2018-19.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	SMES	100000	0
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	12/06/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
BEQET: Campus to Corporate Connect: Empowerment of Girl Students through the Placement cell	Placement Cell	NCQM	09/02/2019	Institution
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	12/06/2018
No file uploaded.					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	2	1

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Hindi	1	0.0
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Hindi	2
Marathi	2
MCom	1

Foundation Courses	3
Mass Media	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2018	0	Nil	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2018	0	0	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	10	8	7
Presented papers	13	12	1	0
Resource persons	0	0	1	8
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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Activities conducted at Mamnoli Tree plantation , Snacks packet distribution for aaganwadi children, Awareness Programme regarding Ban on Plastic Bag and Types of Biodegradable Plastic to be used	NSS Unit in collaboration with Leo Club of MMP Shah College	4	10
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Swaccha Bharat Summer Internship 2018	Certificate of Participation	Government of India: Min. of Drinking Water and Sanitation, Min. of Youth Affairs and Sports, Min. of HRD	18
Outreach Program for the Elderly	Letter of Appreciation	HelpAge	25
Road Safety Awareness Program	Certificate of Appreciation	NGO-United Way	20
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swaccha Bharat Summer Internship 2018	Government of India: Min. of Drinking Water and Sanitation, Min. of Youth Affairs and Sports, Min. of HRD	Internship	2	18
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Association for Sports Nutrition and Fitness Science at Khelo India Sports Carnival at Balewadi Stadium, Pune	PG Department of Psychology	Association for Sports Nutrition and Fitness Science and Institution	7
<a href="#">View File</a>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Awareness Program	Breast Feeding	Urban Health Centre,	04/08/2018	04/08/2018	7

	Awareness Programme	Dharavi and NSi, Mumbai Chapter			
Seminar	Reproductive Health of Women	Maharashtra State Commission for Women	04/12/2018	05/12/2018	160
International Symposium	IMPACT OF SOCIAL MEDIA AND FREEDOM OF EXPRESSION AND SPEECH	US Consulate General Mumba	13/03/2019	13/03/2019	115
Soft Skills Training	Employability Skills Training Program	Technoserve	23/08/2018	12/12/2018	117
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Edubridge Learning Pvt. Ltd.	25/09/2018	Communications Skills Training Program	167
Shri M D Shah Mahila College Maharshi Dayanand College in collaboration with All India Plastics Manufacturers' Association	18/01/2019	Department of Commerce: Field visit, Guest lectures, Competition	75
Technoserve	27/06/2018	Job Skill Development Program	136
Smt.P.N.Doshi Womens College with Department of Accountancy	02/07/2018	Students faculty exchange programme - guest lectures, field visit	60
IQAC Cluster	17/07/2018	Guidance and support for collaborative activities	10
Drishti	28/03/2019	Online Certificate courses for UG on Foundation course in Counselling Psychology and for PG on Counselling in Schools: Roles Responsibilities	42

Animedh Charitable Trust	08/02/2019	Computer Tutoring to under previledge children , Purpose - Inculcating a sense of social responsibility in students, Enhancing tutorship skill in students	18
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2822500	2540251

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Newly Added
Laboratories	Existing
Class rooms	Newly Added
Class rooms	Existing
Campus Area	Existing
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Newly Added
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### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SLIM21 (System for Library Information and Management)	Fully	3.6.0.31681	1998

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	96	1462447	25	4867	121	1467314
Reference Books	199	19803827	152	141259	351	19945086
e-Books	0	0	129	1091476	129	1091476
Journals	29	13209120	31	12025450	60	25234570
Others(spe	41	877807	38	947203	79	1825010



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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Ms Deepali Matkar	Short Film on Plastic Ban by FYBAMM students	You Tube	16/08/2018
Ms Darshana Buch	SHORT FILM ON ANEMIA- DEPARTMENT OF FOUNDATION COURSES	You Tube	13/02/2019
Dr Jyotsana Lal	Study Material on Economics	Blogspot	15/06/2018
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#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	197	6	197	1	6	21	16	50	16
Added	25	2	25	0	2	0	8	0	8
Total	222	8	222	1	8	21	24	50	24

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Audio -Video Editing Studio	<a href="https://mmpshahcollege.in/learn.php">https://mmpshahcollege.in/learn.php</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1713500	1542161	4423710	3981339.7

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Maintenance: The dedicated technical staff looks into the support and maintenance of all equipment, smart classrooms, and equipment. Carpenters and Electricians appointed by the SMES look into furniture and fixtures

requirements. An Annual Maintenance Contract with various service providers is subscribed to. The regular cleanliness of the college premises is allotted to the class IV employees. Besides this Management has appointed also additional staff for cleaning operations. The Library and laboratories are maintained by the library attendants and Class IV staff respectively. They also assist in the annual stocktaking of tools and furniture. A UPS device is used for the library server for data security. All the college-buildings have a terrace tank and pump-sets to ensure constant water supply. Proposal for renovation/ up-gradation is placed before the Principal and members of the SMES for approval and further action. For water storage, we have a large underground storage tank. Utilization: A timetable for all programs accommodates students of various sections for regular classes, compulsory computers, value-added courses offered by the college. The smart classrooms are available to the faculty as per requirement. Classrooms are also used for conducting college and university examinations. The library is equipped with print and electronic learning resources and follows standard procedures for the circulation of its resources to students and faculty. The library has convenient timings synchronized with the teaching hours. The membership is available to all enrolled students and faculty members. The library offers basic services such as acquisition, circulation, reference, library orientation to students as well as specialized services such as electronic resources awareness sessions, information deployment, and notification, bibliography compilation for encouraging and enhancing the use of library resources. The food and psychology laboratories are exclusively used by the respective faculty and students as per the time table. The AV room is also available on a pre-booking basis to the faculty. Additional free time-slots are available for the use of computer laboratory for students and faculty members for academic purposes. On holidays and during vacations, the classrooms are made available for the Distance Education Department examinations, University Entrance Examinations as well some professional bodies like the Institute of Chartered Accountants, Indian Railways, and various banks for their examinations on a rental basis. Beyond the college use, the auditorium and the hall are rented out to the Lion's Club and Rotary Club for their meetings private organizations, and members of the society for cultural and social functions. The Audio-Video Recording and Editing Studios are also rented out for commercial use. The Director's Room is used for meetings of the management as well as for staff, IQAC, and CDC meetings. The foyer is used for chart displays, poster exhibitions, and book exhibitions, for holding competitions, street plays, and sale of items like rakhis and diyas made by mentally challenged children of Rehabilitation Centres, and the products are sold in the college to support the children. The foyer is also used for blood donation camps, college functions, and inter-college festivals.

<https://mmpshahcollege.in/images/pdf/infra-stand.pdf>

## **CRITERION V – STUDENT SUPPORT AND PROGRESSION**

### **5.1 – Student Support**

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	College Freeships (Donors)	75	977872
Financial Support from Other Sources			
a) National	Government Schemes ,QUEST	192	1446347

b) International	Nil	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counselling	25/06/2018	85	Samvedana College Counselling Cell
Career Guidance	25/06/2018	12	Samvedana College Counselling Cell
Language Lab	22/08/2018	306	DLM and Institution
Soft Skill Development	23/08/2018	117	Technoserve and Placement Cell
Training for Competitive Examinations	08/08/2018	56	TCCE
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career Guidance	0	979	0	133
2018	Training for Competitive Examinations	79	0	6	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
30	30	10

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
21	100	77	51	56	56
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	MA	Psychology	University of Hartford, USA	Psy D, Clinical Psychology
2019	1	BA	Psychology	ManibenNanavati Women's College	MA Clinical Psychology
2019	1	BA	Marathi	SNDTWU	MA In Non-Formal Education and Development
2019	2	BA	Sociology	SNDTWU	MA In Non-Formal Education and Development
2019	1	MA	Psychology	University of Hartford, USA	Psy D, Clinical Psychology
2019	1	MA	Psychology	University of Vancouver	MA
2019	1	MA	Psychology	Adelphi University	MA
2019	2	BCom	Accountancy	ICMA	CMA
2019	1	BCom	Accountancy	Kalina Institute of Technology	MBA
2019	13	BA	Hindi	Smt. MMP Shah Women's College of Arts and Commerce	MA Hindi
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
CAT	1
Any Other	3
NET	2
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Razzmatazz	Inter-Collegiate	250

Aakaar	Inter-Collegiate	190
Annual Day	Intra- Collegiate	160
Annual Sports Day	Intra- Collegiate	175
Talent Show	Intra- Collegiate	60
Republic Day Celebrations	Inter- Collegiate	200
Independence Day Celebration	Inter- Collegiate	52
Maharashtra Day Celebrations	Collegiate	180
Haldi Kumkum Celebrations	Departmental	150
Teachers Day Celebrations	Inter- Collegiate	80
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NA	National	0	0	0	NA
2018	NA	National	0	0	0	NA
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council aims to give students an opportunity to develop leadership qualities by organizing and carrying out college activities and community service projects. The student council is the voice of the student body and it functions as a link connecting stakeholders through the students. Objectives of the Students Council: • A platform to help develop important skills like Leadership, Organization, and Team Building. • Students can share ideas, interests, and concerns with Faculty members. • Conduct activities, including social events, community projects, helping students in need, and student reform. Student representatives on the Council are selected by the teachers and elected through a short democratic process. The council organizes a series of talent hunt competitions at the college-level to encourage and identify talent which can be trained and nurtured. Literary competitions like essay-writing, debate, quiz, poetry, etc are organized. Fine Arts competitions like painting, rangoli-making, poster-making, etc, are organized at the college-level. Theatre event competitions like mime, mimicry, street play, one-act play, and others are also held. Students are given a chance to showcase their talents at college functions such as Foundation Day, Independence and Republic Day celebrations, Teachers Day, and so on. The Students Council organizes the College Annual Day which gives a platform for budding talent in the cultural arena. The Council conducts competitions to select the Best Student of each academic year from each faculty. This award has various rounds of competitions such as Literary competency, quiz, group discussion, health and fitness, and panel interview. The Best Student Competition enables the committee to identify students to be entered for the Tejaswini contest organized by SNDT Women's University. Selected students for the Tejaswini contest are trained by a panel of teachers of the college. Fresher's Day is celebrated to welcome the first-year students of the college and Farewell organized to bid good-bye to the graduating

students. The Council organized an excursion for junior and senior college students to "Imagica Amusement Park" during the year. Students identified in the course of the various intra-college talent competitions are shortlisted and their names entered for participation at the Regional Yuva Mahotsav of the SNDT Women's University. Many students win prizes at the Regional Yuva Mahotsav and the Yuva Mahotsav Finale of the SNDT Women's University. IPTA Mumbai has been encouraging young talent in the field of theatre and also creating theatre awareness among college students for the last 47 years. Our students are enthusiastic participants at IPTA events each year. The Students council organized Workshops on "Effective Leadership Skills for Class Representatives" from 29th Nov to 2018 to 30th November 2018 and "Office Etiquettes" on 28th and 29th January 2019. Student representatives are placed on the important committees of the Colleges like the Admission Committee, College Development Committee (CDC), Free ships and Scholarships Committee, College Magazine Committee. Intercollegiate festivals are majorly in organizing and executing the event.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

1. Guest lecture on 'Graphology' by alumna and certified graphologist, Ms. Noopur Phatak for the TYBA Psychology students on 28th July 2018. 2) Guest Lecture on Career Opportunities after BMS by alumna Ms. Jane Gomes on 11th April 2019. 3) Career guidance interaction with alumni Ms. Priyanka Shinde and Ms. Achita Govalikar for Marathi Medium students. 4) The best three Research Dissertations in the PG Department of Commerce, are awarded by giving a trophy, initiated by an alumna of the department, Dr. Pradnya Mahmunkar.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1) Preparing and Uploading the NAAC SSR: The new NAAC manual for accreditation required concentrated efforts from all stakeholders. Keeping this in mind, The Principal and the IQAC planned and executed a systematic execution plan. Firstly, all faculty members were given repeated orientations for the new manual. Once the faculty felt confident to handle it, the orientations were extended to the other stakeholders. Throughout ideas, views and suggestions were noted. The NAAC Steering Committee was formed with IQAC members as facilitators and Team Leaders. Each Criteria leader held independent meetings with their teams, they devised their systems for collecting, compiling, and verifying data. Frequent internal IQAC meetings were held to discuss progress made under each criterion, The Coordinator then made a report to the Principal about the status of the report. Incorporating inputs received the teams made progress until the report was cross-verified, approved, and uploaded on the NAAC portal. The DVV clarifications were few and far between, which reflected

the efficacy of data validation and efficiency of the institution. 2) The Planning and Conduction of the Academic Audit: The IQAC designed the audit forms based on inputs given by IQAC members. The form was later circulated to all faculty members for feedback. The suggestions were incorporated and the Internal Assessment forms were forwarded to Heads of Departments (2014-2015). The IQAC collected responses from departments over mail for the years 2014-2015 and 2015-2016. The process was reviewed by the IQAC and from the year 2016-2017, the process underwent modification. The forms were modified, a subcommittee of IQAC prepared a score sheet for assessment, a committee of reviewers was formed and a schedule for department interaction was set. The audit was conducted and the Principal held a staff meeting to share the results and initiate quality enhancement activities. In the academic year 2017-2018, the process was further refined. IQAC, teaching, and non-teaching staff members were orientated about the revised audit process. A revised score sheet and a customized questionnaire were prepared, which was then discussed with all faculty members, and feedback from them was collected. Modifications were accordingly done after intervention from Principal and IQAC Coordinator. The Departmental Heads were then given the responsibility for completing the audit forms with their departmental staff. The review process took place as per schedules shared with departments. The institution has taken the next step in the audit process by introducing an External Academic Audit, which will be conducted once every two years. The first round for external academic audits for the years 2016-2017 and 2017-2018 has been completed successfully. These two practices are reflective of decentralization and participative management.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<p>Admission Committee for the Academic year was formed which adhered to the Admission policy which states that admission will be granted to all students irrespective of their caste, religion, socio-economic status and grades at the last qualifying examination. Personal Counselling and guidance to students and their parents on the courses that college offers and the most suitable course for a student. All admissions are on-line. The student fills in the admission form on the University website and states her preference of college and subjects. All admissions are on-line. The student fills in the admission form on the University website and states her preference of college and subjects. All admissions are on-line. The student fills in the admission form on the University website and states her preference of college and subjects. Faculty and administrative staff facilitate the entire process of filling forms, checking forms and</p>

	payment of fees.
Industry Interaction / Collaboration	<p>MoU was signed with TechnoServe India for Employability Skills Training Programme in which soft skill training followed by campus interviews by renowned corporate houses such as ICICI and HDFC Bank, Datamatics, HereSolutions was arranged For academics: The departments of B Com-AFI, BAMB, BMS, M Com arranged internships, industrial visits and educational tour for their students at various corporate houses such as Bombay Stock Exchange, RBI and media houses such as FTII. The MA Counselling psychology students undertook internships in various schools as counsellors, in NGOs and other mental health organizations. Extension and Social Work: The NSS Unit continued collaborations with the Lions Club of Sion for the Mutthi Anaaj Daan Project, King's Circle Station Cleanliness and various activities at the adopted Mammoli village. The institution was honoured by HelpAge India for its continued efforts in the area of elder Care.</p>
Human Resource Management	<p>Since the government is not sanctioning enough work force, our management has taken keen interest in appointing teaching as well as non-teaching staff wherever there is a need. Distribution of work is very important focus of the institution since we have good number of staff on Government Non-Aided post. To retain the staff, we take good care of their finances and Health. A Campus Manager was appointed by the management for overseeing campus cleanliness and security along with a team of additional staff. Workshops, Seminars and Talks are regularly arranged for our staff on topics of common interest.</p>
Examination and Evaluation	<p>To streamline the Examination conduction Process, we have extended our committee to include experienced members from both teaching and non teaching staff in the exam committee. The College has a semester system where 75 marks are allocated for the end of semester examination and 25 are for continuous internal assessment. The College follows university rules and procedures for conducting the first year exams. The students have the provision for re-verification and</p>



reevaluation of their papers as well as getting a photocopy of their answer sheets. This is followed at the college level as well. Departments are encouraged to include at least 2 innovative evaluation methods as internal assessment such as- PowerPoint presentations, student's seminars, reports of field visits, discussions following film screenings, on-line submission of assignments, role-play and skits. This is done so that students develop skills such as self-study, experiential learning, creativity and analytical abilities.

For the first-year semester examinations, the departments submit 2 copies of papers online to the Examination Committee. The committee selects any one set for printing for the current semester. A Duplo machine has been placed in the Principals Cabin, which functions as the Examination Control Room

Teaching and Learning

The Academic Calendar, the Academic Plan Book facilitates for better planning and strategy of the academic activities. The Departments are motivated to arrange guest lectures, workshops and use external expertise in any form for better information delivery. Teachers prepare Departmental Budget to ensure smoother execution of the planned activities. Additional ICT-enabled classrooms and Digital Podium are used to enhance the Teaching-Learning-Evaluation experience of the learners. The faculty are trained to keep abreast with the innovations in ICT and digital technologies. They are encouraged to include ICT elements in the daily TLE.

Curriculum Development

As we have restricted freedom to change the University curriculum, we have taken benefit of the available expertise and supplement our curriculum wherever the need is expressed by the students. Utilizing the financial impetus through UGC-CPE Grants facilities and courses have been added to enhance the curriculum offered to the students. courses on Photography, Modi Script and Editing and recording are examples of this. The Language laboratory has been set up to enhance the English Proficiency of enrolled students. Value-Added Courses in

Marathi Journalism and Hindi Translation were also started. The Training Centre for Competitive Examinations has also been set up to ensure that students get sufficient training to appear for competitive examinations. Many senior faculty members are on the Board of Studies at the University and hence are able to suggest inputs as received from students and other members of the faculty in the institution. The faculty members also help in the design of certificate, diploma, and value-added courses.

Research and Development

Research cell of the college Facilitated approval of staff minor research projects by the Ethics Committee of our trust, SMES. They were also sanctioned financial assistance as an incentive. Encouragement to faculty members to Publish and present papers at various forums was also provided

Library, ICT and Physical Infrastructure / Instrumentation

Purchase of 5 more modules of SLIM. Purchase of Database and E-books which can be accessed directly from the institutional website. Infrastructural modifications were taken up in a big way Additional 13 ICT-enabled classrooms, taking the total to 22 Smart classrooms. Purchase of Digital Podium Laptop for Departments, WI-fi Campus Renovation of the Food and Nutrition Laboratory was completed. Multipurpose Laboratory to conduct Value-added courses added. Ramps and Disable friendly washrooms created.

#### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Finance and Accounts	Payroll Management Salary Management Issuing Fee Receipts
Administration	Inward- Outward process
Student Admission and Support	SNDTWU Admission Portal for admissions Issuing Leaving Certificates
Examination	SNDTWU examination management system

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support

2018	Ms Ashwini Prabhu	One Day Workshop for LIBRARY professionals on Granthotsav 28.09.2018	NA	400
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Lecture by Dr. Kumada valli, Former BUCD Director, SNDTWU, on New NAAC Assessment Pattern	NA	18/09/2018	18/09/2018	57	0
2018	Guidance lecture by Dr. Smriti Bhosale, Principal, LJNJ College Principal, LJNJ College, Mumbai to NAAC Steering Committee on Preparing for Accreditation with the New NAAC Manual	NA	21/09/2018	21/09/2018	10	0
2019	FDP "Samvaad" in association with Welingkar's Institute, Mumbai	NA	11/03/2019	12/03/2019	45	0

2018	Guidance lecture on Autonomy by Ms Urmi Palan	NA	02/07/2018	02/07/2018	42	0
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme UGC – HRDC, University of Mumbai	1	28/05/2018	23/06/2018	30
Encapsulating Gender: An Interdisciplinary perspective	1	14/10/2018	20/10/2018	7
Orientation Programmes-HRDC, Sant Gadge Baba, Amravati University	1	24/09/2018	25/10/2018	30
Refresher Course- Interdisciplinary Refresher course in Sociology/Social Work' at HRDC, Rashtrasant Tukdoji Maharaj, Nagpur University	1	05/12/2018	25/12/2018	20
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
24	46	34	37

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
5	4	6

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution places a lot of importance on transparency in all financial matters. Robust check and action mechanisms are in place to ensure smooth

financial interactions. Internal Financial Audit The institution has the advantage of having a Chartered Accountant as the SMES, Honorary Secretary. The management procures three quotations from any vendors, which are then placed for approval before the office bearers, who meet every Wednesday. If it is so decided the vendors are called on campus to give a demonstration of their products and only after the management, the Principal, and the concerned staff is satisfied with the product, an order is placed. The accounts section of the institution maintains records of all financial transactions carried out. The management appointed a Chartered Accountant who is our internal auditor functions to verify the accounts of the institutions on campus. After this check, all accounts of the institution are sent to the management appointed external auditor. This is an annual process. But since the institution has also been a recipient of UGC CPE Grants among others, it is mandatory to do external auditing for the preparation of the Utilisation Certificate. Any query or change suggested at any of the levels of the audit is carried out by the accounts section of the institution before the documents are ready for government scrutiny. External Financial Audit The institution sends all audited statements to the UGC for further process and release of additional grants. Any query is directed by the Principal to the accounts section and based on the nature of the concern suitable action is taken. Likewise, all queries are directed to the concerned sections for suitable action. Thus, the institution conducts internal audits on a regular basis. External audits are conducted on UGC/ Government timelines.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
QUEST and Donors	2227322	Freeship to students
No file uploaded.		

6.4.3 – Total corpus fund generated

127138651
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Distinguished Academicians	Yes	IQAC
Administrative	No	NA	No	NA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1) Orientation program of FY students 2) Invitation of parents to the Annual Academic Prize Distribution on 16 January 2019. 3) Invitation to parents on Annual Day, Republic Day, and Independence Day celebrations 4) Attendance Committee meetings throughout the year
---

6.5.3 – Development programmes for support staff (at least three)

1) Workshop for Non_Teaching staff on the New NAAC Manual by Principal and NAAC Coordinator on 15-Oct-18 2)Workshop for Non_Teaching staff on the New NAAC Manual by Principal and NAAC Coordinator on 30-Oct-18 3) Workshop for Non_Teaching staff on the Preparation of SSR: New NAAC Manuall by Principal, NAAC Coordinator and select Steering Committee members on 29-Nov-18 4) Training
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

The institution underwent its 3rd Cycle of Accreditation in July 2019. Hence the academic year 2018-2019, falls on the cusp between applying for Accreditation and Receiving Accreditation. The initiatives mentioned thus are undertaken specifically in the year 2018-2019. 1) Applying for Autonomous Status 2) Setting-up Academic Advancement Centre 3) Setting-up Training Centre for Competitive Examinations

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Session by Dr. Kumadavalli, Former BUCD Director, SNTWU, on New NAAC Assessment Pattern: Experiences as a Peer Team Member	18/09/2018	18/09/2018	18/09/2018	57

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Legal Support Services for Sexual Harassment in Public Places	21/07/2018	21/07/2018	123	0
Film Screening: Provoked and Phir Milenge	16/08/2018	16/08/2018	85	0
Awareness and Acts on Sexual Harassment'	24/09/2018	24/09/2018	100	0

Documentary Film on Female foeticide	27/09/2018	27/09/2018	80	0
Lecture on 'Women's Safety'	05/01/2019	05/01/2019	101	0
State Level Workshop on "Reproductive Health of Women" ICC in collaboration with Maharashtra State Commission for Women	04/12/2018	05/12/2018	160	10
PowerPoint Presentation Competition on "Reproductive Health of Women: Related Areas"	04/12/2018	04/12/2018	41	0
Drama titled "Pause"	05/12/2018	05/12/2018	160	10

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1) Conducted Green Audit 2) Replacement of bulbs with LED Bulbs

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	Yes	2
Ramp/Rails	Yes	2
Rest Rooms	Yes	4
Scribes for examination	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	04/08/2018	1	Breast Feeding Awareness Program,	Using college situatedness, depar	7

Department of Foods and Nutrition, Department of Child Development in collaboration with Urban Health Center, Dharavi organised by NSI

[View File](#)

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
RTI Compliance	13/02/2019	The RTI compliance document is accessible to all stakeholders through the college website link: <a href="https://mmpshahcollege.in/images/pdf/rti.pdf">https://mmpshahcollege.in/images/pdf/rti.pdf</a>
Professional Ethics	11/06/2018	The UGC Regulations on minimum qualification and maintenance of standards in higher education is accessible to all stakeholders through the college website link: <a href="https://mmpshahcollege.in/images/pdf/profEthics.pdf">https://mmpshahcollege.in/images/pdf/profEthics.pdf</a>

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Elderly Abuse Awareness Day	15/06/2018	15/06/2018	7

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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) Conducting Green Audit 2) One Sanitary Napkin Incinerator installed 3) Promotion of E-communication among stakeholders 4) Promotion of Online Evaluation 5) IQAC e-Newsletter 6) Waste paper collection and reuse initiatives 7) Labels/ Posters creating environment protection awareness in classrooms and prominent spaces on campus 8) NSS activities on campus and community cleanliness 9) Participation in Swacchh Bharat Internship 2018

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

Best Practices Practice 1: Student Support through Free-ships and Scholarships



Objectives: •To strengthen Free-ships and Scholarships committee to reach out to the maximum number of students. •To organize orientation sessions to make students aware of the existence and availability of this committee •To support students in procuring the required documents and upload the applications

The Context: During the admission process every year, faculty members come across lot of financially weak students who despite their aspirations cannot continue their education or choose courses as per their liking and aptitude. Adequate funds at the Government level are available but due to non-compliance of fulfillment of pre-requisites many of the students are not able to apply and qualify for it. To support students to complete their education, the need to strengthen the Free-ships and Scholarships committee was felt, and through the committee a focussed and decisive approach to increasing the number of beneficiaries. The Practice: Free-ships and Scholarships committee was extended to reach out to the maximum number of students. A proper room with ICT infrastructure was made available to the committee where students could meet the teachers and process their online applications. Committee members conducted multiple orientation sessions for all classes. The application form was redesigned to be more detailed. The committee focused its efforts on ensuring that it had multiple levels of verification to ensure compliance. Evidence of success: In the year 2018-2019, 267 students were benefitted. An amount of rupees 2424219/- was disbursed to the beneficiaries through institutional freeships and scholarships. The year also saw an increase in students receiving Government scholarships, from a dismal 5 to 7 students this year saw 22 students receive Government benefits. Problems encountered and Resources required: One of the most common problems faced is the lack of relevant documents with students such as the caste certificate, proof of residence, bank account, income certificate, and so on. The committee made a number of efforts to overcome these issues such as interactions with Government officials to solve pending cases of documentation and follow up with the Tahsildar Offices which resulted in resolving pending cases requesting nearby banks to set up their counter in the college to enable students to open their own zero balance accounts helping students to create their profiles on the Government website due to absence of active mobile number on their Aadhar card by installing of a bio-metric machine in the committee cell for authentication of student profile on Mahadbt portal. More student representatives are being trained in profile creation, registration, form-filling and uploading of documents and declaration. This team of students is providing assistance to individual student applicants under the supervision of a committee member.

Practice 2: Making students self-employable through Skill Development Programmes

Objectives: These findings made us think very seriously that to cater to the needs of this segment of our students, we must train them to become self-employable so that they can fulfill the demands of their families and society and at the same time develop self-esteem and become self-reliant. Thus, we conceptualized this program to fulfill the following objectives: • To encourage aptitude towards employable skills • To improve proficiency • To improve the ability to work • To improve skill sets

The Context: Skill development has been in sharp focus in the employment arena, and taking cognizance of the growing demand for skilled workers, the Government launched its skill development initiative, with Pradhan Mantri Kaushal Vikas Yojana. Today, every organization prefers skilled employees as such employees have good career growth and in turn benefit the organization. But skilling can also open opportunities for self-employment. Keeping this need foremost and to make our students aligned towards the importance and crucial need for skill development, the institution offered its students programs to make them self-employed. Student feedback taken by faculty members over a period revealed the following facts with regards to the need for employment: •Earning some consistent amount on monthly basis is a primary need •Due to family demands and routine household chores, students could not take up full-time jobs •Travelling for work was not viewed in a

positive light •Cultural and societal pressures limited the scope of job opportunities It was realized that a vast majority of students dreamed of taking up employment after studies, but sadly it remained a dream for many due to the limitations of family, society, and lack of exposure. Hence it was resolved that a key focus of skill development programs would be to motivate students to take up self-employment. The Practice: Identification and shortlisting of skill development programs were done through a survey. Identification of infrastructure to support the programs and supporting resources were earmarked. In consideration of the availability of the laboratories and expertise for conduction of courses, the following short duration courses were shortlisted: • Basics of Photography • Advanced Tally • Advanced GST • Bakery and Confectionary • Digital Marketing Each course was schedule as per its duration and resource availability. Students were also oriented about starting their own entrepreneurial activity, how to obtain finance and the financial implications of their endeavors. Under the banner of Innovations and Incubation Cell -Creations was launched. This scheme allowed for students to put up stalls in the college foyer, displaying and selling their products. Evidence of success: The courses have a good number of takers. Many students especially from Bakery and Photography have started their own small set-up. This is the launch year of these courses, with student interest slowly gathering momentum. Problems encountered and Resources required: Though the courses were started as per students' demands, students need continuous and tremendous encouragement to join the courses and keep them motivated throughout to complete the courses. The team of teachers is dedicated and sincere in their efforts and the skill development programme will be impactful.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://mmpshahcollege.in/images/pdf/bestPractices.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

“Empowerment of women through quality education to make them competent, self-reliant and responsible homemakers, professionals and citizens.” - Vision Statement Today’s job market requires soft skills - good communication skills, computer applications, ability to manage time and handle stress. A survey of our students revealed that lack of communication skills, ignorance about the opportunities available, misplaced aspirations and family attitude- absence of role models within family rigid thinking that did not see girls as earning members, were the major reasons why our students could not find meaningful employment. The result of the My Employability Test (MET) conducted for 221 students to evaluate various abilities like verbal, non-verbal and logical reasoning, numerical ability, and data interpretation again suggested that our students lacked mostly verbal/communication skills. Thus, we identified two thrust areas to work- 1. communication and English language skills of students 2. counselling support to help cope with the mismatch between students’ aspiration and family environment. The Academic Advancement Centre (AAC) set up in 2016-17, began taking Learning Level Tests for students in English, general knowledge and basic mathematics. The centre conducted Personal Enrichment Programme for 44 students imparting interpersonal, social and communication skills. An Academic Enrichment Programme for 38 students, taught effective study techniques, time and stress management, memory and concentration improvement and workshops on self-motivation, online trading and effective communication. In 2017-18, AAC collaborated with Edubridge Private Limited to impart communication skills training to more than 150 students of the first year (BCom-AFI and BA). For ninety-five SYBCom AFI students, 26 sessions on

communication skills training were conducted. In 2018, we invested in developing a Language Laboratory using the Digital Linguistic Mentor, software which teaches verbal communication in English. With a library of pre-recorded material, the Lab is one of the best programmes using ICT for education. Students listen to the audio recording of hundreds of English words and repeat the pronunciations, checking with the recorded pronunciations. Samvedana, our counselling centre, played a vital role in improving students' confidence by conducting workshops on self-esteem, self-acceptance, anger management and dealing with negativity. Many of our students face harsh circumstances at home like cramped housing, flooded houses during monsoon, father facing unemployment, invalid mothers, burden of household chores, and often lack support to handle subsequent emotional distress. We often lend support to our students beyond educational guidance, with the college counsellor conducting special sessions on study skills and goal planning for final year students. The result of these efforts is tangible and impressive. In 2017-18, 72 out of all the students who opted to be trained by TechnoServe, our partner in soft skills training for students, were placed in various capacities such as junior accountant, audit assistant, cashier, logistic executive, cabin crew or help desk manager with companies that include Kotak Mahindra Bank, Lumina Datamatics, Prodata, Ross Warner HR and so on. The National Centre for Quality Management (NCQM) awarded us Best Educational Quality Enhancement Team (BEQET) award in February 2019 for this single-minded approach of preparing students for the job.

Provide the weblink of the institution

<https://mmpshahcollege.in/images/pdf/institutionDist.pdf>

#### **8.Future Plans of Actions for Next Academic Year**

1) Preparing for NAAC Peer Team Visit • Conducting Mock Visit through CEDA • Planning and presentations for NAAC Peer Team Visit 2) Implementation of Autonomy: • Setting up Statutory Bodies: Board of Studies, Academic Council, Governing Body, Finance Committee • Conducting meetings of the said committees as per UGC guidelines 3) Starting new specializations: • Undergraduate Program in Economics (all papers) in English Medium • Postgraduate Program in Mass Media 4) Fulfilling mandator requirements: • UGC CPE expenditure, utilization, and CPE Advisory meeting • UGC Autonomy expenditure, utilization 5) Introduce CBCS, add-on, and skill development program, consolidate existing programs